

STETSON HALL RENTAL FACILITY FREQUENTLY ASKED QUESTIONS

What is the capacity of the Great Hall?

- 216 persons with function (table/chairs) set-up
- 300 persons with theatre style (chairs only) set-up

What are the dimensions of the hall?

The Great Hall is sixty feet (60') by one hundred feet (100')

What size is the stage? May I use the stage?

The stage is sixteen feet (16') by twenty feet (20').

Use of the stage is by permission of the Stetson Team.

Are there seating plans for the Great Hall?

There are a number of standard floor layouts available for consideration. If one does not meet your specific need, please work with the Stetson team.

Are tables and chairs included in your rental rates?

Yes. Stetson Hall inventory includes 24 round tables (60" X 30") that seat 8-9 people, 10 banquet tables (8' X 30" X 30") and 280 chairs

Do you provide linens?

No, linens must be obtained/provided by the renter.

Do you provide dishes, serving ware, utensils, pots, pans, etc.?

No, all items must be provided by the renter.

May I serve/sell alcohol at my function?

Alcoholic beverages may be provided at functions by a TIPS certified bartending service. The service must apply for and receive a One Day Liquor License from the Town. Bartending services are required to provide proof of liability insurance, display the approved license during the event and remove all alcoholic products 30 minutes prior to the time listed on their license (note this may not be the same as the end of the event)

I am using a caterer for my event. What do I need to know/do?

- For any event using food provided by a caterer, the catering service **must have a permit** on file with the Randolph Health Department. If the caterer does not have a ServeSafe on file in Randolph, a one-time Temporary Food Permit can be granted by the Health Department.
- Any event that is ***open to the general public*** where food is provided **must have** a one-time Temporary Food Permit granted by the Health Department.

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I want to bring my own food. Do I need a permit? May I use the kitchen?

- The kitchen is a warming/heating kitchen only; the oven and burners may be used to warm foods but are not available for cooking.
- A permit is not required for pot luck style events but safe food handling should be practiced.

May I use candles on my tables?

Battery operated LED style candles may be used. **No open flames are permitted at any time.** Sterno type fuel for chafing dishes is permitted and must be lit by a BBQ type butane lighter (a Team Member will make one available for the function)

May I hang decorations on the walls?

Stetson Hall is an historic building which the Town takes care and pride in maintaining; tape is not permitted on the painted surfaces. Please review your decoration request with the Stetson Hall Team.

May I use balloons as decorations?

Yes, if they are not balloons filled with helium

May I hang decorations from the ceiling/tie rods across the ceiling?

Yes, with advance permission from the Stetson Hall Team. The tie-rods are 24 feet up and we do not provide a ladder. All items must be removed at the end of the function.

How early can I set-up for my event?

Set-up is permitted in the 4 hours prior to the start of the event.

When do I have to remove my decorations/break-down from my event?

All spaces used for an event should be cleared of decorations, trash, debris and personal items within 2 hours of the end time of the event.

Where is parking and how many spaces are available?

There are 50 spaces available immediately adjacent to the building (3 spots are designated for handicap placards). There are 120 additional spaces available in the neighboring parking lot at 32 South Main St.

Is the building handicap accessible?

Stetson Hall meets accessibility guidelines. There is a ramp leading to the building, elevator access to the second floor and compliant restroom facilities.

Is smoking permitted in the building?

The use of any smoking/vaping products is prohibited inside of Stetson Hall or on the porches.

Is there an ATM located at the Hall?

There is not, however there are numerous banks within a 5 minute walk from Stetson Hall.

May I use the balcony?

Only upon advance permission from the Stetson Hall Team.

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May I open/close the drapes in the Great Hall?

Yes, upon advance request to the Stetson Hall Team.

Is the building air conditioned?

Yes

May I open the windows?

Please see a Team Member

Are there trash receptacles and bags?

Yes, they will be set out before your function. See a Team Member if additional bags are needed.

How many restrooms are available?

Stetson Hall has a total of 5 multi-stall restrooms: Women's and Men's on the first floor, Women's , Men's and a family restroom with changing table on the second floor

How do my guests enter/exit the building?

There is an entrance from the parking lot with an accessible ramp. There is also a grand entrance from South Main Street.

Can you provide ice/ is there an ice machine?

There is not one available in Stetson Hall. Renters should provide their own product.

May I use the piano?

On advance approval of the Stetson Hall Team

Is there a dressing room or private area for the bride/guest of honor?

Yes, there is a space available on the stage level that can be used as a dressing room or "green room" for performing artists, brides or special guests.

Is wifi available?

Yes

What type of audio/visual/lighting is available?

A wireless microphone is available upon request. Lighting in the Great Hall is by dimmable ceiling and wall sconce lights. Specialty visual and lighting capability is available to qualified technicians. Speak with the Stetson Hall Team.

My guest left items at Stetson Hall. How can I retrieve them?

Lost and found is on the first floor in room 125 during normal business hours.

Is a police detail required?

To ensure the safety of patrons, a police detail is mandatory for events with greater than 180 guests. Details are for a minimum of 4 hours and payment must be made in advance of the event.

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What if I need something/something isn't quite right during my event?

The Stetson Team member on duty can be found on the first floor in Room 125 to address any concerns.

Safety items

- Automated external defibrillator (AED) devices are located on the first and second floors. Once activated, an automated system guides the user in proper procedure.
- Hair nets and gloves for safe food handling are available in limited quantities during events