

Stetson Hall

Special Event Rental Application



APPLICANT INFORMATION

Name		Organization (if applicable)	
Address		City/State/Zip	
Phone		Email	
Alternate Phone			

If non-profit, provide Tax ID # and copy of exemption Mass Tax ID# _____

Event sponsored by the Town of Randolph as confirmed by: _____

EVENT INFORMATION

Date Requested		Type of Function	
Load-In/Set up	4 hours before event begins	Wedding Reception <input type="radio"/>	Wedding Ceremony <input type="radio"/>
Event Start Time		Concert <input type="radio"/>	Theatre production <input type="radio"/>
Event End Time		Banquet <input type="radio"/>	Meeting/Conference <input type="radio"/>
Break-down	2 hour after event end time		
Number of Guests		Great Hall: 216 maximum with tables; 300 without tables	

Room Requests: Great Hall GAR Hall Guest Suite/Green Room

Special Requests: Projection Screen Stage Balcony

Warming/Cooling Kitchen Podium Theatre Lighting System

VENDOR INFORMATION

Food Service	<input type="radio"/> No food <input type="radio"/> Caterer <input type="radio"/> Self-provided	Permit required for caterer
Beverage Service	<input type="radio"/> No alcohol served <input type="radio"/> Alcohol served	Permit required for alcohol Service to end ½ hour before time established on license
Music Service	<input type="radio"/> Band <input type="radio"/> DJ <input type="radio"/> None	Level not to exceed 90dB Music to end ½ hour before event end time
Video Services	<input type="radio"/> Videographer <input type="radio"/> None	

EVENT DAY POINT OF CONTACT

Name		Cell Phone		Role	
Name		Cell Phone		Role	

Must be authorized to make decisions on behalf of the applicant

General Regulations for Use of Stetson Hall

Initial each line item to note that you have read and understand the items below. For additional questions or concerns at any time please contact the Stetson Hall Manager.

PROHIBITED ITEMS

	Cooking/baking
	Helium balloons
	Pyrotechnics or open flames (chafing dish fuel permitted)
	Fog and/or haze machines
	Indoor smoking (permitted outside 25 feet away from doors)
	Items attached to any wall
	Thrown rice, confetti or similar

REQUIRED ITEMS

	\$250 Deposit (see refund policy below)
	Payment in full is due 14 days prior to the event*
	One Day Liquor License for events with alcohol License must be posted at the bar on day of event
	Temporary Food Permit for catered/public events
	Applicant responsible for removal of ALL trash
	Police detail required for over 180 attendees
	If event is ticketed, copy of marketing materials provided to the Hall manager

*For funeral repasts, payment in full is due on the date of the function in cash, bank check or money order only

CANCELLATION/REFUND POLICY

- Events cancelled 30 days or more prior to the event - **full** refund of payments received
- Events cancelled within 14 days of the event – refund **except** \$250 deposit
- Events cancelled less than 14 days of the event – **no** refund
- Refunds will be made via check from the Town of Randolph payable and mailed to the **Applicant**. They are processed by Town Hall according to the Town’s payment schedule.

You release, and indemnify The Town of Randolph, its officers, agents, representatives and employees from and against any and all claims, liabilities, and expenses including reasonably attorneys’ fees resulting from any action, omission or breach of this Agreement by you, your child/children, spouse, relatives, heirs, assigns, guests or invitees. You are responsible for the actions and all damages caused by all persons that you invite to enter the building and may be liable for Repair and Replacement fees of the actual cost of the damage + 5%.

Signature of applicant

date

Signature of Hall Manager

date

STETSON HALL RENTAL CHECKLIST

Applicant Name _____

Date of Event _____

ITEM	COST	AMT	NOTES
G.A.R. Hall <i>Max capacity = 30</i>	\$80/hour \$100 with Great Hall rental		
Great Hall (4 hour rental) <i>Max capacity w/tables = 216</i> <i>Max capacity w/o tables = 300</i>	Private		Tax ID required for all non-profits
	Mon-Thu - \$ 500.00 Fri/Sat - \$1600.00 Sunday - \$1200.00	Non Profit	
	Mon-Thu - \$ 375.00 Fri/Sat - \$1200.00 Sunday - \$ 900.00		
Great Hall - additional hours	\$125 per hour		
Green Room/Dressing Room	\$50 with Great Hall rental		
Balcony	By permission of the Stetson Team		
Warming Kitchen	\$100 with facility rental		
Round Tables (60 inch)	Included		Linens are not provided
Banquet Tables (8 feet)	Included		Linens are not provided
Chairs	Included		
Bartending Service <i>(provided by others)</i>	\$50.00		One day permit required from Licensing Board
Catering Service <i>(provided by others)</i>	\$50.00		Temporary food service permit required from Health Dept.
Podium	n/c		
Cordless microphone	n/c		
Projection Screen	n/c		
Theatre Lighting System	By permission of the Stetson Team		
Police Detail	Monday – Saturday -- \$52.80/hour Sunday -- \$79.20/hour		*Required for events >180 guests *4 hour minimum
	TOTAL AMOUNT DUE		

PAYMENT HISTORY

Amount: Cash Check # _____ Date ___/___/___ Received by: _____

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STETSON HALL RENTAL REMINDERS

AFTER YOUR EVENT
Have you removed all of your items from the refrigerator or freezer?
Have you wiped off the stove, counter tops and sinks in the kitchen?
Have you removed all decorations, supplies and equipment brought to the hall for your event?
Have you removed all the garbage/trash from the hall and placed in the dumpster located in the parking lot?
Did you use the blue tote for your recyclables?