



TOWN OF PLYMOUTH
26 COURT STREET
PLYMOUTH, MASSACHUSETTS, 02360
508-747-1620

TOWN HALL COMMON RULES

PURPOSE

To coordinate and regulate the responsible use of the Town Hall Common located in the area in front of 26 Court Street for Town of Plymouth Governmental Organizations, Non-Profit Organizations and Plymouth Residents.

FEES

- Town of Plymouth Governmental Organizations No Fee*
 *Defined as Selectmen’s appointed Committees/Board/Commissions or a Board/Group/Committee recognized in the Town Charter or Bylaws
- Town of Plymouth Non-Profit Organizations or Plymouth Residents..... \$50.00 per day plus a \$250.00 refundable security deposit

*Security Deposits will be refunded after a post-event inspection has been conducted and no damage has been found. Cost for damages or failure to clean up trash beyond the security deposit will be assessed and billed to the Applicant. **Please submit two checks – one for the use fee and one for the security deposit. Make checks payable to the “Town of Plymouth”.***

GENERAL RULES

- 1) **Eligible Applicants:** Use of the Town Hall Common is available to residents of the Town of Plymouth and non-profit organizations. Non-profit organizations must provide proof of their active non-profit status and proof of their liability insurance that holds the Town harmless for loss or injury in order to be eligible for consideration. A resident must provide proof of liability insurance that holds the Town harmless for loss or injury in order to be eligible for consideration. The use of the grounds for personal profit is prohibited.
- 2) **Availability:** The Town Hall Common is available for use during the spring, summer and fall seasons (approximately April 1st through November 30th). Use during the winter season may be allowed at the discretion of the Office of the Town Manager based on weather conditions and other seasonal factors. The Town Hall Common is generally available for booking between from 10 am to 8 pm on Friday, Saturday, Sundays, and Holidays.
- 3) **Priority Use:** Only one group may schedule the Town Hall Common at a time. Multiple bookings will not be allowed. All requests will be honored on a first come, first served basis. All Town of Plymouth Government activities and events will take precedence over other applicants.

TOWN HALL COMMON RULES

- 4) **Use of TOWN HALL COMMON APPLICATION:** To request use of the Town Hall Common you must complete and submit a "Town Hall Common Application" in addition to the Special Event Permit. Completed applications and fees must be returned to the Office of Economic Development. Incomplete applications and / or non-payment of fees will not be considered.
- 5) **Acceptable Activities** allowed on the Town Hall Common include, but are not limited to, special events; various civic events, performance events; art events. No sports activities will be permitted on Town Hall Common. No political events or activities are permitted on the Town Hall Common.
- 6) **Equipment/Setup:** No equipment that may damage the Town Hall Common lawn/walkways/granite/memorial shall be allowed, including: stages, rides, rinks, pools, etc. All equipment or items that are going to be placed on the Town Hall Common must be listed on the application. The Town Hall utilities (electricity, water, etc) are not available for use by the applicant.
- 7) **Time In and Time Out:** Do not arrive earlier than or stay after the permitted time.
- 8) **Rain Dates** will not be booked in advance. Call and reschedule if you are rained out within two (2) business days.
- 9) **Non-Transferrable:** Approved groups or individuals may not give their permitted time to another group or individual. All changes must be done through the Office of Economic Development.
- 10) **Fires and Gas Grills:** Open fires are not allowed on the Town Hall Common at any time or under any circumstances. The use of contained, gas fired grills is allowed only if operated by a licensed vendors, with all necessary permits obtained in advance.
- 11) **Public Safety:** Large events may require the use of a police detail to direct traffic and provide for the general safety of the public. The Applicant shall be responsible for securing and paying for any and all public safety and/or public works details if it is deemed necessary through the Special Event application process.
- 12) **Vendors:** Must have valid permits from appropriate departments to operate on Town property, including Town Hall Common. This is particularly important if food is to be served at an event where the public is invited.
- 13) **Additional Permits:** Depending on the activity or event any number of additional permits may be required. The Applicant is responsible for obtaining and paying for these permits.
- 14) **Signs / Balloons / Tents:** Temporary signage may be allowed, however, it cannot be attached to any tree or town structure. No tent stakes or other items are to be put in the ground unless previously approved as part of the application process. Caution – there are underground utilities and infrastructure.
- 15) **Alcohol or Glass Containers:** none allowed.
- 16) **Parking** is allowed in designated areas only. No loading or unloading along undesignated areas of the Common. Absolutely no vehicles on Town Hall Common.
- 17) **Trash removal** during and after the event is the responsibility of the applicant and/or organization. It is also the Applicant's responsibility to leave the grounds and facility in a neat and clean condition.

TOWN HALL COMMON RULES

18) **The Town of Plymouth reserves the right:**

- a. to refuse use of the Town Hall Common to any applicant if the proposed activity is deemed to be a “high damage” risk.
- b. to refuse use of the Town Hall Common based on a history of past damage caused by an applicant and/or group.
- c. to deny or limit the use of the Town Hall Common for the purposes of maintenance and rehabilitation of the grounds. In addition, the use of the grounds may be cancelled by the Town in the event of a heavy rain/snow event that causes the grass to become at risk for high damage.
- d. to deny an application or cancel an event due to natural disasters or scheduling conflicts beyond its control.
- e. To deny an application or cancel an event if the Applicant fails to fully comply with all requirements of the Special Event and/or Town Hall Common applications.

19) **Damages:** The applicant and/or group is responsible for reporting any damages immediately to the Office of the Town Manager and for reimbursing the Town for damages to facilities and/or grounds.

20) **Public Restrooms at 26 Court Street (Town Hall):**

Restroom Cleaning Schedule – May 26th through September 4th (restrooms are cleaned 3 times/day for these 102 days).

- Friday – noon until 9 pm
- Saturday – 9 am until 9 pm
- Sunday – 9 am until 9 pm
- Monday Holidays – 9 am until 9 pm

For the use of the public restrooms on any other dates/times, please contact the Facilities Manager upon apply to use the Town Hall Common to see if that can be arranged for an additional fee.

USE OF TOWN HALL COMMON APPLICATION

The Application can be typed into with the use of a PDF Reader & submitted to the

Office Economic Development: lmaiolini-ayotte@townhall.plymouth.ma.us. *Please have application on hand during event.*

- Applicant is responsible for following the **“Town Hall Common Rules”**.
- Certain events will require additional approval by the Office of the Town Manager.
- Fourteen business days are required for approval and process of the Use of Town Hall Common Application. Please plan accordingly.
- All fees must be paid in full at the time of booking. Dates will not be held in reserve over the phone.
- Non-profit organizations are required to submit proof of their tax-exempt status and proof of liability insurance at the time of application.
- Application and fees are to be submitted to the Economic Development Office with the Special Event Permit application.

Applicant: Name of Organization _____

Website (if applicable) _____

Name (please print) _____

Address _____

City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____

Email Address _____

Purpose for Request _____

Name of Person in Charge the Day of the Event _____

Home Phone _____ Cell Phone: _____

Email Address _____

Date Requested:

First Choice _____ from _____ to _____

Second Choice _____ from _____ to _____

Anticipated Number of Guests / Attendees _____ Admission Charge Per Person _____

Reason Money is Being Raised _____

USE OF TOWN HALL COMMON APPLICATION

Use of Outside Services and Equipment – please check off all that apply to your event:

- Equipment that will be place on public property (please attach rendering)
- Vendor, Food (list) _____
- Vendor, Other (list) _____
- Public Restrooms (additional fee required – see Town Hall Common Rules)

By signing this Application, I agree to the rules stated and agree to be responsible for the activity and function stated on this form. I understand that I am responsible for enforcing these rules and making sure that grounds are clean after we are done. Failure to do so will result in loss of future reservations privileges and/or security deposit. I understand that the Town reserves the right to change, alter, or cancel this reservation as a result of maintenance issues, scheduling conflicts, weather events, or natural disasters beyond its control.

Signature of Applicant _____ Date: _____

FOR OFFICIAL USE ONLY

Date(s) available: Yes _____ No _____ Which Date Approved: _____

Proof of non-profit status submitted: _____ Proof of liability insurance submitted: _____
With Town listed as Additional Insured

Facility Request: Approved _____ Denied _____

Requested Facilities	Fee	Total Due
Town of Plymouth Governmental Organizations	No Charge	
All Others	\$50.00 per day plus \$250.00 security deposit*	

*Please submit two checks – one for the use fee and one for the security deposit.
 Make checks payable to the "Town of Plymouth".*

 Town Manager or designee
 (Name of Signer - please print)

 Signature

 Date