

	Town of Plymouth MEMORIAL HALL RESTORATION TICKET FEE
Effective Date	1-Jul-25
Expiration Date	None
Date Last Revised	21-Nov-24
Town Manager	
Select Board Vote	

MEMORIAL HALL RESTORATION TICKET FEE

The Memorial Hall Restoration Ticket Fee is intended to generate revenues to help restore and maintain the Town-owned facility known as Plymouth Memorial Building also known as Plymouth Memorial Hall.

Purpose:

To establish a restoration fund for the Town to draw upon for when Plymouth Memorial Hall needs routine and proper maintenance and/or upgrades.

Facilities and Groups:

Plymouth Memorial Building also known as Plymouth Memorial Hall

Logistics:

Funds collected as a result of the Memorial Hall restoration ticket fee will be deposited in the Plymouth Memorial Hall revolving account. A separate revenue account within the Memorial Hall revolving account will be created to ensure the funds generated as a result of the Memorial Hall restoration ticket fee are used solely for restorations and repairs. The revolving fund shall be managed by the Recreation Director and Memorial Hall Facility / Event Director.

Policy Guidelines:

1. A restoration fee of \$1 per ticket will be charged for each individual ticket sold.
2. Restoration ticket fees shall be set by the Town of Plymouth Select Board under the advisement of the Town Manager's office or designee and are subject to change on an annual basis.
3. Events for which tickets are sold are subject to the restoration ticket fee. This Memorial Hall ticket restoration fee shall apply to any promotor /organizer who has secured a date at Plymouth Memorial Hall, whether by rental, donation, or Town department request.
4. Town managed and town promoted events may be excluded from the restoration ticket fee, subject to promotional event.
5. Events hosted by a Town Department/Division are excluded from the Memorial Hall restoration ticket fee. If the Town Department/Division partners with a 3rd party organization to sell the tickets and are only paid a portion of the revenue, the third party organization would pay the restoration ticket fee.
6. The restoration ticket fee shall be collected upon the sale of each ticket, regardless of how the tickets are purchased and regardless of payment method.
7. 30 comp tickets and tickets assigned at no charge to Plymouth Memorial Hall are defined as non-sold (free tickets) and shall be excluded from this fee.
8. All tickets shall be scanned and accounted for at every event. A ticket scanner is an electronic device used to account for attendees and their tickets at each event. At the close of each event, a complete list of tickets sold and a list of whom they were sold to (full name, address, email address and phone numbers) must be turned over to Plymouth Memorial Hall management. This

personal information is for accountability purposes only and shall not be disclosed at any time be given out or used for 3rd party promotional resales.

9. Memorial Hall restoration ticket fees collected by the promoter/organizer shall be paid to the Town of Plymouth within 30 days of the events. A \$250 penalty will be assessed for any ticket fees not paid to the town within 30 days of the event. An audit report on ticket sales for each event must be included with the restoration ticket fee payment. The promoter/organizer and/or third party organization shall be responsible for providing the audit with the restoration ticket fee payment. If the restoration ticket fee is not paid to the Town of Plymouth within 60 days of event completion, an additional \$500 penalty will be assessed, and all future events will be subject to cancellation and deposits will not be refunded. This policy will be communicated to each promoter and promoter's acknowledgement is required.