

Clarke Center

170 Clarke Road
Narragansett, RI 02882
401-782-0658



The Town of Narragansett would like to thank you for your interest in securing our facility for your upcoming event. This Facility is available for rent to **Narragansett Residents only**.

- The Clarke Center is owned by The Town of Narragansett and managed by the Narragansett Parks and Recreation Department.
- The rental fee and security/damage deposit must accompany your application and indemnity agreement. **Please note, the rental fee is nonrefundable.**
- The Clarke Center is available for rent Weekends and Holidays year-round and is a smoke free facility.
- There is designated parking on-site.
- If a caterer is hired for the event, the catering company must be in compliance with the rental regulations.
- Tables are provided.
- The rental is for **5 consecutive hours**. These time allotments are for set up, event time, and clean up.
- The Lessee is responsible for removing all decorations, caterer's equipment, supplies and trash immediately following the conclusion of the event.
- Failure to adhere to the Rules and Guidelines or reasonable directives of the staff may cause all or part of the security/damage deposit to be forfeited.
- The Lessee of the Clarke Center will need to provide General Liability Insurance.

GENERAL LIABILITY INSURANCE

The Lessee will always maintain in full force during this engagement General Liability insurance in the minimum amount of \$1,000,000 per occurrence for all damages on account of personal injuries and/or property damage arising out of an occurrence or event. The Lessee will provide evidence of its General Liability policy to the Town of Narragansett naming the Town of Narragansett as an Additional Insured to the policy for the event.

If Lessee does not possess a General Liability Policy one may be obtained through your homeowner's insurance company or through a Special Event General Liability, through GatherGuard at <https://app.gatherguard.com/?v=0501-1246>. (venue ID: 0501 and venue code:1246)

Clarke Center

The Clarke Center, located at 170 Clarke Road offers the availability to rent an indoor space with the capacity of 112 people with rest rooms along with an outside lawn area to barbecue with picnic tables.



The Clarke Center offers an indoor 1600 square foot room with six tables, a men's room and woman's room. The lawn area adjacent to the Clarke Center is available for barbecues with small propane gas grills, small 10' x 10' tents for family outings.

Reservations will be considered on a first come first serve basis, when a completed and signed application is submitted with full payment for approval by the Parks Department Office at 170 Clarke Road.

The Clarke Center is available to rent Weekends and Holidays from Memorial Day Weekend through Columbus Day Weekend for residents and taxpayers of Narragansett only.

All renters shall comply with the rental fees and rules for renting based on the usage space at the Clarke Center per the Fire Marshall. All renters will provide the Parks Department Office staff with a copy of a General Liability Insurance Policy in the name of the renter for the date of the rental with the Town of Narragansett listed as "Additionally Insured".



Rental Fee	Five Hours	\$150.00
Additional Fee Per Hour		\$25.00
Security Deposit		\$200.00

Clarke Center RENTAL APPLICATION

Event Date: _____ **Proposed Use:** _____

Lessee's Name: _____

Address: _____

Time of Use (5 hour rental): _____

Additional Time: \$25.00 per hour _____

Lessee's Phone Number: _____ **Email:** _____

Alcohol is allowed on the premises. Beer and wine only.

Number of guests: _____

Will sound equipment be utilized? Yes / No _____

(Noise permit will be required from Building Inspector) Date permit issued _____

Are you using a caterer? Yes / No **Name, Address, Phone:** _____

_____ I hereby certify that **I am** entitled to status as a resident and/or taxpayer of Narragansett, RI, thereby qualifying me for the appropriate rental fee based on residency.

<u>Rental Fee</u>	<u>Security Damage Deposit</u>
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\$150.00

\$200.00

Renter's Signature: _____ **Date:** _____

Parks & Recreation Staff _____ **Date** _____
Packet updated 9.9.14

Clarke Center
INDEMNITY AGREEMENT and WAIVER

Agreement made and entered into this _____ day of _____, 20____, by and between the Town of Narragansett (the "Town") and the undersigned Lessee ("Lessee") of property owned by the Town;

WHEREAS, the Town is the owner of certain properties which are rented to members of the public for the purpose of holding a variety of functions such as weddings, parties and meetings ("Town Property")

NOW, THEREFORE, in consideration of the Town permitting the use of the premises, and for other good and valuable consideration, that during the term of the lease, the parties hereto agree as follows:

1. I agree to indemnify and hold harmless the Town, and its affiliates, officers, employees, agents and/or assigns from any and all loss, damage or injury to both property and persons including, but not limited to, personal injury and damage to or theft from automobiles parked at the Clarke Center incurred or suffered by myself or anyone else using the Clarke Center.
2. I further agree that I will bring no claim for either personal injury or property damage against the Town of Narragansett. I further agree to release and hold harmless the Town, its affiliates, officers, employees, agents and/or assigns from any and all such claims.
3. In consideration of the Town permitting access and entry to the Clarke Center during times when there are no other personnel on duty, I hereby acknowledge on behalf of myself and any other person using the Clarke Center during these times shall be at my own risk and that I agree to indemnify and hold harmless the Town, its affiliates, officers, employees, agents and/or assigns from any and all losses, damage or injury resulting from or arising out of my use of the Clarke Center.

RULES AND FEE SCHEDULE SUBJECT TO CHANGE WITHOUT NOTICE.

LESSEE
(Authorized Agent if LESSEE is an Entity/Org.)

Signature

Print Name

Date

TOWN OF NARRAGANSETT

Signature

Title Date

Facility: **Clarke Center**

Packet updated 4-12-16