

Narragansett Community Center

53 Mumford Road
401.782.0675



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 Community 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 Community Center is available for rent year-round and is a smoke free facility.
- There is designated parking on-site.
- If alcohol is to be served at a private event, it must be **Open Bar**. Cash bars are not allowed. However exceptions are made by state law for non-profit, religious, and political organizations.
- If a caterer is hired for the event, the catering company must be in compliance with the rental regulations.
- Tables and chairs are provided.
- The rental is for **8 consecutive hours**. These time allotments are for set up, event time, and clean up.
- The Lessee is responsible for removing all decorations, bar material, 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 Community Center will need to provide General Liability Insurance.

GENERAL LIABILITY INSURANCE

The Lessee will maintain in full force at all times 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 TULIP (Tenant User Liability Insurance Program) policy for purchase through HUB International New England. The premium for a TULIP policy is based upon the risk associated with the particular event or activity, the number of days needed to be covered, and the number of participants attending the event. Also taken into consideration are special requirements of the event such as alcohol liability, food service, etc.

General Liability Insurance Continued:

To purchase the special event General Liability Policy through the TULIP program, please follow the following steps:

- Log onto the website: www.ebi-ins.com/tulip.
- Enter the ID Code: **0501 A64** to name the Town of Narragansett as an Additional Insured to the policy, then press enter
- Select the type of event that is planned from the drop down menu.
- Answer the yes/no questions that follow.
- Select the event date on the calendar by clicking on the day of the event.
- Write in the name of the event using the names written on the lease agreement
- For average daily attendance, list the amount of guest that is expected.
- If you would like to proceed and purchase the coverage, please complete the requested "Contact and Credit Card Information"

LIQUOR POLICY

If your upcoming facility rental will involve the serving or purchasing of alcohol by your guests, it will be necessary to obtain supplemental liability insurance coverage under one of the options below:

1. Hire a professional bartending service that has a current Class P License and a \$1 million dollar general & \$1 million dollar liquor liability policy.
 2. Contract with a catering company to provide your food and alcohol. Catering companies must have a current Class P License and a \$1 million dollar general & \$1 million dollar liquor liability policy.
- Serving of alcoholic beverages must conform to State of Rhode Island law and Town of Narragansett regulations. The Town of Narragansett, the Community Center and the staff disclaim and the user accepts responsibility for any liabilities arriving from the event.
 - Alcohol service is limited to a **maximum of 4 ½ consecutive hours** of service.
 - The only circumstance where money can be charged for liquor at the Center is through a **non-profit or a political organization**. Under these circumstances, it is necessary for the lessee to petition the Narragansett Town Council for a Class F or Class F1 License, which is required for fundraising events.
 - No self-service bars or wine left on tables for self service. Shots, shot bars, home brewed/fermented alcoholic beverages; grain alcohol and liquor over 100 proof are prohibited at the Community Center. Drinking games, beer bong, flaming drinks and kegs are also prohibited at the Community Center.
 - CC staff and/or your caterer can refuse service of alcohol to anyone if we/they feel a guest is intoxicated or if they do not have a valid ID.
 - **Alcohol consumption is restricted to the confines of the building and or it's Pavilion.**

CLEANING RESPONSIBILITIES

- All garbage is to be emptied in the dumpster outside of the Community Center at the end of the event. The garbage cans are lined with one bag each and the renter must bring in any additional bags.
- All tables and chairs must be cleaned and returned to their original positions.
- All floors must be swept and any spills must be cleaned.
- Bathrooms must be checked, making sure all toilets have been flushed.
- The kitchen must be cleaned. No food is to be left in the building.
- The building should be left as it was prior to the event.

DECORATING

- Any and all decorations need to be set up within the two hour set up time provided with your rental and removed by the close of the event.
- Decorations must be placed without the use of tape, staples, nails or other fasteners that will harm the building in any way. Ribbon, fishing line, binder clips, and zip ties, are a good way to fasten decorations. Please inquire with the Coordinator about other ideas.
- No decorations are permitted to be hung on the window treatments
- Do not move or remove Jewelry Case
- DO NOT USE CARD TABLES

OUTSIDE SERVICE PROVIDERS

- The Community Center Coordinator needs to have all contact information on Service Providers involved in your event. This includes: Caterer, DJ or Band, Florist, Event Planner, Bartender, Photographer and any external deliveries planned.
- All service providers MUST adhere to the *two hour set up time* and the *one hour clean up time* outlined in the base rental fee.

GENERAL

- If your event includes a raffle, permission for use of the facility will be considered only after the department receives a copy of the renter's authorization to hold such an event as issued by the Rhode Island State Police.
- If food is offered for sale to persons attending the event a one-day peddling license must be obtained by the Narragansett Town Clerk's Office prior to the event.
- The Town of Narragansett is not responsible for any items **lost, forgotten or stolen** at the Community Center or its premises. It is the renter's responsibility to take all items with them at the end of the event.
- Under certain circumstances, the Director of Parks and Recreation may mandate the presence of paid security and/or fire personnel. The renter will pay any expenses associated with the security and/or fire personnel in full.

TABLES & CHAIRS

Based on the location of the rental event, the following equipment is available. It is as follows:

- 9 – 60” round tables, 8 banquet tables and 200 chairs are available for use in the upstairs room. Card tables are NOT to be used.
- 4 – 6’ banquet and 1- 8’ banquet table and 53 chairs are available in the downstairs rooms.
- 11 picnic tables and two grills are available under the pavilion.

Community Center RENTAL APPLICATION

Event Date: _____ **Type of Event:** _____

Lessee's Name: _____

Address: _____

Room to be rented: (Upstairs/Blue/Green/Pavilion) _____

Time of Use (**8 hour rental**): _____

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

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: _____

Will alcohol be served at your event? **Yes / No**

If this is an event where items will be sold and or raffled, it is the lessee's responsibility to obtain the proper licensing. A copy of this license **MUST** be presented to the Community Center staff prior to the event date.

The lessee and all their service providers **MUST** present the proper licensing to the Community Center staff prior to the event.

Will any special equipment be used during the event? **Yes / No** If **yes**, please explain.

<i>Room Choice</i>	<i>Rental Fee</i>	<i>Security Damage Deposit</i>
Upstairs Assembly Room w/Kitchen	\$150.00	\$200.00
Narragansett Non Profit Rate	\$N/A	\$N/A
Lower Level (One Room)	\$50.00	\$100.00
Narragansett Non Profit Rate	\$N/A	\$N/A
Lower Level (Both Rooms)	\$100.00	\$100.00
Narragansett Non Profit Rate	\$N/A	\$N/A
Outside Pavilion	\$40.00	\$100.00
Outside Pavilion & Both		
Lower Level Rooms	\$100.00	\$125.00
Narragansett Non Profit Rate	\$N/A	\$N/A

Renter's Signature _____ **Date** _____

