



## IMPORTANT

Please sign, date and remove this page and staple it to your rental application.

I have read and understand the conditions governing the use of the North Beach Clubhouse and accept the responsibilities imposed as detailed in the "Information Packet". My signature below is acknowledgment that I have read and understand the rules .

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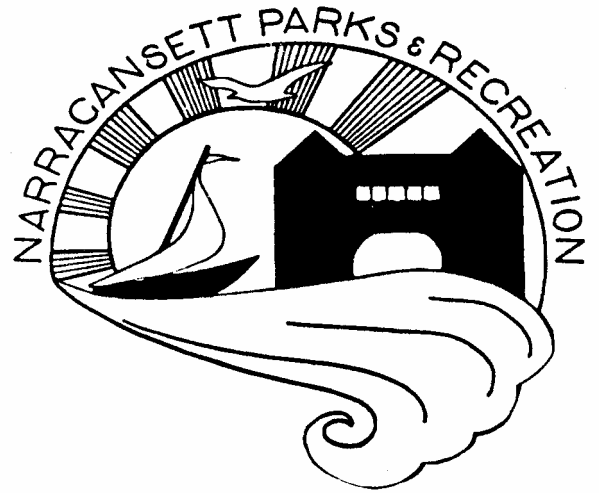
Signature

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Printed Name

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Date



# North Beach Clubhouse

## Information Packet

- Available Dates and Hours
- Payments, Deposits and Refunds
- Application Process
- Laws and Regulations
- Fire Codes
- Equipment Use
- Catering and Cooking Regulations
- Liquor Policy
- Tent Rental
- Cleaning Responsibilities
- Parking
- General Information
- User Fee Schedule

## **Application Process**

- Contact the parks & Recreation Office at 401-782-0658 to request a date.
- If the facility is available, the renter's name, address and phone number will be recorded as tentative reservation. An application will then be sent.
- The application must be completed and returned by the date indicated, with the \$200.00 rental deposit to secure the requested date.
- If the application is not returned with the \$200.00 rental deposit by the date indicated, the applicant will lose the booking date without FURTHER NOTICE.
- When the completed application is returned by the due date, with the \$200.00 rental deposit, it is then subject to approval by the Director. Once approved, an invoice for the balance of fees will be mailed with a return date indicated.
- Enclose a copy of your resident tax bill if you are applying for the Narragansett rate.
- Make check(s) payable to, The Town of Narragansett and return to Narragansett Parks and Recreation Department, 170 Clark Road, Narragansett, RI 02882.
- The renter must provide a copy of the caterer's Certificate of Insurance before the event. The certificate may be faxed to the department at: 401-788-2553.



## **Security and Fire Personnel**

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.

## **General Information**

- The address of the North Beach Clubhouse is 79 Boston Neck Road.
- Directions to the North Beach Clubhouse are noted below.
- The North Beach Clubhouse is open year round for rentals. The building has heat and air conditioning.
- The North Beach Clubhouse has men's and ladies bathrooms.



## **DIRECTIONS**

### **From Points North**

95 S to Route 4 South to Route 1 South  
Take Narragansett Exit (no number)  
Take left at bottom of ramp at light  
Go left around rotary & straight on Kingston Road  
Straight through first set of lights  
Take a left at second set of lights  
Take a left at the next set of lights  
North Beach Clubhouse is the fifth entrance on the right, located behind the fence.

### **From Points South**

Route 1 N to Point Judith Exit (no number)  
Take a right at top of exit ramp  
Straight through first set of lights far left lane  
Take left at second set of lights  
Take the first right through the rotary  
Take a left at the second set of lights (Pier Marketplace is straight in front of you)  
Take a left at the next set of lights onto Boston Neck Rd.  
North Beach Clubhouse is the fifth entrance on the right, located behind the fence.

## Rental Fee Policy

- The \$200. rental deposit will be forfeited if the applicant cancels the rental within eight weeks prior to the event.
- If the event is cancelled six months prior to event \$100. will be withheld from the rental deposit.

## Payment Information

Return the completed application along with the rental deposit payment by the date indicated on the front of the applications. Applications and payments received after the due date may not be accepted by the department. **Checks accepted from Renter Only.** Mail payment to Narragansett Parks and Recreation 170 Clarke Road Narragansett , RI 02882.

## IMPORTANT NOTICE

- **The rules and fee schedules for the North Beach Clubhouse are subject to change without notice.**
- Specific rules have been established for use of North Beach Clubhouse. These rules must be adhered to as written and by signing the original application the renter agrees to abide by same.
- Faxed applications will not be accepted by the Narragansett Parks and Recreation Department. The original application must be returned by the due date.
- The Narragansett Parks and Recreation Department Director reserves the right to deny rental applications for events that are too large for the clubhouse, bachelor parties, underage renters and any other event deemed unacceptable for the North Beach Clubhouse. The applicant would be notified by phone and in writing of the event denial.

## Catering and Cooking Regulations



- The clubhouse is equipped with a kitchen and beverage area to accommodate a LIMITED amount of food preparation.
- The Director of Parks and Recreation must approve any special equipment wanted for the event eight weeks before the event. The Director of Parks and Recreation has the right to deny any requests for special equipment.
- **It shall be the responsibility of the renter and their caterer or other food preparers to insure that the kitchen is left clean and clear of all equipment used for the event.**
- It is the renter's responsibility to inform the caterer or other food preparers of the rules governing the North Beach Clubhouse. The department's personnel do not handle any arrangements with the renter's caterer or decorators.
- The kitchen is equipped with an old commercial gas stove. The stove is for heating food ONLY. It is not to be relied on for food preparation.
- The kitchen is also equipped with a residential refrigerator.
- The renter, caterer and any other food preparers are to remove all of their equipment on the date of the event.
- **NOTHING IS TO BE LEFT BEHIND**
- The Town of Narragansett is not responsible for any items left behind.
- Gas grills must NOT be used on the deck of the North Beach Clubhouse or inside the North Beach Clubhouse. They may be used on the cement sidewalk on the side of the building with the proper drip pans. Any grease stains must be cleaned.
- Clam bakes are not allowed on the Narragansett Town Beach.

## Equipment Use

- The North Beach Clubhouse has a limited number of tables and chairs for use by the renter. To obtain sizes and an accurate count of the tables and chairs call the department before the event.
- If the renter requires more tables and chairs then the North Beach Clubhouse has, they must rent on their own what they need.
- The North Beach Clubhouse tables and chairs may be set up on the porch weather permitting.
- The tables and chairs are NOT to be setup on the beach.
- If anything is set up on the beach, your damage deposit will be held.
- If the renter would like equipment for the deck they are to rent it on their own, paying all fees associated with their rental.
- Any equipment rented is to removed the date of the event.
- The Town Staff does not set-up or breakdown any equipment other then the Town of Narragansett.

## Town of Narragansett Fire Codes

- ABSOLUTELY NO OPEN FLAMES ON THE BEACH OR PREMISES.
- ABSOLUTELY NO BONFIRES ON THE BEACH OR PREMISES
- THE MAXIMUM CAPACITY OF THE NORTH BEACH CLUBHOUSE IS **100** PERSONS.

## Department Personnel

- Personnel shall open and close the building for the event.
- Personnel will remain throughout the event and report any non-compliance by the renter.
- A closing report will be presented to the renter at the conclusion of the event to be signed.
- Personnel are not responsible for any rented equipment by the renter.

<u>Tent Fee</u>	<u>2007</u>	<u>2008</u>
<i>Tent Size</i>	<i>Tent Only</i>	<i>Tent Only</i>
16 x 16	\$410.00	
16 x 24	\$465.00	
20 x 20	\$505.00	
20 x 30	\$575.00	
20 x 40	\$6 25.00	
30 x 30	\$775.00	
30 x 40	\$975.00	
30 x 50	\$1100.00	
30 x 60	\$1425.00	

**Please call the office for  
sidewall pricing**



## Damage Deposit Policy

- The rental deposit is include in the fee amount.
- The amount of the damage deposit is \$300.00
- The damage deposit is returned four to six weeks after the event, barring any non-compliance of the rules or damage to North Beach Clubhouse and its equipment.
- The department returns the damage deposit to the renter and address indicated on the front of the rental application.
- The Narragansett Parks and Recreation Department will bill the renter for damages to the North Beach Clubhouse in excess of the \$300. damage deposit.
- Damage to tents will be billed to the renter.
- The renter is 100% responsible for the rental of the North Beach Clubhouse, therefore if damage or non-compliance of policies occurs during the event the renter may lose their damage deposit

## **Other Fees**

<b><u>Service</u></b>	<b><u>Amount</u></b>
Room set-up & breakdown	\$125.00
Additional hours	\$25.00 per hour

## **Definition of room set-up & breakdown**

The room set-up and breakdown service is the set-up of the North Beach Clubhouse tables and chairs only. This service does not include garbage removal or setup/break down of any other equipment rented by the Renter.

## **Tent Rental Policy and Fees**

- The rental of tents must be done through the Narragansett Parks and Recreation Department.
- The size of the tent and request for sidewalls must be indicated on the application upon the time of return of the completed application or the department cannot guarantee availability. If the renter has requested a date less than twelve weeks in advance a tent may not be available.
- The tent fee must be paid in full to the department before a tent can be ordered. For this reason the department asks that the renter enclose a check for the tent rental upon returning the rental application.
- If the renter decides to cancel a tent rental that has been ordered by the department the renter will be liable for any fees charged by the tent vendor to the department.
- Sidewalls are at the option of renter, however if the renter request sidewalls on the application they must be paid for.
- Tents are not allowed to be setup on the Narragansett Town Beach.
- Tents are setup only on the deck of the North Beach Clubhouse.

- Personnel are not responsible for any items left behind.

## **Cleaning Responsibilities of the Renter**

- All garbage is to be emptied in the dumpster outside of the North Beach Clubhouse at the end of the event.
- The garbage can is lined with one garbage bag. Any additional bags must be brought in by the renter.
- All floors must be swept and any spills must be cleaned.
- All tables and chairs must be cleaned, broken down and returned to storage area.
- The building should be left as it was prior to the event.

## **Liquor Policy**

Under certain circumstances, it may be necessary for the renter to petition the Narragansett Town Council for a temporary Class F or Class F-12 liquor license. For the majority of individuals who rent the North Beach Clubhouse, no license is required, provided there is no monetary charge associated with beverage service. Alcohol consumption is restricted to the confines of the building and deck.

## **Absolutely NO Alcohol on Narragansett Town Beach**

## **Lost , Forgotten and Stolen Items**

The Town of Narragansett is not responsible for any items lost forgotten or stolen at the North Beach Clubhouse or premises. It is the renters responsibility to take all items with them at the end of the event.

## **Parking Information**

- All vehicles must be out of the lot by the end of the event.
- Any unauthorized vehicles found in the area will be subject to towing at the owners expense.
- During the Beach Season the parking

- lots are staffed until 6:00 p.m.
- Guests for the event may park in any open spaces in front of the North Beach Clubhouse and any overflow parking may use the North Parking Lot and walk through the North Pavilion to the North Beach Clubhouse.
- The department does not guarantee parking; there has not been a problem with clubhouse parking in the past.
- During inclement weather the Parks and Recreation Department makes every effort to have the North Beach Clubhouse parking lot plowed and stairs shoveled.

**Miscellaneous**

- If your event includes holding 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 to offered for sale to persons attending the event a one-day peddling license must be obtained from the Narragansett Town Clerks Office prior to the event.

**Dates and Hours of Operation**

The North Beach Clubhouse is available for rental year round. There are certain restrictions for different times of years. They are as follows:

**In-Seasons Dates**  
***Memorial Day Weekend through Labor Day***

- Caterers or other food preparers cannot arrive until 4:00 p.m.
- Decorating for the event cannot take place until 4:00 p.m.
- Guests cannot arrive until 6:00 p.m.
- The building and parking lot is locked at 12:30 a.m.
- Everyone and all equipment must be out by 12:30 a.m.

**Off-Seasons Dates**

***The day after Labor Day To Memorial Day Weekend***

- Caterers or other food preparers cannot arrive until 11:00 a.m.
- Decorating for the event cannot take place until 11:00 a.m.
- A total of nine hours is allowed for the function between the hours of 11:00 a.m. and 12:30 a.m.

Once the building is opened it is not locked again until the end of the event. The Town of Narragansett is not responsible for any items once the building is opened. Time restrictions are strictly enforced; therefore the Parks and Recreation Department cannot accommodate any time variations due to other bookings the renter may have made with churches, caterers, etc.

**In-Season**

<b>Event Date</b>	<b>Resident Status</b>	<b>Fee</b>
Mon—Thurs.	Resident	\$600.00
Fri., Sat. Sun. & Holidays	Resident	\$650.00
Mon—Thurs	Non-Resident	\$900.00
Fri., Sat. Sun. & Holidays	Non-Resident	\$1000.00

**Off-Season**

<b>Event Date</b>	<b>Resident Status</b>	<b>Fee</b>
Mon-Thurs.	Resident	\$500.00
Fri., Sat., Sun. & Holidays	Resident	\$600.00
Mon.—Thurs.	Non-Resident	\$800.00
Fri., Sat., Sun. & Holidays	Non-Resident	\$900.00