

Town Of Jamestown

Rhode Island



Jamestown Clubhouse *Function Rooms*

Community Group Rental Policies & Pricing



245 Conanicus Ave
Jamestown, RI 02835

Pavilion Reservation Office
401-423-7260



JAMESTOWN CLUBHOUSE 2ND FLOOR FUNCTION ROOM RENTALS

The clubhouse at the Jamestown Golf Course offers space that is available to be rented for small functions, meetings, and events. Our great room can comfortably seat 50 persons or if for a presentation 65 persons. This room offers sweeping views westward, over the beautiful fairways of the Jamestown Golf Course. Our 2nd floor conference room can

GREAT ROOM AMENITIES

- ROOM SIZE - 40 x 29
- TABLES & CHAIRS
(8) 60 INCH ROUND TABLES
60 CHAIRS
- ACCESS TO CATERING KITCHEN

CONFERENCE ROOM AMENITIES

- ROOM SIZE - 25 x 12
- TABLES & CHAIRS
- ACCESS TO CATERING KITCHEN

Things to know

Rental Space

Rental of the Clubhouse Great Room and Conference room are only for the areas on the 2nd floor. While renting the Clubhouse function rooms it is expected that guests are respectful of the Jamestown Golf Course operations. Guests are asked to stay off of all parts of the golf course including greens, fairways and practice greens. It is the responsibility of the renter to make sure all guest of the event are aware of the rules and regulations of the facility. Failure to follow these guidelines may result in a forfeiture of the security deposit and the ability to rent the facility in the future.

USER FEE SCHEDULE

Fee Schedule for Local Community Groups

Groups can only request dates 6 months in advance

- \$25 per hour with a minimum of 3 hours for use of the conference or great room
(Events must be cleaned up and building locked by 11:00 pm)

Available Hours of use are 9:00 AM - 10:30 PM. Please specify requested event time (Great Room) (Conference Room) in your application. All events must be finished and cleaned up by 11:00 pm (latest).

Parking Attendant for events June - September: \$75 required if event is before 7:00 pm

During the Jamestown Golf Course peak operating season (April - September) parking will be limited to 17 parking spots onsite in the event parking area ONLY. It may be necessary to arrange for parking for all vehicles over the 17 reserved spaces.

Events are scheduled and approved on a first come - first served basis. Approval of a requested event date or time may be withheld due to a previously approved conflicting event. Only one event will be held at a time to avoid conflicting use of communal spaces (IE: bathrooms, kitchen). Approval is at the discretion of the Parks and Recreation director.

Regarding Rental Fees

Local Community Group List

To reduce council fee reduction requests for the facility a pre-approved local community group list and application process will be developed.

Local Community Group Application Process and Criteria

- Jamestown community groups are defined as **a group in which the members consist of Jamestown residents who work for the benefit of Jamestown Residents.**
- Fill out the Jamestown Community Group application with a one-time \$25 application fee (non-profits with 501-3C status can apply for no fee) and submit them to the recreation department. If your application is not accepted the \$25 fee will be refunded.
- A list is compiled of approved groups that are voted on by the town council
- This list would only qualify groups for the Jamestown Community Group rate for the Golf Course Clubhouse function rooms. (Pavilion rentals would still require fee waiver approval by the town council if requested)

RULES FOR PRIVATE USE

The 2nd Floor function rooms of the Jamestown Clubhouse are a Town of Jamestown facility. They are available for use by individuals, businesses, and organizations in accordance with the following rules and guidelines. The Parks and Recreation Department is responsible for the use of this facility. As an important Town resource, these rules and guidelines have been established to insure the success of your event, and the continued use of the space for many years to come.

PAYMENTS, DEPOSITS, AND REFUNDS

- All checks should be made payable to the Town of Jamestown, and mailed to: Jamestown Parks & Recreation 41 Conanicus Ave. PO Box 377, Jamestown, RI 02835 or dropped off in-person at the Parks and Recreation office.
- A completed and signed Application, along with the \$75 for up to 3 hours. Community groups must be on the pre-approved community group list before securing a date.

RULES FOR PRIVATE USE

(continued)

GENERAL RULES

- Lessee is solely responsible for adhering to the terms of this contract and all Rules and Regulations of Parks & Recreation Department.
- All organizations and/or residents leasing the function room/s within the Clubhouse building shall secure and maintain, at no expense to the Town of Jamestown, a comprehensive general liability policy with policy limits not less than \$2,000,000 per occurrence. The Town of Jamestown shall be named as additionally insured and the insurance must be maintained throughout the period of use of the permit. A copy of proof of insurance must be submitted to the Parks and Recreation Department no less than 7 days prior to the event date.

Please see attached Gatherguard Insurance guide on pages 9-10 of this application for instruction on how to get a quote and/or purchase single-day event liability insurance. Please reference page 7 of this application for insurance requirements regarding the service of alcohol.

- It is the responsibility of the Lessee to ensure that guests behave in an orderly manner, and that no disturbance is created at the Clubhouse building or grounds. Lessee agrees that all food and drink will be kept in the immediate area of the rented rooms, so that littering will be prevented and that noise will not exceed reasonable levels. The Parks & Recreation Department staff reserve the right to terminate any event for disturbances arising from unruliness or noise, or for violation of this lease. Loss of future rental privileges may result.
- It is the responsibility of the Lessee to obtain any necessary licenses and permits (Ex. Town of Jamestown One-Day Event/Entertainment license, Department of Health Food Event Permit, etc. prior to the event date.)
- **The building is climate controlled, please notify event staff to adjust temperature.**
- The windows are not to be opened.
- The Town of Jamestown, its agents and servants are not responsible for damage, injury, loss or theft of personal property of Lessee or Lessee's guests or anyone involved in the event.
- Hired services for the event are party to this agreement and subject to its terms. It is the responsibility of the Lessee to share the contents of this agreement with the third party vendors (Example: Caterers, DJ, event planners) associated with the event.
- Tables and chairs are provided with rental by request. There are no outside tables or chairs permitted on site. Table and chair numbers and layout must be requested in writing at least 48 hours before event. The Great Room can accommodate up to (8) 5 ft round tables with seating for 50 persons.

RULES FOR PRIVATE USE

(continued)

LAWS, ORDINANCES, AND REGULATIONS

Users and their guests must abide by all laws of the State of Rhode Island, ordinances of the Town of Jamestown and the RULES FOR USE of the Jamestown Clubhouse function rooms. Failure to abide by these requirements may result in termination of future use of the Jamestown Clubhouse.

PARKING

Parking is available onsite in defined parking spaces when the Golf Course is closed. Illegally parked cars are subject to fines and/or towing. **During the Jamestown Golf Course peak operating season (April - September) parking will be limited to 17 parking spots onsite in the event parking area ONLY. It may be necessary to arrange for parking for all vehicles over the 17 reserved spaces.**

USER'S SCHEDULE OF OPERATION

All renters must provide a schedule of operations for the day of their event to the Parks and Recreation Office at least one (1) week in advance of the event date, including listing of all service providers being utilized such as a florist or entertainment. Users wishing to meet at the Clubhouse with their service providers may do so only by appointment with the Parks & Recreation Department who may limit the number and times of such meetings.

DECORATING AND SET UP

- The Town of Jamestown and the Parks and Recreation Department are not responsible for any loss or damage to personal property, furnishings, decorations, and/or equipment provided by the user and the user's service providers.
- Decorations must be placed without the use of scotch tape, staples, or nails.
- The historical photographs are not to be moved or removed from their locations.

EVENT SHUT DOWN AND CLEAN UP

- Music, entertainment, and bar service must be suspended 30 minutes prior to the scheduled termination of the rental. Users are responsible for the prompt departure of their guests at the termination of the event. All guests must be out at that time. If guests remain in the building past the time of termination, the users deposit may be forfeited.
- All equipment, rentals, decorations, and all other property belonging to the users, their service providers and/or their guest must be removed from the Clubhouse function rooms within the one hour period following the event.

RULES FOR PRIVATE USE

(continued)

- The Lessee must ensure that the 2nd floor is left clean and returned to the condition in which it was found. All trash barrels must be emptied in dumpster, all decorations removed and disposed of properly, there must be no litter on the premises and all spills must be cleaned from the tables and floor. If these conditions are not met, the \$400.00 damage de. Any damage to the property, in excess of what would be covered by the \$400 damage deposit may result in additional fees if the damage is deemed to be a result of negligence on the part of the lessee.
- Our event staff inspect and photograph the rental facility before and after each event with an itemized checklist which can be found on page 15 of the rental packet.

CATERING/FOOD SERVICE

- All caterers will be approved on a case by case basis
- Non-catered events with food (Example: Potluck, homemade, pizza, sandwich platters) may use the catering kitchen, but will be held to the same expectations as caterers. All checklists must be followed post-event regarding cleanup and use of kitchen equipment.

RULES REGARDING SERVING OF ALCOHOL

- The Lessee and Lessee's agent/s agree to conform to the State of Rhode Island laws regarding the serving of alcoholic beverages. The Town of Jamestown, the Parks and Recreation department and its employees accept no responsibility or liability for any situation arising from the service of alcohol on town property during an approved event. The lessee is solely responsible for any liabilities/issues that take place during the period of use.
- Alcoholic beverages must be served by a licensed bartending service company carrying a Class P license.
- You must provide a copy of the Class P license to the Parks and Recreation Department no less than 7 days prior to the date of the reservation.
- You must provide a \$2 Million dollar Liability Insurance Policy with liquor liability listing the town of Jamestown as additionally insured. Please see Gatherguard Insurance guide on pages 9-10.
- No BYOB
- Alcohol may not be sold during an event, except by non-profit lessees after obtaining a license from the Town Clerk's office with the approval of the Jamestown Town Council.

Conference Room



Great Room - Presentation Setup



Great Room - Round Table Setup



FUNCTION ROOM/S RENTAL APPLICATION

*** AN INCOMPLETE LEASE APPLICATION WILL NOT BE PROCESSED**

DATE REQUESTED: _____ Hours of Event: _____ p.m. to _____ p.m.

ROOM REQUESTED: Great Room _____ Conference Room _____ Catering Kitchen _____
Check all that apply

APPLICANT:

Name: _____ Email: _____

Address: _____ City/State: _____

Phone: Day: (_____) _____ Cell: (_____) _____

ATTENTION JAMESTOWN RESIDENTS:

PLEASE SEE ATTACHED PROOF OF RESIDENCY REQUIREMENTS

EVENT DESCRIPTION: _____

Approximate number of guests: _____

Approximate number of tables _____ and chairs _____

Type of Operation (Private, State Sponsored, Non-Profit): _____

If **Non-Profit**, is Non-Profit registered with the State? NO ___ YES ___

RI Tax ID#: _____ Non-Profit ID #: _____

ALCOHOL: (Liquor Liability Insurance Required)

Will there be Alcohol at this event? NO ___ YES ___

Bartending Service: _____ License Number: _____

CATERER: Caterers must be from the approved list on page 8

Will there be a Caterer for this event? NO ___ YES ___

Caterer's Name: _____

If no, will there be food served? NO ___ YES ___

If yes, please give a brief description: _____

MUSIC:

Will there be Music at this event? NO ___ YES ___

If yes, please give a brief description: _____

RENTAL APPLICATION

(continued)

This agreement entered into by the Town of Jamestown, State of Rhode Island, hereinafter referred to as Lesser, and _____ hereinafter referred to as Lessee.

Please read and initial after each statement.

- Lessee is solely responsible for adhering to the terms of this contract and all Rules and Regulations of the Parks & Recreation Department. _____

- All organizations and/or residents leasing the Clubhouse shall secure and maintain, at no expense to the Town of Jamestown, a comprehensive general liability policy with policy limits not less than \$2,000,000 per occurrence. The Town of Jamestown shall be named as additional insured and the insurance must be maintained throughout the period of use of the permit. A copy of proof of insurance must be submitted to the Parks and Recreation Department no less than 14 days prior to the event date. _____

- It is the responsibility of the Lessee to ensure that guests behave in an orderly manner, and that no disturbance is created in the function rooms or ANYWHERE IN THE CLUBHOUSE. The Parks & Recreation Department staff reserves the right to terminate any event for disturbances arising from unruliness or noise, or for violation of this lease. Loss of future rental privileges may result.

- Lessee agrees that all food and drink will be kept in the immediate area of the rented space and that any resulting mess/spills will be cleaned to the best of the Lessee's ability. _____

- The Lessee must ensure that the rented space is left clean and returned to the condition in which it was found. All trash barrels must be emptied, all decorations removed and disposed of properly. There must be no litter on the premises and all spills must be cleaned from the tables and floor. Tables and chairs must be placed back where they were upon your arrival to function rooms. If these conditions are not met, the \$400.00 damage/security deposit will not be returned. Any damage to the property, in excess of what would be covered by the \$400 damage deposit may result in additional fees if the damage is deemed to be a result of negligence on the part of the lessee.

JAMESTOWN CLUBHOUSE FUNCTION ROOM

RENTAL APPLICATION

(continued)

- It is the responsibility of the Lessee to obtain any necessary licenses and permits (Ex. Town of Jamestown One-Day Event/Entertainment license, Department of Health Food Event Permit, etc. prior to the event date. _____
- Alcohol may not be sold except by non-profit lessees after obtaining license from Town Clerk’s office with the approval of the Jamestown Town Council. The Lessee and Lessee’s agent agree to exercise prudent judgment in the service of alcoholic beverages and to otherwise refuse to serve visibly intoxicated persons. Further, Lessee agrees to hold the Town of Jamestown, its agents and servants non-lialbe for any incident arising from the consumption of alcoholic beverages. _____
- The Town of Jamestown, its agents and servants are not responsible for damage, injury, loss or theft of personal property of Lessee or Lessee’s guests or anyone involved in the event. _____
- Hired services for the event are party to this agreement and subject to its terms. It is the responsibility of the Lessee to share the contents of this agreement with third party venders _____
- The lessee may be required have a parking attendant for events April - September during the golf season for an additional \$75 fee _____
- The clubhouse is situated on an active golf course, and in the rare event of a ball strike on a vehicle, liability for all damages to property rests with the lessee. _____
- During Golf Season (April - September) event parking is limited to 17 vehicles and must park in the designated parking area. _____

I have read and understand the Jamestown Clubhouse Function Room Agreement and agree to comply with all of the terms of the same:

X

Signature of Lessee Date

X

Signature of Jamestown Recreation Employee Date

JAMESTOWN CLUBHOUSE FUNTION ROOM**Proof of Residency Policy**

The Town of Jamestown provides certain benefits to its residents and taxpayers in the form of lower rental fees for facilities such as the Clubhouse Building, as well as the ability to request reservation dates a year in advance. **In order to qualify for Resident Rates individuals must either own property, rent property year round, or reside in Jamestown on a year round basis.** The following "Proof of Residency Policy" has been put into place to ensure a fair and equitable rate structure for resident/property owners.

*****Note: Applying for use of the Clubhouse function rooms for a third party is STRICTLY PROHIBITED, doing so may result in forfeiture of deposit and future use of the facility.**

When applying for a resident rate for the building a Jamestown resident/property owner must supply a combination of any 2 of the following identification materials:

- ◇ Photo ID
- ◇ Proper Identification that displays your Jamestown address; (Drivers License, Identification Card, Passport)
- ◇ Jamestown Property Tax Bill
- ◇ Jamestown Voter Registration Card
- ◇ Copy of a signed 12 month Lease Agreement for residence in Jamestown (minimum) or a 10 month lease with a military ID
- ◇ Utility Bill with a Jamestown Address.
- ◇ Current Vehicle Registration proving Jamestown residence

*****NOTE: RECREATION OFFICE STAFF WILL REVIEW ALL MATERIALS PROVIDED AND VERIFY DOCUMENTS FOR AUTHENTICITY. IT IS UNLAWFUL TO PROVIDE FALSE DOCUMENTS.**

RECREATION OFFICE USE ONLY**DOCUMENTS PROVIDED:**

PROOF OF RESIDENCY: APPROVED DENIED SIGNED _____ DATE _____

Fee: \$ _____ Date _____ Check# _____

Total: \$ _____

Damage/Security Deposit: \$400.00 _____ Date _____ Check# _____

Note:

Post Event Checklist

Please go through this checklist before leaving event and have event staff sign bottom.

Failure to do so may result in a partial or full forfeit of the security deposit.

- ◇ Pick up all excess debris from floors/area used by your party
- ◇ Bag all trash and dispose of it in the dumpster located near the rear of the parking lot
- ◇ Remove all decorations.
- ◇ Ensure all walls of the room are in good condition free of scuff marks, dents, chipped paint
- ◇ Ensure all furniture is clean and without damage
- ◇ Remove all food and personal belongings from refrigerators, ovens, and warming/cooling cabinets
- ◇ Ensure all AV equipment used is turned off
- ◇ Check in with Recreation Department event staff once checklist is complete

Signature of department event staff

Date