

# Town Of Jamestown

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## Rhode Island



# Rembijas Pavilion

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Rental Policies & Pricing 2024



Jamestown Parks & Recreation  
41 Conanicus Avenue  
Jamestown, RI 02835  
(401) 423-7260

## LT. JOHN C. REMBIJAS PAVILION AT FORT GETTY



The Lt. Col. John C. Rembijas Pavilion is named in recognition of a former Jamestown Building Official, who spearheaded the effort to construct the pavilion. His vision was to create a space for families to gather and celebrate many of life's special occasions. Originally built in 1978, the structure received a complete overhaul in 2013 after a harsh winter storm damaged the pavilion. The new structure, designed by local Jamestown architect Andrew Yates, is as beautiful as the views the property offers its patrons. The facility is operated by the Town of Jamestown Parks and Recreation department and can be reserved for use from mid-May to mid-October.

### PAVILION AMENITIES

- 4800 SQ FT (120FT X 40FT) COVERED OPEN AIR PAVILION WITH CONCRETE FLOORING.
- TEN 10FT PICNIC TABLES  
**(ALTERNATIVE SEATING MAY BE PRIVATELY RENTED BY THE LESSEE)**
- RESTROOMS - A PAIR OF PERMANENT RESTROOM FACILITIES WERE BUILT IN 2016 EXCLUSIVELY FOR USE AT PAVILION EVENTS
- WATER & ELECTRICITY IS AVAILABLE ONSITE FOR CATERING AND ENTERTAINMENT NEEDS.
- WIND CURTAINS – WIND CURTAINS MAY BE LOWERED BY PARK STAFF TO PROTECT YOUR EVENT FROM WIND OR RAIN.
- FREE PARKING INSIDE FORT GETTY- NO PARKING FEE WILL BE CHARGED TO PAVILION LESSEES OR EVENT ATTENDEES

**USER FEE SCHEDULE**

PLEASE NOTE\*\*\*

Feeschedule includes both Peak and Non-Peak Season rates. Peak Season runs from the 3rd Saturday in June through the 3rd Sunday in September.

Facility User Fee	Monday-Thursday		Friday & Sunday		Saturdays	
	Non-Peak	Peak	Non-Peak	Peak	Non-Peak	Peak
Jamestown Resident	\$325	\$500	\$500	\$750	\$500	\$1000
Non-Resident	\$800	\$1000	\$1000	\$1500	\$1000	\$2000
Non-Profit	\$325	\$600	\$500	\$800	\$500	\$1000

**Facility user fee includes an eight (8) hour event time, including setup and cleanup. All Pavilion events must be concluded by 10pm including breakdown & cleanup.**

**Additional Miscellaneous Fees**

- Event overtime in excess of the 8 hours allowed prior to 10pm: \$100 per hour (minimum of 1hr, maximum of 2hrs)

*Additional hours must be requested and paid for at least 48 hours prior to event*

- Outdoor heaters are available to rent through the Parks and Recreation Department: \$50/heater

*Outdoor heaters must be requested and paid for at least 1 week prior to the event*

- Park Ranger/Pavilion Attendant – Included in rental fee

**Clean up**

Cleanup of the pavilion is the responsibility of the Pavilion lessee. Cleaning services are not provided by the Town of Jamestown or the Parks and Recreation department. The Pavilion must be left in the condition it was found, including the removal of all event materials from site immediately following the event. All trash barrels must be emptied into the dumpster provided on site. Failure to remove materials from site may result in the withholding of the \$400 security deposit.

**Tables & Chairs**

Seating is provided in the form of picnic tables. There are ten (10) 10-ft picnic tables on site, that you may arrange to suit your needs. If different seating is desired, it is the responsibility of the lessee to move the existing tables and return them to underneath the Pavilion after the event.

**Deposits**

A non-refundable deposit (\$250 for Jamestown residents, \$400 for non-residents) and a completed and signed application are required to secure a date at the Pavilion. A separate damage/security deposit of \$400, along with any remaining balance is due 30 days prior to the scheduled event. The damage/security deposit check will be held by the Parks and Recreation department until after the event. Provided there is no damage to the facility, or other breach of contract the check will be destroyed post-event unless the lessee requests that it be returned. Lessees may not transfer their approved date of use to another person/persons.

## Reservation Policies

- Jamestown residents may apply for a rental date in the current and next rental season. To qualify for the resident priority and rate you must show proof of residency in the form of property ownership, a current 12-month rental agreement or a 10-month rental agreement with a valid military ID.
  - Non-residents may apply for a Pavilion reservation on the first open day in January for that calendar year.
  - To reserve a pavilion date, you must submit a completed and signed Pavilion application, as well as a non-refundable deposit check (\$250/resident, \$400/non-resident) to the Jamestown Parks and Recreation department located at **41 Conanicus Ave. Jamestown, RI.**
  - Upon submission of the rental application and deposit, your date will be tentatively held (pending availability), while your application is reviewed by the Parks and Recreation director. Approximately two (2) weeks after submitting your application and deposit you will receive a letter notifying you of the status (approval or denial) of your request and the due dates of any additional fees/requirements.
  - For questions about the reservation process or details of Pavilion rental, please contact the facilities/recreation supervisor at (401)423-7211
- **2024 Pavilion dates:** May 24th, 2024 – October 13th, 2024 ~~TBD~~

## Payments and Refunds

- Rental fees received are used to cover the costs of operating the Pavilion, and to help fund continuing improvements, repairs, and upkeep to the structure and surrounding grounds.
- All checks should be made payable to the Town of Jamestown, and submitted in-person at the recreation office or mailed to: Jamestown Parks & Recreation 41 Conanicus Ave., Jamestown, RI 02835
- The Security/damage deposit of \$400, must be submitted in a separate check, 30 days prior to the date of the event. This check is held (not deposited) by the Parks and Recreation department until after the event. A post-event inspection will be made by park staff and provided there is no damage to the facility, your damage deposit check will be destroyed, unless otherwise specified that you would like it returned.
- In the event you must cancel your Pavilion date, please notify the Parks and Recreation department a minimum of 30 days prior to the date of the event. For events cancelled more than 30 days in advance, you will not be charged the remaining balance owed.

**\*\*\*Please note: your initial deposit is non-refundable and will not be returned upon cancellation of an event date.**

**RULES FOR PRIVATE USE**

The Lt. Col. John C. Rembijas Pavilion, a Town of Jamestown facility, is 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 rental and supervision of pavilion use.

**PLEASE NOTE: Failure to comply with Pavilion Rental Rules and fee schedules may result in the cancellation of your Pavilion date or the withholding of your damage deposit. Please take the time to read the following rules in their entirety.**

- The lessee is solely responsible for adhering to the terms of this contract and all Rules and Regulations of Fort Getty and the Lt. Col. John C. Rembijas Pavilion.
- **Residents may not reserve the pavilion for a non-resident third party.**
- All private parties and organizations leasing the Pavilion are required to secure and maintain, at no expense to the Town of Jamestown, a comprehensive general liability insurance policy with policy limits not less than \$2,000,000 per occurrence, issued by one or more companies authorized to do business in the state of Rhode Island. The Town of Jamestown must be named as additional insured, and the insurance must be maintained throughout the period of use of the permit.
- **If alcohol is to be provided and/or served at the event, liquor liability insurance must be secured in addition to the general liability policy. For more details, please refer to page 7 of this application for Rules Regarding the Serving of Alcohol.**

**Please see the Insurance Guide included in this rental application for information on purchasing the required insurance.**

- An immediate, non-refundable deposit (\$250 for residents, \$400 for non-residents) is required to secure a Pavilion date. **The remaining rental balance owed is due 30 days prior to the scheduled event.** Refunds will not be given due to inclement weather unless the park is closed by the Town of Jamestown.
- The Pavilion is available to the Lessee from 12 p.m. to 10 p.m. on the day of the event. The lessee or vendors hired by the lessee should not arrive or begin setup before 12pm without permission from the Parks and Recreation department to do so. Under no circumstances shall any activity connected with the event continue beyond 10 p.m.
- It is the responsibility of the Lessee to ensure that guests behave in an orderly manner, and that no disturbance is created at the Pavilion or anywhere in the park. 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. If the department does find cause to cancel the event due to the breaking of these rules, loss of future rental privileges may result.
- For events exceeding 200 people the Town of Jamestown may require additional police and/or fire protection and portable sanitary facilities at Lessee's expense.
- Hired services for the event are party to this agreement and subject to its terms. It is the responsibility of the Lessee to communicate the contents of this agreement with the any hired parties associated with the event.
- The use of confetti or release of balloons is prohibited at the pavilion or anywhere in the park as this is considered littering.

LT. COL. JOHN C. REMBIJAS PAVILION**RULES FOR PRIVATE USE**

(continued)

- The Lessee must ensure that the Pavilion is left clean and returned to the condition in which it was found. All Town property must be returned to the Gatehouse by 10p.m. 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. Picnic tables must be returned to under the pavilion, if they were moved. If these conditions are not met, the \$400.00 damage/security deposit will not be returned. The Lessee also agrees to reimburse the Town of Jamestown for any damage to Town property caused by this event.
- 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.)
- Use of drones or drone photography is prohibited in the park for any purpose unless otherwise permitted.
- 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.
- The grassy area adjacent to the pavilion is included with the rental of the facility. Bonfires and fire pits are not permitted in this area. Any damage to the lawn or nearby landscaping beyond normal wear and tear may result in the withholding of the security deposit.
- The rocky beach adjacent to the pavilion is not included in the in the rental of the facility. You may use the beach, but be aware that the area is also available to the public and not for exclusive use by Pavilion lessees.
- Firepits and bonfires are not permitted on Jamestown beaches. For clambakes, you must use a licensed catering company. Clambakes may not be done in the traditional pit method in the sand, as this poses a risk to beachgoers and park patrons.
- Park staff/Rangers will be on site during the event to answer questions, assist with parking, and help make sure the event runs smoothly. If you require assistance from park staff you may call the gatehouse at (401)423-7264.
- After each event park staff will conduct a post-event inspection and report any findings or non-compliance of rules to the facilities supervisor. If the decision is made to withhold part or all of the security deposit you will be contacted by the Parks and Recreation Department with the reason for the withholding of the deposit.

**Laws, Ordinances and Regulations**

- Lessee and their guests must abide by all laws of the State of Rhode Island, ordinances of the Town of Jamestown and the RULES FOR PRIVATE USE of the Lt. Col. John C. Rembijas Pavilion. Failure to abide by these requirements may result in termination of use and forfeiture of all, or a portion of the user's damage/security deposit. Lessees will be held responsible for any damage and extra cleaning costs.

## LT. COL. JOHN C. REMBIJAS PAVILION

### RULES FOR PRIVATE USE

(continued)

#### Parking

Pavilion lessees and event attendees are given free parking inside Fort Getty Park on the day of their event. Parking is available in the shell parking area in front of the Pavilion, and in the designated overflow parking area within park. Cars are not permitted to park along the sides of the roads. Please do not impede the passing of other vehicles entering or exiting the park.

#### Event Itinerary

All pavilion lessees must provide a detailed event itinerary one (1) week prior to the date of the event. The itinerary should include details such as, a designated day-of contact person (name and phone number), names and contact information for any vendors, caterers or other organizations associated with the event, and a basic timeline of the event including setup and cleanup. A blank event itinerary can be found at the end of this application.

Lessees wishing to meet at the Pavilion 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. Please direct any inquiries regarding scheduling a meeting time or walkthrough to the Facilities Supervisor at (401)423-7211.

#### Rules Regarding the Serving of Alcohol

- The lessee and lessee's agent/s agree to conform to the State of Rhode Island laws and regulations 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 may take place during the period of use.
- Alcoholic beverages must be served by a TIPS certified bartender
- You must provide a \$2 million dollar Liquor Liability Insurance Policy listing the Town of Jamestown as additionally insured. Please see the TULIP insurance guide included in this application.
- Lessee's must provide a copy of their caterer or bartending service's Class P license to the Parks and Recreation Department 2 weeks prior to the date of the event.
- **NO BYOB** – Alcoholic beverages must be served by a licensed caterer or bartending service with a Class P license and a TIPS certified bartender.
- 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 Town of Jamestown.
- Town of Jamestown staff or your caterer can refuse service of alcohol to anyone if we/they feel a guest is intoxicated or does not have a valid ID.

LT. COL. JOHN C. REMBIJAS PAVILION

## RULES FOR PRIVATE USE

(continued)

**Decorating and Setup**

- Decorations must be placed without the use of staples, nails or any other item that would cause any amount of structural damage to the facility. Lessees may use nylon line and florist wire to hang decorations. Lessees may use any existing hooks to hang lights or decoration, but may not add any additional hooks.
- 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.
- Lessees are not permitted to decorate or set up an event the day before the permitted rental period. All setup must take place on the day of the event, within the permitted time period.
- There shall be no stapling of picnic tables or stapling or nailing into wooden pavilion columns. Any damage to the pavilion structure, including minor cosmetic damage such as tack holes, may result in the loss of your security deposit.
- Use of any open flames is prohibited inside the pavilion. This applies to items such as tea lights or candles used in centerpieces, tiki torches, fire pits etc. The only exceptions to this rule are Sterno cans used by caterers to heat food and outdoor heaters rented from the Parks and Recreation department.

**Event Shut Down and Clean Up**

- Music, entertainment, and bar service must be suspended at least 30 minutes prior to the scheduled termination of the event. 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 Pavilion **immediately following the event.**
- The Pavilion must be clean with all refuse removed and placed in the dumpster by the 10pm end time. A representative from the Parks and Recreation Department will review the property at the conclusion of the event to verify that the Rules for Use have been followed.
- Any damage to the facility, failure to meet the required standard of cleanliness, or excess clean up time required may cause all of or a portion of the security/damage deposit to be forfeited.



RENTAL APPLICATION  
AN INCOMPLETE LEASE APPLICATION WILL NOT BE PROCESSED

**ALL APPLICATIONS ARE SUBJECT TO A TWO-WEEK REVIEW PERIOD PRIOR TO APPROVAL**

DATE REQUESTED: \_\_\_\_\_ Hours of Event: \_\_\_\_\_ p.m. to \_\_\_\_\_ p.m.

**APPLICANT INFO:**

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_

Phone: Day: (\_\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_\_) \_\_\_\_\_

Mailing Address (if different than above) \_\_\_\_\_

**ATTENTION JAMESTOWN RESIDENTS:**

**PLEASE SEE ATTACHED PROOF OF RESIDENCY REQUIREMENTS ON PAGE 10**

**EVENT DESCRIPTION:** \_\_\_\_\_

Approximate number of guests: \_\_\_\_\_ Approximate number of vendors: \_\_\_\_\_

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

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

RI Tax ID#: \_\_\_\_\_ Non-Profit ID #: \_\_\_\_\_

**ALCOHOL:** (**Liquor Liability Insurance Required**) See statement on page 5 regarding this requirement

Will there be Alcohol at this event? YES \_\_\_\_\_ NO \_\_\_\_\_

**FOOD SERVICE:**

Will there be food served at this event? YES \_\_\_\_\_ NO \_\_\_\_\_

**Type of food service:** Catering Company \_\_\_\_\_ Food Truck/s \_\_\_\_\_ Homemade/potluck \_\_\_\_\_

**MUSIC:** Will there be music at this event? YES \_\_\_\_\_ NO \_\_\_\_\_

**BAND:** \_\_\_\_\_ **DJ** \_\_\_\_\_ **OTHER (please explain)** \_\_\_\_\_

LT. COL. JOHN C. REMBIJAS PAVILION

**Proof of Residency Policy**

The Town of Jamestown affords benefits to its residents and taxpayers in the form of lower rental fees for facilities such as the Rembijas Pavilion. **In order to qualify for resident rates individuals must 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. The burden of proof of resident status is on the resident.

**\*\*\*Note: Applying for use of the Pavilion for a non-resident third party is STRICTLY PROHIBITED. Doing so may result in forfeiture of deposit and future use of the facility.**

To qualify for the resident rate, a Jamestown resident/property owner must supply a combination of the following identification materials:

- ◇ Photo ID
- ◇ Proper Identification that displays your Jamestown address; (Driver’s License, Identification Card, Passport)
- ◇ Jamestown Property Tax Bill
- ◇ Jamestown Voter Registration Card
- ◇ Copy of a current 12-month Lease Agreement for residence in Jamestown (minimum)
- ◇ Copy of a current 10-month lease with valid military ID
- ◇ 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:

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PROOF OF RESIDENCY: APPROVED  DENIED

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

LT. COL. JOHN C. REMBIJAS PAVILION

## 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 Fort Getty and the Lt. Col. John C. Rembijas Pavilion. \_\_\_\_\_
- All organizations and/or residents leasing the Pavilion 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, issued by one or more companies authorized to do business in the state of Rhode Island. 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 attached to the permit application and no permit shall be issued without this documentation. **If alcohol is to be provided and/or served at the event Alcohol Liability Insurance must be provided.** \_\_\_\_\_
- An immediate, non-refundable deposit of \$250.00 (resident) or \$400 (non-resident) is required to secure the date. **The remaining user fee and a \$400 damage/security deposit must be received 30 days prior to the event. The damage/security fee is required to be on a separate check.** Late payment of user fee or damage/ security deposit may result in the cancelation of the event. There are no refunds due to inclement weather unless the park is closed by the Town of Jamestown. \_\_\_\_\_
- The pavilion is available to the Lessee from 12 p.m. to 10 p.m. on the day of the event. Under no circumstances shall any activity connected with the event continue beyond 10 pm. \_\_\_\_\_
- It is the responsibility of the Lessee to ensure that guests behave in an orderly manner, and that no disturbance is created at the Pavilion or anywhere in the park. The lessee agrees that noise will be kept to a reasonable level. 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. If Parks and Recreation staff do find cause to terminate an event loss of future rental privileges may result. \_\_\_\_\_
- **The Town of Jamestown may require additional police and/or fire protection and portable sanitary facilities at Lessee's expense.** \_\_\_\_\_
- The Lessee must ensure that the Pavilion is left clean and returned to the condition in which it was found. All Town property must be returned to the Gatehouse by 10p.m. 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. Picnic tables must be placed back where they were upon your arrival to the Pavilion. \_\_\_\_\_
- There shall be no stapling of picnic tables or stapling or nailing into wooden pavilion columns. If these conditions are not met, the \$400.00 damage/security deposit will not be returned. The Lessee also agrees to reimburse the Town of Jamestown for any damage to Town property caused by this event. \_\_\_\_\_

LT. COL. JOHN C. REMBIJAS PAVILION

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. \_\_\_\_\_
- Lessee agrees to obtain and provide a copy of the Class P license from the bartending service or catering company two weeks prior to the date of the event. Further, Lessee agrees to hold the Town of Jamestown, its agents and servants harmless for any incident arising out of 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 the band, caterer, etc. \_\_\_\_\_
- The use of drones or drone photography is prohibited in the park unless otherwise permitted \_\_\_\_\_

I have read and understand the Lt. Col. John C. Rembijas Pavilion Contract Agreement and agree to comply with all of the terms of the same:

X

\_\_\_\_\_  
Signature of Lessee

\_\_\_\_\_  
Date

X

\_\_\_\_\_  
Signature of Jamestown Director

\_\_\_\_\_  
Date

RENTAL APPLICATION

(continued)

Things to know...

Restrooms – Located adjacent to the Pavilion.

Sand Volleyball Court – Bring your own volleyball.

Rocky Beach - Located beside Pavilion. No lifeguards on duty.

Wind Curtains – Canvas curtains that protect Pavilion from the elements are provided. Please do not attempt to raise or lower curtains on your own. Please speak to Fort Getty staff for assistance.

Seating – Picnic tables are available. DO NOT STAPLE table cloths.

Clambakes – Only allowed by licensed catering companies. **NO PITS!!**

Parking – No parking fee will be charged to anyone attending the Pavilion for a function. Park in designated Pavilion Parking areas only.

Fires – **Town ordinance prohibits fires on beach. Violators may be prosecuted!**

Trash Receptacles - Trash and Recycling receptacles are available during you event. Please remember to empty inside Pavilion dumpster after your event.

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**RECREATION DEPARTMENT USE ONLY**

Deposit:        \$250.00 Res \$400 Non-Res \_\_\_\_\_ Date \_\_\_\_\_ Check# \_\_\_\_\_

Additional Hours: \$100/hour    Number of Hours \_\_\_\_\_

Balance:        \$ \_\_\_\_\_ Date \_\_\_\_\_ Check# \_\_\_\_\_

**Total:**        \$ \_\_\_\_\_

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

**Note:**

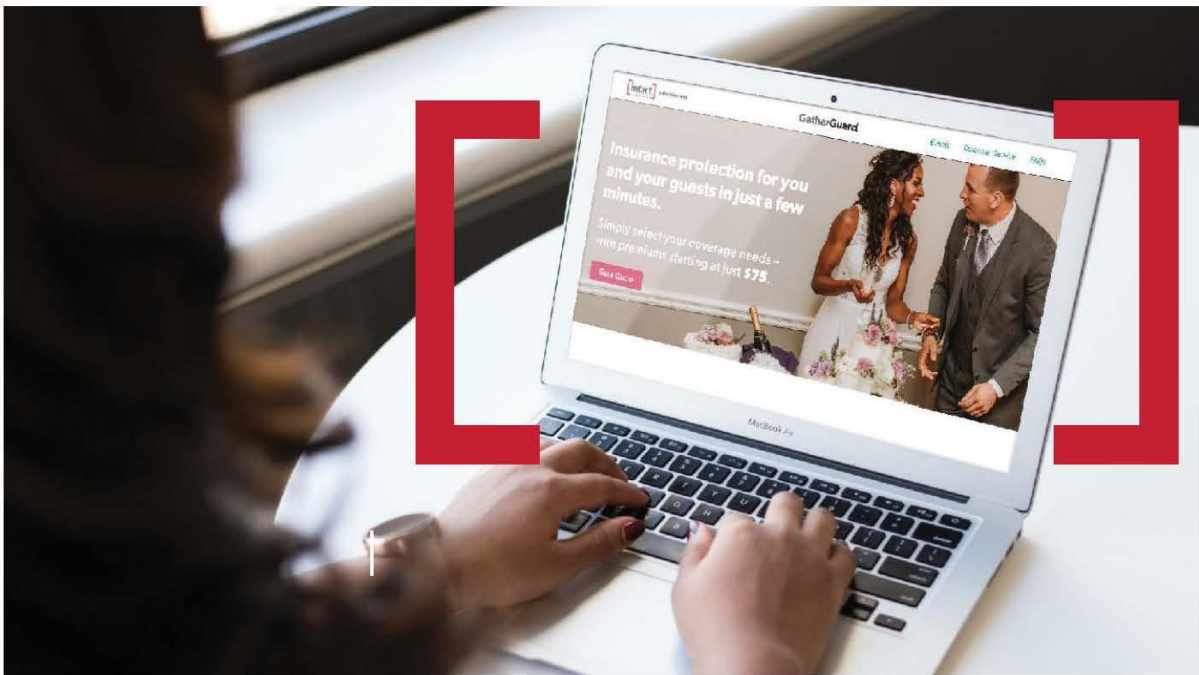
# Fort Getty Pavilion Event Itinerary

DAY-OF CONTACT	
<b>Name:</b>	
<b>Date of Event:</b>	
<b>Phone Number:</b>	
<b>Relation to Event:</b>	

CATERERS/VENDERS	
<b>Name and Phone Number:</b>	

TIMELINE	Earliest Arrival at 12PM
<i>Time:</i>	<i>Description of Activity (Ex: caterers arrive to set up)</i>

**Notes/Additional Items**



## Intact Entertainment | GatherGuard Purchasing Instructions

Special events, whether a wedding reception or a professional seminar, involve considerable coordination between host and event staff. But despite careful planning the unexpected may occur—exposing the host to potential liability for bodily injury or property damage. Intact Entertainment can help with GatherGuard—a general liability insurance program that provides your client access to convenient, low-cost coverage for special events. GatherGuard can help mitigate your risks, while providing valuable protection to the event host and venue.

### Purchasing Instructions:

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GatherGuard is accessible through two easy methods:

*Tip: Internet Explorer is not supported, for the best experience, please use the Chrome, Safari or Firefox browsers*

#### Venue ID Codes

- Visit our website at [gatherguard.com](http://gatherguard.com)
- Select Get a Quote and answer a few questions about your event
- Where prompted, enter the applicable venue ID code provided by your venue, or search for your venue
- Complete the application and purchase coverage

#### Direct Referral Link

If your venue has provided you with a direct referral link:

- Copy and paste the referral URL into your browser. You will see a message that displays the referring organization's name, and the venue code will be pre-filled for you
- Complete the application and purchase coverage

You can verify the additional insured information before completing your purchase by using the “Preview my certificate language” link found at the righthand side of the application. Once the application has been completed, and credit card payment confirmed, you will receive an email with a full copy of your policy and certificate of liability insurance.

**Purchasing tip:** Purchase your coverage several days in advance of your event to leave time for any changes that may need to be made.

## Sample Policy

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You can view a sample policy at any time. Simply click “View Sample Policy” located at the bottom of our website homepage or on each page of the quote/purchasing process.

## Contact Us

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Customer Service is available to assist with questions at **844-747-6240**, Monday through Friday from **8:00 a.m. to 8:00 p.m.** Eastern Time.

**\*\*\*IMPORTANT - PLEASE READ:** When purchasing insurance for an event on Town of Jamestown Property, **please select the option for \$2,000,000 in general liability insurance coverage.** Use the appropriate venue code from the list below.

Fort Getty Pavilion: 0501-1253

Recreation Center: 0501-1255

Golf Course Clubhouse: 0501-1254

Senior Center: 0501-1260

### About Intact Insurance Specialty Solutions

Throughout the United States, Intact Insurance Specialty Solutions' underwriting companies offer a broad range of specialty insurance products through independent agencies, regional and national brokers, wholesalers and managing general agencies. Each business is managed by an experienced team of specialty insurance professionals focused on a specific customer group or industry segment, and providing distinct products and tailored coverages and services. Targeted solutions include group accident and health; commercial and contract surety; entertainment; environmental; excess property; financial institutions; financial services; inland marine; management liability; ocean marine; public entities; technology; and tuition refund. For further information about U.S. products and services visit: [intactspecialty.com](https://intactspecialty.com).

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