Town Of Jamestown
Rhode Island

Jamestown Clubhouse
Function Rooms

Rental Policies & Pricing 2022

245 Conanicus Ave
Jamestown, RI 02835
Pavilion Reservation Office
401-423-7260
JAMESTOWN CLUBHOUSE
2ND FLOOR FUNCTION ROOM RENTALS

The newly constructed 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 50-60 persons. This room offers sweeping views westward, over the beautiful fairways of the Jamestown Golf Course. Our 2nd floor conference room can accommodate meetings of up to 12 people.

GREAT ROOM AMENITIES

- Room Size - 40 x 29
- Tables & Chairs
  (8) 60 inch round tables
  60 Chairs
- Access to Catering Kitchen
- WIFI and TV

CONFERENCE ROOM AMENITIES

- Room Size - 25 x 12
- Tables & Chairs
- Access to Catering Kitchen
- WIFI and Smart TV

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

## Great Room

Five (5) Hour Rental Period (including 1 hour set up/break down time) Additional hours may be added by request.

**Monday through Thursday**

<table>
<thead>
<tr>
<th></th>
<th>Jamestown Resident</th>
<th>Non-Resident</th>
<th>Non-Profit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jamestown Resident</td>
<td>$200.00</td>
<td>$300.00</td>
<td>$250.00</td>
</tr>
<tr>
<td>Non-Resident</td>
<td>$300.00</td>
<td>$400.00</td>
<td>$350.00</td>
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**Friday through Sunday**

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<tr>
<td>Jamestown Resident</td>
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## Conference / Meeting Room

Three (3) hour rental period. Additional hours may be added by request.

**Stand-Alone Rental**

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<tr>
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<td>$100 (1-3hrs)</td>
<td>$135 (1-3hrs)</td>
<td>$35</td>
</tr>
</tbody>
</table>

**Rental with Great Room**

$100 per use  
*only if renting the Great Room

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**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.**

## Rental Schedule

Available Hours of use are 9:00 AM - 10:00 PM. Please specify requested 5 hour event time (Great Room) or 3 hour event time (Conference Room) in your application. All events must be finished and cleaned up by 11:00 pm (latest).

## Additional Miscellaneous Fees

- **Event overtime in excess of the 5 hour rental time:** $75 per hour  
  (minimum of 1 hour, maximum of 3 hours)

- **Event time may not exceed the 10PM latest completion time.**

  Additional hours must be requested and paid for at least 10 business days prior to the event date. This would include any set up/cleanup or breakdown time needed, in excess of the 4 hour rental.

## Regarding Waiver of Rental Fees

Considerations may be made for the waiver of rental fees by **community organizations or local civic groups**. A request for the waiver of fees must be submitted to the clerks office at Town Hall for approval by the town council no less than 30 days prior to the date of the event. Proof of insurance listing the Town of Jamestown as additionally insured must be provided to the Parks and Recreation Department no less than 14 days prior to the requested event date.
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.

RESERVATION POLICY

2022-2023

The Jamestown Parks and Recreation Office located at 41 Conanicus Ave, begins accepting reservations for the Clubhouse on January 1st by Jamestown residents for the next 2 reservation seasons. Beginning on March 1, non-residents may apply to reserve a date within the same calendar year. Please return a completed application form (attached) with deposit to the Parks and Recreation Office.

Requests to reserve the Great Room for a private rental must be made no less than 14 days in advance of the requested rental date.

Requests to reserve the conference room for a private rental must be made no less than 14 days in advance of the requested rental date.

Approval of private events is at the discretion of the Parks and Recreation director and the Town of Jamestown.

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 a $125 deposit (resident), $250 (non-resident) must be received to reserve a date and time for an event. The remaining user fee and a $400 damage/security deposit must be received 7 days prior to the event. Late payment of fees or damage/security deposit may result in the cancelation of the event.

- Lessee may cancel an event no less than 10 days prior to the event and all but the non-refundable deposit will be refunded. After the 10 day deadline, any refunds given will be at the sole discretion of the Town of Jamestown.
RULES FOR PRIVATE USE

GENERAL RULES

• Lessee is solely responsible for adhering to the terms of this contract and all Rules and Regulations of Parks & Recreation Department. **Residents may not sign for a non-resident third party.**

• 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 $1,000,000 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 TULIP guide on page 14 of this application for instruction on how to get a quote and/or purchase single-day event liability insurance

• 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 60 persons max.
JAMESTOWN CLUBHOUSE FUNCTION ROOM

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 PRIVATE USE of the Jamestown Clubhouse function rooms. 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.

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 (June - September) parking will be extremely limited and it may be necessary to hire a valet or trolley company to transport guest to and from the event space.

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.
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 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.

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 must be from the list of approved caterers included in this packet. The approved caterers are listed on page 8 of the rental application.

Catering companies on the approved list have been vetted and their license and insurance are on file with the Town of Jamestown.

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 it’s 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. as well as a $1 Million dollar Liquor Liability Insurance Policy listing the town of Jamestown as additionally insured.

No BYOB - You may provide your own alcohol if served by licensed caterer or 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 Jamestown Town Council.

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.
Pre-approved Caterers List

The caterers listed below are pre-approved and have their license and insurance on file with the Town of Jamestown. All catered events must use a vendor from this pre-approved list. These vendors have been vetted and chosen by the Town of Jamestown to help with the planning process and ultimately enhance your rental experience.
Your local government, Town of Jamestown, has enrolled in a program that allows you, the “user” of a municipal facility, school, or other local government property, to secure cost effective liability insurance, which provides protection for you as well as the governmental entity. The Tenant User Liability Insurance Program (TULIP) is a General Liability Policy written in the name of the tenants and/or users of the local government facility or venue. Third-Party Property Damage Coverage is also provided.

The Town of Jamestown is a registered user of the TULIP program through the National League of Cities (NLC) and HUB International New England via Entertainment Brokers International. Its assigned unique Venue ID-Code is: __0501 A5Z_________.

**How it works:**

Log onto [www.onebeaconentertainment.com](http://www.onebeaconentertainment.com) ... then click on “TULIP (Purchase OR Quote)”

- Enter the Venue ID-Code listed above or use the venue drop down menu.
- Select the Event Details or “eligible activity” from the drop down window, e.g. wedding, festival, etc.
- Answer the 4 questions.
- Select the date range for the event on the calendar by clicking on the day of event (if multiple dates, select all of these).
- Name Even, click on yes/no for Liquor Liability, add Average Daily Attendance, then answer the next 4 questions (if applicable). NOTE: If alcohol is present on Town property you **MUST** answer yes
- At this point you are able to “GET QUOTE”.

If you would now like to proceed and purchase the coverage, please complete the requested *Contact & Credit Card Information*, and coverage is automatically bound.

When you purchase coverage, a Certificate of Insurance is issued and sent via email, in your Name or Organization’s Name, with a Certificate automatically sent via email to your local government.

If you have questions about the eligibility or classification of your event, please contact Susan Kludjian or Christine Mitchell at HUB International N.E. (800) 370-2106. If you experience technical difficulties, please contact *Entertainment Brokers International* at 1-800-507-8414 (8:30AM – 5:00PM PST)
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: ________________________________
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 $1,000,000 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. ______
• 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 nonliable 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 vendors.

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
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:**

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<th>PROOF OF RESIDENCY:</th>
<th>APPROVED</th>
<th>DENIED</th>
<th>SIGNED</th>
<th>DATE</th>
</tr>
</thead>
</table>

Deposit: $150.00 Res $250 Non-Res Date___________ Check #__________

Balance: $_________ 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