

Town Of Jamestown

Rhode Island



Jamestown Clubhouse

Function Rooms

Private Rental Policies & Pricing



245 Conanicus Ave
Jamestown, RI 02835

Reservation Office
401-423-7260

JAMESTOWN CLUBHOUSE
2ND FLOOR FUNCTION ROOM RENTALS

Currently we are accepting rental applications for events

4/1/2024 - 12/31/2024

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 up to 50 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
 - (11) SQUARE TABLES
- 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 guests 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

Jamestown Resident \$200.00
Non-Resident \$300.00
Non-Profit \$250.00

Friday through Sunday

Jamestown Resident \$300.00
Non-Resident \$400.00
Non-Profit \$350.00

During Golf Season April - September an additional fee of \$75 for a parking attendant will be applied.

Conference / Meeting Room

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

Stand-Alone Rental

Jamestown Resident: \$75 (1-3hrs)
Non-Resident: \$100 (1-3hrs)

Additional Hours:

Jamestown Resident: \$25
Non-resident: \$35

Rental with Great Room

\$100 per use

*only if renting the Great Room

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 - 10:30 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)

Parking Attendant for events April - September: \$75

Event time may not exceed the 11PM latest completion time.

Additional hours must be requested and paid for at least 10 business days prior to the event date.

Regarding Community Use Rental Fees

Jamestown community organizations or civic groups may be eligible for special pricing. If interested, please visit our website at www.Jamestownri.net to access the **Community Group application**. Fill out the application and submit it along with a \$25 application fee to the Recreation office for approval by the town council to be placed on the community group list. Once on this list the group must fill out the Community Group Clubhouse application and submit it to the recreation department no later than 30 days before the event.

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 ensure the success of your event, and the continued use of the space for many years to come.

RESERVATION POLICY

The Jamestown Parks and Recreation Office located at 41 Conanicus Ave, begins accepting reservations for the Clubhouse beginning on **April 1st 2024**. Please return a completed application form (attached) with deposit to the Parks and Recreation Office. We are excepting applications for rental through the end of the 2024 Calendar year.

Requests to reserve the Great Room or 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 or dropped off in person at the Jamestown Parks & Recreation office, 41 Conanicus Ave. Jamestown, RI 02835.
- A completed and signed Application, along with a \$150 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. The security deposit must be submitted as a separate check made payable to Town of Jamestown.
- 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

(continued)

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 \$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.
- For public events it is the responsibility of the Lessee to obtain any necessary licenses and permits (Ex. Town of Jamestown One-Day Event Permit)
- 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. Rental of tables and chairs from a third party rental company will not be permitted. 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 48 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 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 (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.**

Parking attendant requirement is to the discretion of the Parks and Recreation Department

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 a list of all service providers being utilized such as a florist, caterer 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 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. If guests remain in the building past the time of termination, the users deposit may be forfeited.
- All equipment, rentals, decorations, and any 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 end of 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 the dumpster on site, 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.

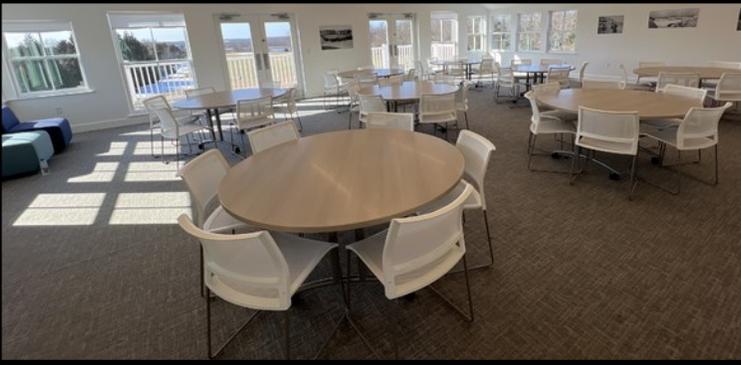
CATERING/FOOD SERVICE

- All caterers 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.
- **Please see Page 8 for catering kitchen appliances.**

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.

Great Room - Round Table Setup



Pictured above - Seating for 48 persons at our 8, 60" round tables

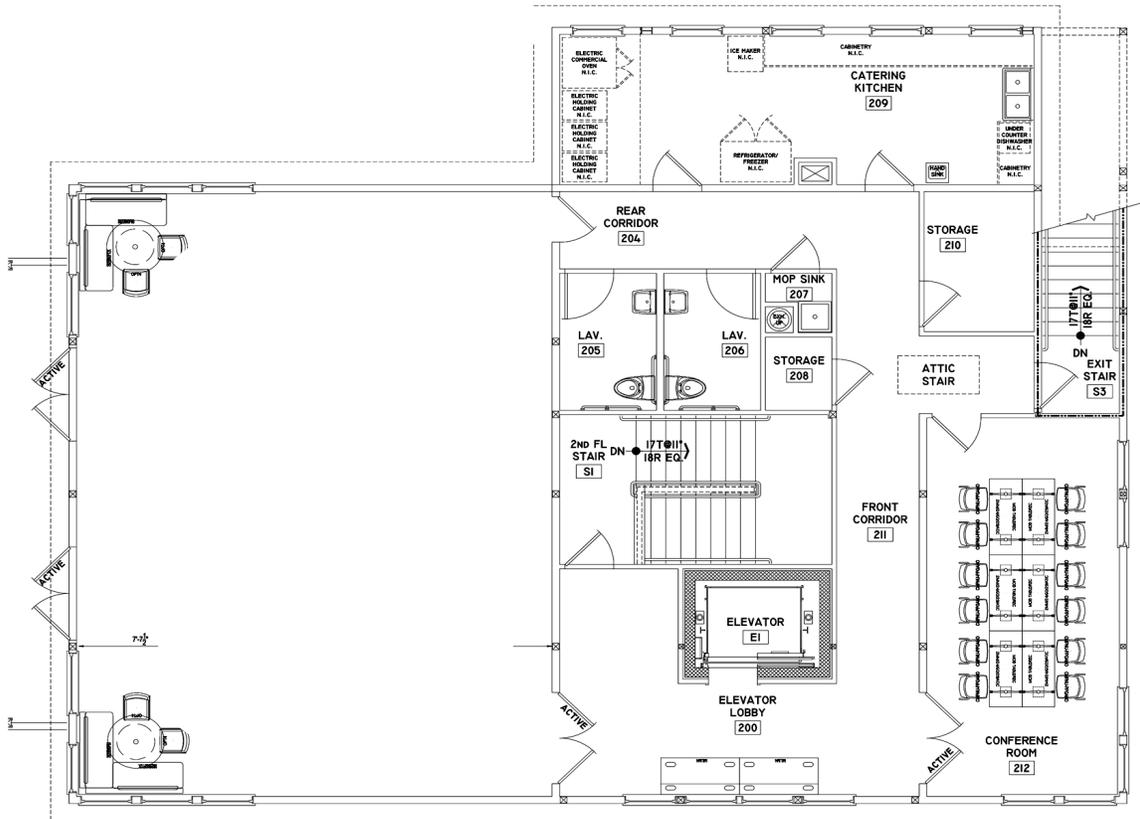
Conference Room

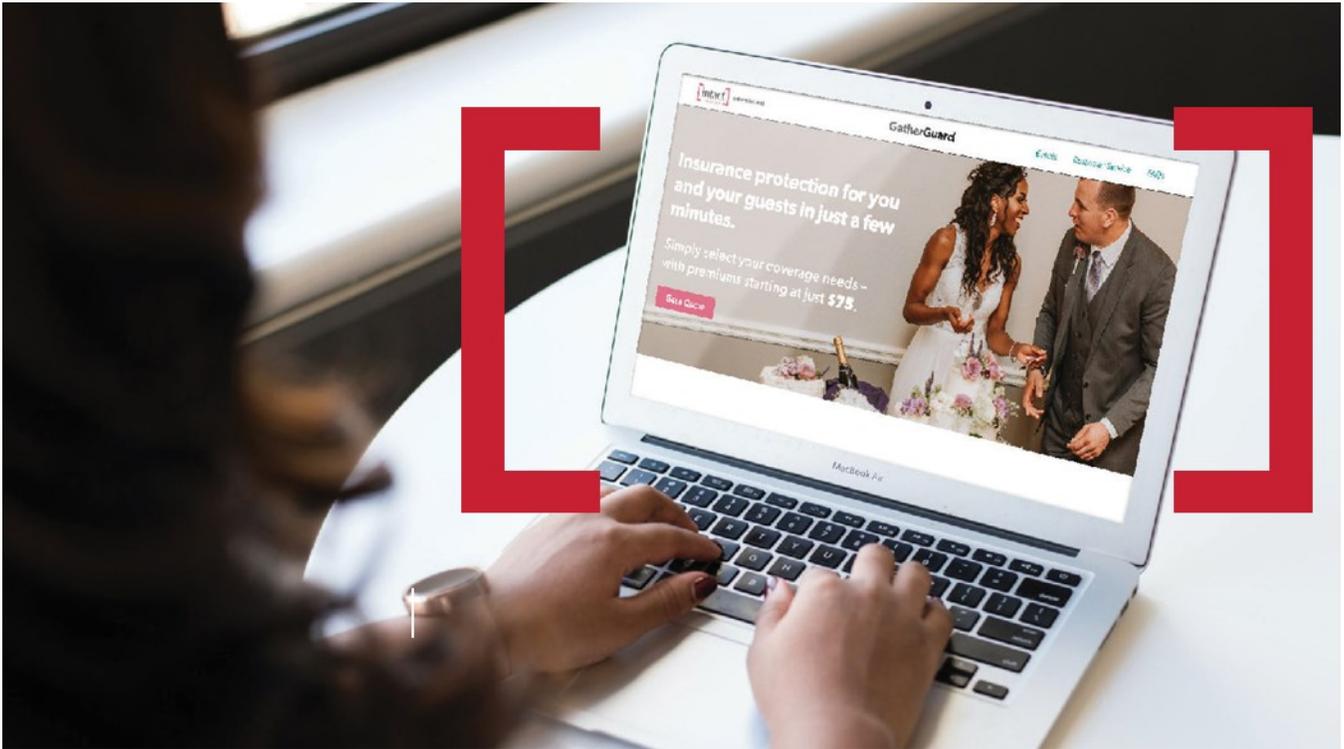


Great Room - Presentation Setup

Catering Kitchen Appliances:

- True brand commercial refrigerator/ freezer cabinet (2)
- Vulcan VC5 Electric convection oven
- Scotsman cube ice machine
- Metro C5-1 series holding/proofing cabinet (2)
- HT Model commercial dishwasher





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:

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

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

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

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.

Intact Insurance Specialty Solutions and Intact Insurance Entertainment are marketing brands for the insurance company subsidiaries of Intact Insurance Group USA LLC, a member of Intact Financial Corporation (TSX: IFC), the largest provider of property and casualty insurance in Canada, a leading provider of global specialty insurance, and, with RSA, a leader in the U.K. and Ireland. The insurance company subsidiaries of Intact Insurance Group USA LLC include Atlantic Specialty Insurance Company, a New York insurer, Homeland Insurance Company of New York, a New York insurer, Homeland Insurance Company of Delaware, a Delaware insurer, OBI America Insurance Company, a Pennsylvania insurer, OBI National Insurance Company, a Pennsylvania insurer, and The Guarantee Company of North America USA, a Michigan insurer. Each of these insurers maintains its principal place of business at 605 Highway 169 N, Plymouth, MN 55441, except The Guarantee Company of North America USA, which is located at One Towne Square, Southfield, MI 48076. For information about Intact Insurance Specialty Solutions products and services available in Canada, visit: intactspecialty.ca and for information about Intact Financial Corporation, visit: intactfc.com.

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:

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 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. _____

- 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-liaible 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 _____
- 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. **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 _____

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 _____