

**BONNET SHORES FIRE DISTRICT (BSFD)
COMMUNITY CENTER RENTAL POLICY**

BSFD would like to thank you for your interest in securing our Community Center for your upcoming event. This facility is available for rent to BSFD residents only.

- The hours of rental are per day from 12:pm to 11:59pm.
- You must be a taxpayer of the BSFD or be sponsored by a BSFD taxpayer in order to rent the Community Center.
- The rental fee must accompany your application and indemnity agreement. The security deposit is due when the keys are picked up.
- The grounds of the facility may be used but are not reserved for the exclusive use of the renter and remain available for BSFD residents.
- The Community Center is available for year-round use and is a smoke free facility.
- Outside live music is not permitted without prior approval. Inside music must be at acceptable levels and cannot begin sooner than 12pm or end later than 10:00pm.
- If a caterer is hired for the event, the catering company must be in compliance with the rental regulations.
- The use of children's bouncy houses is allowed. There is an added fee for use of water utility.
- The consumption of alcoholic beverages is permitted inside the building but beverages may not be sold.
- Parking will be permitted in the paved lot. No street parking is allowed. Additional parking may be available on the facility grounds with prior approval.
- Renter is responsible to leave the condition of the inside of the center and the outside grounds in the same condition as when they arrived following the conclusion of the event.
- Failure to adhere to the Rules and Guidelines may cause all or part of the security/damage deposit to be forfeited.
- At the conclusion of your event, all trash must be disposed of in the trash container located on the front parking lot.
- The Lessee of the Community Center will need to provide General Liability Insurance
- Daily reservation bookings are intended for recreational use by residents of BSFD. Gatherings that are advertised or open to the general public and/or exceed the capacity or limitations of the community center are not allowed under this rental agreement. Business activities (sales, services, marketing, promotional, meetings, public gatherings, etc.) must be addressed and approved by the BSFD Council.

2. Payments/Fees/Refunds:

_____ Initial: The fee for renting the BSFD Community Center is \$400 per day and must be submitted along with your rental and indemnity agreement. In addition, a deposit of \$275 is due when you pick up the keys to the community center and trash container. This deposit is refundable to you only after the building and grounds have passed inspection and the keys have been returned. Any damage resulting from use will be the responsibility of the applicant and/or sponsor. Payments must be made by check or money order. No cash will be accepted.

- The applicant must contact the District Manager (or designee) at least 5 business days before the event date to make arrangements for pickup of keys and return of the deposit.
- There shall be no refunds issued for reservations that are canceled within 90 days of your scheduled rental date.

BSFD COMMUNITY CENTER RENTAL AGREEMENT

Name of Renter: _____

Address: _____

Email address: _____

Phone: H: _____ C: _____

Are you a taxpayer over the age of 21? yes no

If not, name of BSFD Tax Paying Sponsor: _____

Signature of sponsor: _____

Address of sponsor: _____

Email address: _____

Phone number of sponsor: _____

Date of Event: _____ Event time: _____

Number of Guests: _____ Reason for event: _____

Will alcohol be served at your event? _____

The above named BSFD taxpayer assumes sole responsibility for the BSFD Community Center property as defined in Section 1 of the BSFD Rental Policy and are fully liable for guests on the confirmed rental date. The taxpayer agrees to adhere to all rules and regulations pertaining to the Community Center and parking. The taxpayer further agrees to return the property in the same condition in which they found it. Cancellation must be received in writing a minimum of 21 days prior to the event date to receive a full rental fee refund

RENTER'S SIGNATURE _____ DATE _____

****Office use only**** Please fill in dates:

Rental fee, rental indemnity agreement and liability coverage received: _____

Deposit received/keys delivered: _____

Keys returned/ Deposit returned to renter: _____

Notes:

ENJOY YOUR EVENT AT THE BSFD COMMUNITY CENTER!

NAME: _____ DATE: _____

EVENT CHECKLIST:

- KEEP KEYS ON YOU: FRONT DOOR MAY LOCK BEHIND YOU
- RENTAL INCLUDES USE OF TABLES AND CHAIRS
- RENTAL INCLUDES USE OF OVEN, MICROWAVE, AND REFRIGERATOR
- APPROPRIATE TO CLIMATE: TURN ON HEAT, AIR CONDITIONING OR OPEN WINDOWS
- OPEN FLAMES, SPARKLERS, FIREWORKS, SMOKING/VAPING ARE PROHIBITED
- BBQ REQUIRES SPECIAL PERMISSION FROM MANAGER
- THE USE OF FIREWORKS/SPARKLERS ARE PROHIBITED

END OF DAY, PLEASE:

- RETURN TABLES AND CHAIRS TO THEIR ORIGINAL SPACE
- TURN OFF OVEN/STOVE
- TURN DOWN HEAT, AIR CONDITIONING, CLOSE WINDOWS
- REMOVE ALL FOOD, BEVERAGES AND GARBAGE
- GARBAGE MUST BE WRAPPED IN DISPOSABLE PLASTIC BAGS AND PLACED IN DUMPSTER
- CHECK TO BE SURE ALL FOUR EXTERIOR DOORS ARE LOCKED PROPERLY
- TURN OFF ALL LIGHTS
- BE SURE FRONT DOOR LOCKS BEHIND YOU
- EMAIL DISTRICT MANAGER TO SCHEDULE A TIME TO DROP OFF KEYS

DISTRICT MANAGER CONTACT:

EMAIL: district.manager@bonnetshores.org

OFFICE PHONE: 401-789-4540

EMERGENCY ONLY CELL PHONE: 401-865-0099

RENTER: _____ **DATE:** _____

**BONNET SHORES FIRE DISTRICT COMMUNITY CENTER
INDEMNITY AGREEMENT AND WAIVER**

Agreement made and entered into this _____ day of _____, 20_____, by and between the Bonnet Shores Fire District (BSFD) and the undersigned Lessee (renter) of property owned by the Fire District:

Whereas, the BSFD is the owner of certain properties which are rented to members of the public for the purpose of holding a variety of functions such as weddings, parties and meetings (Fire District) and

Whereas, in some cases Renter asks for permission to serve alcoholic beverages at the functions that are located on BSFD property; and

Whereas, the BSFD, under certain circumstances, will allow for the service of alcoholic beverages at the Community Center;

Now, Therefore, in consideration of the BSFD permitting the use of the premises, and for other good and valuable consideration, that during the term of the lease, the parties hereto agree as follows:

1. Renter agrees to indemnify and save harmless the BSFD, and its affiliates, officers, employees, agents and/or assigns from and against any and all claims of whatever nature and arising from or related to the service of alcohol by Renter or Renter's agents on Fire District and leased to Renter. Included within this scope of this indemnity shall be any and all claims for personal injury, property damage, negligence, punitive damages, attorney's fees, and other costs of litigation.
2. I agree to indemnify and hold harmless the BSFD, and its affiliates, officers, employees, agents and/or assigns from any and all loss, damage or injury to both property and persons including, but not limited to, personal injury and damage to or theft from automobiles parked at a BSFD facility incurred or suffered by myself or anyone else using the Community Center
3. I further agree that I will bring no claim for either personal injury or property damage against the BSFD. I further agree to release and hold harmless the BSFD, its affiliates, officers, employees, agents and/or assigns from any and all such claims.
4. In consideration of the BSFD permitting access and entry to the Community Center during times when there are no other personnel of duty, I hereby acknowledge on behalf of myself and any other person using the Community Center during these times shall be at my own risk and that I agree to indemnify and hold harmless the BSFD, its affiliates, officers, employees, agents and /or assigns from any and all losses, damage or injury resulting from or arising out of my use of the BSFD Community Center.

RULES AND FEE SCHEDULE SUBJECT TO CHANGE WITHOUT NOTICE

LESSEE/RENTER

BONNET SHORES FIRE DISTRICT

SIGNATURE

SIGNATURE

PRINT NAME

PRINT NAME

DATE

****General Liability Insurance**

The Fire District requires proof of insurance for anyone renting the Community Center for a private event. Proof of a minimum of \$1,000,000 in liability insurance naming Bonnet Shores Fire District or Bonnet Shores Community Center must be provided prior to rental.

If Lessee does not possess a General Liability Policy one may be obtained through your homeowner's insurance company or through a Special Event General Liability policy for purchase from either of the following:

You can find online options on this website:

<https://tulip.intactspecialty.com/e/tulip/apply.aspx>

<https://app.gatherguard.com/>

Once you log in:

- select the type of event
- Answer the yes/no questions to follow
- Search for a venue; enter Bonnet Shores Community Center
- Enter questions about your event
- Complete the credit card section for purchase.

If your upcoming rental will involve outside vendors such as caterers, bartenders, musicians, DJs, entertainers, bouncy house rentals, etc. it will be necessary to obtain supplemental liability insurance coverage from that vendor.

*****Alcohol service**

- Serving of alcoholic beverages must conform to the State of RI law and Town of Narragansett regulations. Bonnet Shores Fire District, the Community Center, council and employees disclaim and the user accepts responsibility for any liabilities arriving from the event.
- Alcohol service is limited to a maximum of 4 ½ consecutive hours of service
- The sale of alcohol is prohibited

Signature of taxpayer: _____ Date: _____

Signature of renter: _____ Date: _____

PLEASE NOTE: The BSFD Community Center and grounds are monitored 24/7 by video surveillance.