

The North Beach Clubhouse Rental Packet

Venue Address: 79 Boston Neck Road, Narragansett, RI
www.northbeachclubhouse.com



For Rental Information Dial 401.788.2573 or Email: eventscoordinator@narragansettRI.gov
Mailing Address: Parks & Recreation Dept, 170 Clarke Rd, Narragansett RI 02882

IMPORTANT:

Please read ALL Policies and Guidelines within this Packet BEFORE signing & submitting your Rental Application and required Acknowledgements/Agreements.

ABOUT THE VENUE

One of the Town of Narragansett's oceanfront event venues, the North Beach Clubhouse offers a relaxed and enjoyable setting for any occasion. The facility sits on the edge of Narragansett Town Beach with breathtaking ocean views, perfect for that special wedding, family reunion, fundraiser, birthday celebration, or company party!

- **OPEN all year round** for private events, with highest demand from May through October each year
- **CAPACITY up to 100 guests *maximum*** for indoor function combined with an expansive outdoor deck
- **CATERING** - our pre-qualified partners offer menu & budget flexibility and help make your day seamless

WHAT'S INCLUDED

- **LOCATION:** You are renting the full interior of the Clubhouse and attached outdoor deck facing the ocean.
- **PARKING & Accessibility:** Multiple parking lots are adjacent to the venue with designated handicap spots plus a ramp to access the building. Note during Beach Season (Memorial Day through Labor Day) parking lots adjacent to the building are NOT accessible to the public until 5 pm.
- **TABLES & CHAIRS:** Your rental fee includes use of venue-owned ceremony chairs, dining tables & chairs and variety of banquet, café & hi-top tables (Available Inventory, pg. 7)
- **EVENT ATTENDANT:** Our staff member arrives before your event starts, remains onsite to address questions, ensures building and grounds are cared for, and closes the venue after cleanup.
- **ACCESS** to multiple local, reputable and pre-qualified catering partners that work in the venue frequently
- **CHOICE** of **5-Hour** Venue Rental - OR - **3-Hour** Venue Rental based on your needs and time of year

5-HOUR EVENT Timeline

Best for Weddings, Rehearsal Dinners, or ANY food & beverage event with dancing or entertainment

A **5-HOUR Event** at the North Beach Clubhouse includes three (3) hours for setup, followed by **five (5) hours of event time**, followed by one (1) hour for cleanup. **Your total time of facility use is nine (9) consecutive hours.**

EARLIEST rental timeline		LATEST rental timeline	
9 am - 12 pm	Setup	3 pm - 6 pm	Setup
12 pm - 5 pm	Event Time	6 pm - 11 pm	Event Time
5 pm - 6 pm	Cleanup	11 pm - 12 am	Cleanup

- You may choose **any consecutive (9) hours** in between the samples above to meet your needs, **EXCEPT** during **BEACH SEASON** (Saturday of Memorial Day through Monday of Labor Day weekend) **when all Event Times begin no earlier than 6 pm**, and therefore must follow the LATEST rental timeline above with no exceptions.
- For on-site Wedding Ceremonies, your event time **starts** when the ceremony is scheduled to begin. Guests can arrive for early as 30 minutes prior but must remain on the deck until contracted event start time (weather permitting)
- Specific timelines (non-Beach Season) must be finalized and submitted **no later than 3 months** prior to your event

3-HOUR EVENT Timeline

Not available during Beach Season

(Beach Season= Saturday of Memorial Day through Monday of Labor Day weekend)

Recommended for showers, fundraisers, memorials and other shorter-duration gatherings

A **3-HOUR Event** at North Beach Clubhouse includes two (2) hours for setup, followed by three **(3) hours of event time**, followed by one (1) hour for cleanup. **Your total time of facility use is six (6) consecutive hours.**

EARLIEST rental timeline		LATEST rental timeline	
9 am - 11 am	Setup	5 pm - 7 pm	Setup
11 am - 2 pm	Event Time	7 pm - 10 pm	Event Time
2 pm - 3 pm	Cleanup	10 pm - 11 pm	Cleanup

- You may choose **any consecutive (6) hours** in between the samples above to meet your needs
- Three-hour event rentals are NOT available for weddings anytime of the year**
- Your** specific timeline must be finalized and submitted **no later than 3 months** prior to your event.

VENUE RENTAL FEES

The fee schedule in effect when rental applications and deposits are received will apply

5 Hour Event Rental <i>(Venue access/Use for 9 consecutive hours)</i>	
Monday -Thurs	Friday through Sunday
PEAK SEASON – May Through October	
\$ 1,200.00	\$ 1,500.00
\$ 900.00 <i>For Narragansett Residents</i>	\$ 1,200.00 <i>For Narragansett Residents</i>
OFF PEAK SEASON – November through April	
\$ 1,000.00	\$1,200.00
\$ 700.00 <i>For Narragansett Residents</i>	\$ 800.00 <i>For Narragansett Residents</i>
Documentation will be required for renter to qualify for Narragansett residency/taxpayer status	

- Additional EVENT TIME can be purchased for **\$300.00** per hour; weddings may add no more than 1 additional Event Hour
- Additional SETUP TIME can be purchased for **\$150.00** per hour.
- Additional event or setup time cannot be added or purchased during BEACH SEASON

3 Hour Event Rental <i>(Venue access/Use for 6 consecutive hours)</i> Not Available during BEACH SEASON	
Monday -Thurs	Friday through Sunday
\$ 500.00	\$ 600.00
\$ 400.00 <i>For Narragansett Residents</i>	\$ 500.00 <i>For Narragansett Residents</i>
\$ 300.00 <i>For LOCAL Non-Profits</i>	Not Available <i>For LOCAL Non-Profits</i>
Documentation will be required for renter to qualify for Narragansett residency/taxpayer or Local (Narragansett/So Kingstown) Non-Profit status	

- No Additional Event or Setup Time can be purchased/added to 3-hour event rentals

Furniture Setup (optional) – For additional fee of \$150.00 the clubhouse staff will setup venue-owned Tables & Chairs *prior* to your contracted setup period. This is an OPTIONAL service since our pre-qualified caterers can execute furniture setup at your request, or renters for small gathering can opt to move/place onsite furniture themselves.

All requests for additional time and/or furniture setup must be made 90 days prior to your event and paid for with your venue rental balance.

General Liability Insurance (required) – But not included in above rental fees. Instructions provided (Pg 9) to purchase this coverage online within 3 months of your event at a cost not exceeding \$100. Renters can provide evidence of General Liability insurance from different source, but policy must indicate covered event, be minimum amount of \$1M and specifically name the North Beach Clubhouse and the Town of Narragansett as Additional Insured.

PAYMENT SCHEDULE

DUE at time of booking:	\$ 500.00 venue deposit (5-hour event) -Or- \$ 200.00 venue deposit (3-hour event)	NON-REFUNDABLE	
	<i>Plus</i>	REFUNDED 3-4 weeks following event, provided no damage to the facility, policies/regulations were adhered to, and no additional fees due.	
	\$ 700.00 security/damage deposit		
	Security/Damage deposit becomes NON-REFUNDABLE when an event is cancelled less than 90 days prior to the event.		
	= \$ 1,200.00 total (5- hour event) -Or- = \$ 900.00 total (3-hour event)	Cash or Check Only	
		Mail/Drop off to: Office of Parks & Recreation 170 Clarke Rd, Narragansett, RI	
<ul style="list-style-type: none"> ▪ A completed/signed RESERVATION APPLICATION, Indemnity Agreement, Policy Acknowledgement, and Cancellation Policy page must accompany deposit 			
DUE 90 days prior to event:	<ul style="list-style-type: none"> ▪ Any Rental Fee Balance due (<i>i.e., Base Rental Fee minus \$500 or \$200 deposit paid</i>) ▪ Any additional Event or Setup Time fees 	Invoice emailed to Renter 3+ months prior to event Payment due upon receipt (no later than 14 days after email date)	

CATERING PARTNERS

The North Beach Clubhouse does not permit the use of outside catering.

Renters must contract with one of our pre-qualified partners for food and/or alcohol beverage and cleanup service. Exceptions cannot be made.

PRE-QUALIFIED CATERERS		
Arturo Joe's Catering	Narragansett, RI	401-789-3230
Blackstone Caterers	Middletown, RI	401-848-2030
Blue Rocks Catering	Westerly, RI	401-846-9902
B&M Catering Co.	Pawtucket, RI	401-723-4180
Chelo's Banquets and Catering	Warwick, RI	401-737-9009
Cozy Caterers	Providence, RI	401-351-3111
Decadent Catering	Providence, RI	401-421-4114
Emery's Catering	Warwick RI	401-739-6800
Keane's Wood-Fired Catering	Cranston, RI	401-480-1282
McGrath Clambakes & Catering	Newport, RI	401-847-7743
Pranzi Catering & Event Planning	Providence	401-383-3631
Russell Morin Catering & Events	Attleboro, MA	800-552-7822
Tom's Market Catering	Coventry, RI	401-826-0050

PRE-QUALIFIED BARTENDERS		
If renters opt to separate this service from their catering contract.		
Bartending By Dennis, Inc.	Narragansett, RI	401-451-0438
Walter's Bartending Services LLC	Narragansett, RI	401-578-5693

OTHER VENDORS - Renters are free to engage ANY non-catering vendors of their choice for Music, Entertainment, Photography, Flowers, Officiants, Event Planners, etc. however renter is responsible for reviewing with them the Rental Packet policies and communicating their contracted timeline and setup information. The following non-catering vendors have been hired multiple times and are knowledgeable about working in our venues. Feel free to contact or add them to your list for quotes:

MUSIC:	Moondance Productions (401-782-4981)	Music Mixers Entertainment (401-779-3889)
FLOWERS:	WeedWeaver (401-789-1453)	FlowerThyme (401-792-3440)

VENUE POLICIES

CAPACITY MAXIMUM - All events at the North Beach Clubhouse cannot exceed 100 guests (not including vendor staff).

Use of deck space does not increase venue capacity. There are NO exceptions to this policy, per Fire Marshall. If guest counts exceed capacity on day of, we reserve the right to end/close the gathering and/or request guests to leave.

Under certain circumstances, the Director of Parks & Recreation may mandate the presence of paid security and/or fire personnel. The renter will be notified if/when this applies and would be responsible for paying those associated expenses.

SMOKING

Smoking and vaping of *any kind* is prohibited on Town Property – this includes cigarettes, cigars and cannabis/marijuana.

CATERING AND COOKING REGULATIONS

- The kitchen is equipped with a convection gas stove which is to be used for heating food but should NOT be relied on for food preparation.
- The kitchen is also equipped with a residential refrigerator/freezer, a double sliding door refrigerator and plenty of counter space.
- Any special equipment must be approved by the Clubhouse Coordinator at least **eight weeks before the event**. The Parks and Recreation Director or Clubhouse Event Coordinator has the right to deny any requests for special equipment.
- **Grills are NOT allowed on the deck, beach, side porch, or inside the building.** Grills are **only to be used by our licensed, insured and pre-qualified caterers**. A grill may be used on the cement sidewalk on the southwest side of the building in the parking lot area with the proper drip pans. Any grease stains must be cleaned by the caterer.

MUSIC/ENTERTAINMENT

- Music and other entertainment inside and on the deck at the Clubhouse must be suspended 30 minutes prior to the end of contracted event time and/or no later than 10:30 pm. This allows for guests to depart in an unhurried manner.
- Music can include live bands, DJs, soloists and/or renter-provided speakers and playlists.
- The clubhouse does not have any audio or A/V equipment onsite for use by renters
- **No pyrotechnics of any kind from music or entertainment vendors are allowed**
- Live bands must have proper footings to ensure the floor/deck does not get damaged. It is strongly recommended that music/entertainment bring in their own tables if needed.

ALCOHOL and BAR SERVICE

- Serving of alcoholic beverages must conform to the State of Rhode Island laws and the Town of Narragansett regulations. The Town of Narragansett, the Clubhouse Coordinator, and the Coordinator's staff disclaim, and the user accepts responsibility for any liabilities arriving from the event.
- According to state law, **alcohol service cannot exceed 5 consecutive hours.** Bar service must be suspended 30 minutes prior to the contracted termination of the event.
- Alcoholic beverages must be served by a licensed bartending service company carrying a Class P License, a \$1 Million Dollar Liquor Liability Insurance Policy, listing the Town of Narragansett as Additionally Insured, and a \$1 Million Dollar General Liability Insurance Policy, listing the Town of Narragansett as Additionally Insured.
- Shots, shot bars, home brewed/fermented alcoholic beverages; grain alcohol and liquor over 100 proof are prohibited at the Clubhouse.
- Drinking games, beer bong, flaming drinks and kegs are also prohibited at the Clubhouse.
- North Beach Clubhouse 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.
- An impervious covering must be provided and used under the beverage-dispensing location and where ice and bar services are located.
- All ice brought into the Clubhouse must be contained in watertight containers and **the bar must be set up in designated areas only.**
- Alcohol/bar service can be served as either "Open Bar" or "Cash Bar." Religious and non-profit organizations hosting a fundraiser have the option to petition the Town of Narragansett for a Class F or F1 license, which would allow the organization to charge for alcohol. A copy of the license must be provided to the Clubhouse Event Coordinator a minimum of **three months** prior to the event.
- Alcohol consumption is restricted to the confines of the building and the deck.
- Alcohol not provided by the caterer/bar service is prohibited.
- Failure to comply with these policies will result in your guests being asked to leave the property immediately.
- Clubhouse staff reserves the right to call Narragansett Police in the event these policies are not followed.

SELF SERVICE ALCOHOL OPTION- Allowed only for Events **with 50 guests or less in attendance** (no exceptions).

- Allows the renter of a small gathering to provide and serve **beer & wine only** without the use of a licensed bartender.
- Guest count (including renters) is not to exceed 50 people.
- The self-service option is not available for **weddings.**
- No shots, hard alcohol, or kegs allowed.
- **Time constraints for a 5-hour event rental** self-serve alcohol consumption done within a 4-hour period. All alcohol services must end 1 hour prior to the end of the event.
- **Time constraints for a 3-hour event rental** self-serve alcohol consumption done within a 2-hour period. All alcohol services must end 1 hour prior to the end of the event.
- Failure to comply with these policies will result in part or all of the renter's/user's security/damage deposit to be retained.

WEDDING REHEARSALS at the venue **cannot be guaranteed and are based upon scheduled events.**

- Requests for rehearsal time the day before your event (or earlier in the week) can be made (3) months prior to your event, then confirmed 4 weeks prior. Rehearsal time can only be approved if another event is not booked on the calendar.
- There is no indoor/venue access for a rehearsal and no fee associated for rehearsing on the deck.

EQUIPMENT/FURNITURE USE - The clubhouse owns the following number of tables and chairs for renter use:

FURNITURE INVENTORY	
105	White Folding Chairs for Indoor Dining & Deck Ceremony Use
20	60” Round Dining Tables
1	Half Moon 60” Round (sweetheart table)
8	Six ft Banquet Tables (Rectangle)
6	Eight ft Banquet Tables (Rectangle)
4	Four ft Rectangular Tables
5	High Top Tables (can be adjusted to seating height Café Tables)
2	High-Chairs (for children)

- The Clubhouse-owned tables and chairs can be moved, arranged, setup for events during setup time by renters themselves, their chosen caterer OR by the venue staff for an additional fee. This furniture, or any other equipment/decor of any kind, are **not allowed** to be set up on the beach.
- The Clubhouse does NOT provide linens, glassware, flatware, or dishware – our pre-qualified caterers provide these.
- All arrangements for any *additional* equipment or furniture rental are the responsibility of the renter.
- Additional equipment or furniture can be ordered from the Town of Narragansett’s approved rental company (Pranzi Tent & Rentals - 401-383-3631) and will be delivered and picked up according to Clubhouse guidelines.
- Any furniture or décor items **brought in by renter -OR- ordered through a different rental company** must be carried in and carried out during your rental period (**same day**). Nothing can be left overnight. Any items found the following day will be disposed of.
- **Optional Furniture Setup:** If renters opt to purchase this service, venue staff creates a personalized floor chart and executes setup of Tables & Chair *prior to caterer arrival*, according to timeline below:
 - 90 days prior - Renter indicates furniture setup *preference* from options provided and pays fee.
 - 60 days prior - Personalized furniture setup plan DRAFT emailed to renter for review.
 - 30 days prior - Any furniture setup plan changes/edits due to venue coordinator; DRAFT considered FINAL.

PARKING

During Beach Season (*Saturday of Memorial Day weekend through Labor Day*), the parking lots are staffed until 5:00 p.m., and parking requires a pass or a fee. At 5:30 p.m. and after guests attending an event may park in any open spaces in front of the North Beach Clubhouse, as there is no longer a fee or pass required to park. Any overflow may use the North Parking lot and walk across the North Pavilion deck to the North Beach Clubhouse.

- This department **does not guarantee** parking.
- The gates are locked every evening at 12:00 a.m. If cars are left in the parking lot, they must be picked up by 7:30 a.m. the morning after the event or chance being towed at the owner’s expense.

Before and after Beach Season, all parking lots associated with the Town Beach are open to the public.

INCLEMENT WEATHER PLAN

- Ceremonies and cocktail hour on deck can be moved under the covered roof -OR- indoors if weather does not permit.
- If furniture setup service was contracted, the decision to move tables/chairs/equipment due to weather must be made and communicated to Clubhouse coordinator 24 hours in advance.
- Moving furniture/equipment due to weather *less than* 24 hours before the start of your event will be handled by the caterer.

DECORATING

- Decorations must be placed indoors and outside *without* the use of tape, staples, nails, or other fasteners that could harm the building. Ribbon, fishing line, binder clips, and zip ties are a good way to fasten decorations. Magnets can be used to hang from ceiling tracks.
- Decorations are not permitted on the beach.
- Throwing of confetti or bird seed is strictly prohibited at the North Beach Clubhouse (and on the beach). Flower petals are allowed but will need to be picked up before the end of your event.
- **Absolutely no open flames on the beach or premises.** This includes bonfires and clambakes.
- No fog machines are to be used inside or outside the building.
- No items of any kind are to be released from the Clubhouse building, ramps, decks or the beach. This includes live creatures, fireworks, Chinese lanterns, balloons, etc.

ON SITE STAFF (day of event)

- Our event Attendant unlocks the building, remains at the venue for duration, and locks up at the end of your event.
- Attendants are considered ‘hands off’ and are on site to answer questions, oversee venue policies, and maintain clean/well stocked bathrooms for you and your guests.
- Attendants are not responsible for any items the renter brings or rents, or for any items left behind.
- Attendants do not act as catering staff or as Day of Coordinators/Wedding planners. Their job is to ensure all rules are being followed.
- It is expected that Renters and their guests treat on site staff with COURTESY and RESPECT. Intimidating or threatening language or behavior toward Attendant or any Bungalow staff will not be tolerated and may be cause for security deposit forfeiture.

CLEANUP & BREAKDOWN

- Renters are responsible for the cleanup of their events within the one hour allowed at the conclusion of the event – our **pre-qualified** caterers can/will perform the required furniture breakdown and cleaning tasks on your behalf.
- All equipment, rentals, decorations, and all other property belonging to users, their service providers and/or their guests must be removed from the building within one hour cleanup period following the event. No items are to be left overnight.
- Required cleaning tasks detailed in our [Cleaning Policy](#) are summarized below:
 - All tables and chairs cleaned, broken down, and returned to the storage area.
 - All floors swept and any spills must be cleaned.
 - The kitchen fully cleaned, including oven. No food is to be left in the building. **(Please be sure to check the refrigerators and sink drains.)**
 - Deck, walkways and parking lot picked up (if there is trash).
 - All garbage removed from the facility - including all event and bathroom trash, decorating refuse, decorations, food and used catering supplies, etc.
 - Trash emptied into the dumpster outside of the North Beach Clubhouse at the end of the event.
- Any additional cleaning time required of our staff after an event will result in \$150.00 per hour fee, retained from damage deposit.
- Any damage to the facility will result in part or all of the renter’s/user’s security/damage deposit to be retained.

GENERAL LIABILITY INSURANCE

All renters are **required** to acquire general liability insurance within 90 days of their scheduled event.

HOW TO PURCHASE LIABILITY INSURANCE - To purchase the special event General Liability Policy through the GatherGuard program, please follow these steps:

- Log onto the website: <https://gatherguard.com/>
- Click “Get Quote” in the middle of the page.
- Select the type of event that is planned.
- Answer the yes/no questions that follow. Then Continue.
- Enter the Venue Code: **0501 1244** to name **North Beach Clubhouse** as an Additional Insured to the policy, then press next.
- Under Basic Coverage press Next. (\$1,000,000 per occurrence should be selected)
- Under About your event fill in the following.
 - Write in the name of the event using the names written on the lease agreement
 - The event occurs “One Time”
 - Select the event date on the calendar by clicking on the day of the event. End date will be the same as your start date.
 - For average daily attendance, list the number of guests that are expected. (<100)
 - For the last four questions leave as “0” unless your vendors are not insured.
 - Next
- Under Additional Coverages press Next. (Damage to rented premises should be checked off)
- Click “Checkout”
- To proceed and purchase the coverage, please complete the requested “Contact and Credit Card Information”

Once your purchase is complete, GatherGuard sends us your Certificate of coverage directly - simple and convenient!

Coverage should cost no more than \$100. If you receive a higher quote, please our office.