

RESERVATION APPLICATION

Renter Name(s): _____

Renter Email 1: _____ Email 2: _____
(Primary communication method for event planning & billing) (Optional)

Mailing Address: _____

Renter Tel #: _____ Renter Tel #: _____

Proposed Use: _____ Planned # Guests: _____
If Wedding, note if Ceremony + Reception or Reception Only

Date of Event: _____ Circle One: S M T W Th F Sa.
Month Day Year

Select one: ___ 5-hour Event ___ 3-hour Event Applicable Base Rental Fee \$ _____

Deposit Enclosed: \$ _____ (Non-refundable venue deposit + \$700 damage deposit) Ck # _____

Make all checks payable to Kinney Bungalow
Send to: Parks & Recreation Dept. - 170 Clarke Road, Narragansett RI 02882

Residency Certification

Check the statement BELOW that pertains to the RENTER:

___ I hereby certify that I am not a resident and/or taxpayer of Narragansett, Rhode Island

___ I hereby certify that I am entitled to status as a resident and/or taxpayer of Narragansett, Rhode Island, thereby qualifying me for the appropriate rental fee based on residency.

If "yes", the renter must provide proof of Narragansett taxpayer/resident status if applying for the reduced Narragansett resident rental fee. **A Narragansett taxpayer/resident is not permitted to rent or sponsor an event at this facility for a non-resident or business/organization not based in Narragansett, Rhode Island.**

My application for use of Kinney Bungalow at Sunset Farm is submitted to the following: My application is subject to review and approval of the Kinney Bungalow Events Coordinator and the Director of Parks & Recreation. I have visited Kinney Bungalow and familiarized myself with its features and limitations. My deposit is non-refundable if I cancel my event after approval for any reason. I agree to abide by all of the Rules and Guidelines for Private Use of Kinney Bungalow (attached). My actual user fee will be calculated in accordance with the attached schedules. In case of catastrophic damages to Kinney Bungalow, such as fire or natural disaster that precluded my event from being held, my recourse against the Town of Narragansett/Parks & Recreation Department and its employees shall be limited to the full refund of fees paid to Kinney Bungalow.

I have read and understood the conditions governing the use of Kinney Bungalow at Sunset Farm and accept the responsibilities imposed as detailed in this "Rental Packet". My signature below is acknowledgment that I have read and understand the rules. Failure to comply with any or all rules will result in the loss of my \$700 security/damage deposit.

Signature of Applicant _____ Date _____

Signature of Events Coordinator _____
(Office use only) Confirmation Email Sent _____ Initials _____ Rental Bal Due: \$ _____ Invoice Date: _____

INDEMNITY AGREEMENT and WAIVER

Agreement made and entered into this ____ day of _____, 20__, by and between the Town of Narragansett (the “Town”) and the undersigned Lessee (“Lessee”) of property owned by the Town;

WHEREAS, the Town 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 (“Town Property”); and

WHEREAS, in some cases Lessee asks for permission to serve alcoholic beverages at the functions that are located on Town Property; and

WHEREAS, the Town, under certain circumstances, will allow for the service of alcoholic beverages on Town Property;

NOW, THEREFORE, in consideration of the Town 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. Lessee agrees to indemnify and save harmless the Town, 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 Lessee or Lessee’s agents on Town Property and leased to the Lessee. 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 Town, 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 Kinney Bungalow incurred or suffered by myself or anyone else using the Kinney Bungalow facility.
3. I further agree that I will bring no claim for either personal injury or property damage against the Town of Narragansett. I further agree to release and hold harmless the Town, its affiliates, officers, employees, agents and/or assigns from any and all such claims.
4. In consideration of the Town permitting access and entry to the Kinney Bungalow facility during times when there are no other personnel on duty, I hereby acknowledge on behalf of myself and any other person using the Kinney Bungalow that any use of the Facility during these times shall be at my own risk and that I agree to indemnify and hold harmless the Town, 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 Narragansett Town Facility.

LESSEE
(Authorized Agent if LESSEE is an Entity/Org.)

TOWN OF NARRAGANSETT

Signature

Signature

Print Name

Date

Date

Send/Submit this form with Rental Application to the attention of Events Coordinator
Parks and Recreation Department | 170 Clarke Road, Narragansett, RI 02882

Policies Acknowledgment and Signature Page

This page is kept with your contract and given to venue staff on day of your event.


Event Date: _____

INITIAL each



- _____ Securing a caterer for my event from Kinney Bungalow's pre-qualified list is required.
- _____ Purchase of General Liability insurance for my event through GatherGuard is mandatory. I can also submit a personal policy for approval by the venue staff.
- _____ Music must suspend no later than 30 minutes prior to my event end time.
- _____ Bar service handled by licensed/insured bartender can run for no more than 5 hours, ending 30 minutes before my event end time.
- _____ Self-Serve bar is allowed only for events with 50 people or less (no weddings). If guest count exceeds 50 people, part or all of the renter's/user's security/damage deposit will be retained.
 - Self-Serve bar within a 5-hour event, can run for no more than 4 consecutive hours, ending 1 hour before event end time.
 - Self-Serve bar within a 3-hour event, can run for no more than 2 consecutive hours, ending 1 hour before event end time.
- _____ All décor brought in for my event **MUST** be removed during the clean-up time; no items are permitted to be left over night.
- _____ The cleanup of décor and furniture breakdown is my responsibility as the renter, unless contracted with the caterer.
- _____ Cleanup includes any items used outdoors during ceremony, cocktail hour, etc. (i.e., décor, flower petals, ceremony chairs/tables, arbor décor, etc.)
- _____ Access inside the venue is **ONLY** permitted during the purchased setup hours.
- _____ Rehearsals are not guaranteed and can be scheduled no earlier than 3 months prior to my event. Rehearsals **DO NOT** permit indoor access.
- _____ Photography is permitted in designated Bungalow Courtyards **ONLY**. Farm building, landscape, animals, and equipment are strictly prohibited.

SIGN below: My signature is acknowledgement that I have read and understand the Policies of Kinney Bungalow at Sunset Farm and accept the responsibilities imposed as detailed in this form.

 Renter _____ Date: _____

Signature of Events Coordinator _____ Date _____

Please read all Guidelines and Policies in the Rental Packet before signing & returning this with your Reservation Application.

Payment Terms and Cancellation Policy Acknowledgment

Event Date _____

INITIAL each:



_____ The **VENUE DEPOSIT** paid at the time of booking/signing contract is **non-refundable**.
(\$200.00 for 3- hour event rental) **OR** (\$500.00 for 5-hour event rental)

_____ The **VENUE DEPOSIT** (nonrefundable) can be moved to a future date if contracted date no longer works.


_____ The **SECURITY/DAMAGE DEPOSIT** of \$700.00 paid at the time of booking/signing contract is returned via regular mail @3 weeks after event, providing no venue damage, no outstanding fees and rules/policies were adhered.

_____ The **SECURITY/DAMAGE DEPOSIT** of \$700.00 becomes **NON-REFUNDABLE** when an event is cancelled less than 90 days prior to event date.

_____ Any **VENUE BALANCE** is required to be paid in full no later than 90 days prior to your event date. An email Invoice from eventscoordinator@narragansettRI.gov will be sent as reminder.

_____ If your event is cancelled **BEFORE** the 90-day mark, no monies are owed to Kinney Bungalow for the **VENUE BALANCE**.

SIGN below: My signature is acknowledgement that I have read and understand the **PAYMENT TERMS AND THE CANCELLATION POLICIES** of Kinney Bungalow at Sunset Farm and accept the responsibilities imposed as detailed in this form.

 Renter _____ Date _____
Signature of Events Coordinator _____ Date _____

Please read all Guidelines and Policies in the Rental Packet before signing & returning this with your Reservation Application

Parks and Recreation Department | 170 Clarke Road, Narragansett, RI 02882