

TOWN OF FOSTER

Town Clerk's Office, 181 Howard Hill Road, Foster, RI 02825
Phone: 401-392-9201

FACILITY RENTAL AGREEMENT

Date Received _____

Facility Requested:

Town House (wedding ceremonies only) _____ Woody Lowden Center _____ - Fairgrounds _____

Person(s) or Name of Organization (Lessee): _____

Purpose of rental: _____

Contact person: _____

Address: _____

Phone Number: _____ Cell Phone: _____ Email: _____

Rental date: _____ Setup date (if needed in advance): _____

Rental time in: _____ Rental time out: _____ Anticipated # of attendees: _____

List any outside rental equipment you plan to bring in: _____

List any outside food vendors you are expecting: _____

List any other vendors that may be attending, and what they will be selling:

For Fairgrounds only:

Anticipated # of vehicles _____ # of portable restrooms to be provided by lessee _____

(Applicant must provide one per 150 people – one must be handicapped accessible.)

Is outdoor electricity required? (additional \$25 fee) _____ (The Town DPW Department will turn on power to the outdoor pole at the fairgrounds prior to your event.)

DAMAGE DEPOSIT: A refundable damage deposit of \$100 is due at the time of the approval of the rental application. (Please provide a stamped, self addressed envelope so it can be returned to you.) The Town has the right to retain the damage deposit for any damages or if a Town Official determines there was improper cleanup of the facility. **SPECIAL INSTRUCTIONS:** For buildings with heat, thermostat must be returned to 50 degrees after the event. Air conditioners must be turned off in summer upon leaving the building. Sitting on tables is not allowed. Chairs and tables cannot be borrowed. Please remove and tacks or tape used for decorations.

Town of Foster Rental Agreement

RENTAL FEES:

Damage Deposit	<input type="checkbox"/> \$100.00	
Woody Lowden Center	<input type="checkbox"/> up to 50 people \$75.00 for Residents	<input type="checkbox"/> up to 50 people \$125.00 Non-residents
	<input type="checkbox"/> 51-75 people \$100 for Residents	<input type="checkbox"/> 51-75 people \$150.00 for Non-residents
	<input type="checkbox"/> 76+ people \$125 for Residents	<input type="checkbox"/> 76+ people \$175.00 for Non-residents
Fairgrounds	<input type="checkbox"/> \$100.00	<input type="checkbox"/> \$25.00 for outdoor electricity
Town House	<input type="checkbox"/> \$100.00	

The Town has the right to refuse future rentals to organizations and individuals that abuse the facility and/or its rules and regulations. *Fees may be waived for local non-profits.*

ALTERATIONS AND CLEAN-UP: Alterations of any kind will not be permitted. All renters are responsible their own trash and must supply their own trash receptacles. All renters are responsible for the actions and behaviors of their participants and guests.

REPORTING DAMAGE OR CONCERNS: The renter should report any concerns to the Town Clerk, DPW department, or the Foster Police. They may be contacted at the following numbers:

Town Clerk, 401-392-9201 ----- DPW cell phone: 401-368-6997 ----- Foster Police dispatch: 401-397-3317

INSURANCE: Insurance is required for certain large events (such as a horse show) A minimum \$1,000,000.00 (one million dollars) general liability (TULIP) insurance policy is required prior to your event, and must name the Town of Foster as an additional insured. Applicants may obtain their own policy; or alternatively, a policy may be acquired as recommended by the RI Interlocal Trust, through www.onebeaconentertainment.com.

ACCESS:

Keys for the facilities are available at the Foster Police Department. Renters may send a representative over the age of 18 with identification to pick up and sign for a key from the police dispatcher, which must be returned to the police immediately after the event. The Town House has an alarm system. The Town Clerk’s office will coordinate with the renter to have the alarm turned off for the event.

PLEASE SIGN BELOW:

I agree that the above information is true and factual and that I have received a copy of the Town of Foster’s rental policy. As the representative for my organization, we agree to abide by the Town’s rules and regulations.

I agree that the Town of Foster WILL NOT be held responsible for any accidental injuries or other liabilities either to myself or my guests, if they should occur while the building is in use.

Signature: _____

Date: _____