

Rhode Island Watercolor Society

JC Potter Casino Building, Slater Memorial Park
 Armistice Blvd., Pawtucket, RI 02861
 (401) 726-1876
 www.riws.org

Rhode Island Watercolor Society Rental Agreement

Type of Activity _____ Day & Date of Event _____
 Start Time (including set up) _____ End Time (including clean up) _____ Estimated Number of Persons _____
 Name of Renter (or Organization): _____ Non-Profit # _____
 Street Address: _____ City, State _____ Zip _____
 Person in charge of walk through at beginning and end of event: _____
 Contact Phone: _____ Alternative phone: _____
 Area(s) to be used: Lower Level Classroom Gallery _____ Upper Level Main Gallery _____ (Balcony _____) Library _____ Kitchen (included) _____

FACILITY RENTAL DETAILS & HOURLY RATES: **Please Note: An RIWS representative must be present during your event.*

RENTAL FEE DURING GALLERY HOURS: \$25/hour (Per gallery space): Rental is available in the Classroom and Library ONLY, during RIWS normal business hours (Tues-Sat from 10am - 4pm & Sun from 12pm - 4pm). The kitchen and bathrooms are included when renting a space. A gallery receptionist (RIWS representative) will be provided at the front desk during your event. **Please note: the gallery is open to the public during business hours, which is why the Main Gallery and balcony are not available to rent during this time.*

RENTAL FEE AFTER GALLERY HOURS: \$50/hour (Per gallery space/Library is \$25 when renting with another gallery space): Rental is available in each of our 3 gallery spaces, outside of RIWS normal business hours (Tues-Sat, from 4pm - 9pm & Sun, from 4pm - 8pm, Mondays from 10am-9pm). The gallery is closed to the public during this time; therefore, the additional fee is added in order to provide a gallery receptionist (RIWS representative) at the front desk during your event after business hours and when we are closed. **Please Note: Slater Park closes at 9pm.*

Maximum capacity of building: 120 Persons

Maximum capacity in each space: Classroom: 60, Main Gallery: 50, Library: 10

AVAILABLE EQUIPMENT *INCLUDED IN YOUR RENTAL FEE:

- 8 rectangular tables (6 ft long, 3 ft wide)- Quantity Needed for event: _____
- 60 Metal stackable chairs Quantity Needed for Event: _____
- Use of kitchen equipment: refrigerator, 2 ovens, 2 stoves, 1 microwave, 1 sink, 3 counter tops and 1 round table (5ft diameter).
- 3 Empty trash cans (33 gallon cans, with bags)
- Cleaning supplies: 33 gallon trash bags, brooms, dustpans, mops, bucket, sponges, paper towels, dish soap, Clorox wipes.

***FOR AN EXTRA COST ADDITIONAL RENTAL ITEMS AVAILABLE (*An RIWS Representative must handle all rented items): TOTAL \$: _____**

- 8 Linen tablecloths for 3 x 6 rectangular tables (black) (\$5 per table cloth) Quantity: _____ Price: _____
- 10 Plastic serving trays (choice of black, clear, silver) (\$20) Quantity/Color: _____ Price: _____
- 10 Glass serving trays or bowls (choice of clear, green, white) (\$40) Quantity/Color: _____ Price: _____
- 1 Glass cut punch bowl w/ 2 plastic ladles (holds 2 gallons) (\$10) Price: _____
- 1 Clear plastic beverage container w/ pour spout (holds 2 gallons) (\$5) Price: _____
- 1 Coffee brewing urn w/pour spout & Bustelo coffee, cream & sugar included (serves 28) (\$10) Price: _____
- 1 Tea kettle, 1 serving canister for hot water (serves 6) w/ Bigelow tea-5 flavors (4 each) & sugar included (\$10) Price: _____
- Poland Spring 8 oz bottles of water (12pk) (\$10-per dozen/ \$1 per bottle) Quantity: _____ Price: _____
- 1 Person to clean after event- includes floor sweep and mop, trash removal, cleaning kitchen, tables and add-ons (\$50) Price: _____

DAMAGE DEPOSIT FEE: \$100 (due 30 days prior to the event date)

A damage deposit is required for all events and refunded within 2-4 wks after the Gallery has been inspected, cleaned and any damages repaired.

PAYMENTS: 50% of facility rental fee is due at time of application. Balance and cleaning deposit are due 30 days prior to rental.

**Total payment is due in full, if application is filled less than 30 business days prior to rental date.*

Application Date:	Rental fee:	Added Rentals:	TOTAL:	Damage Deposit:
PAYMENTS RECEIVED	Due date	Amount	Date received	Processed by (initials)
First payment (50%)				
Second payment (Balance)				

REFUNDS ISSUED	Date Refunded:	Amount:	Check #:
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DAMAGE DEPOSIT REFUND:

The damage deposit will be refunded within 2-4 weeks following your facility use. If your scheduled hours of use exceed the designated time for any reason, additional fees for that time will be deducted from the damage deposit. If any food or beverages belonging to RIWS, are taken from the kitchen by renters and/or their guests, the appropriate fees will be deducted from this deposit. Any cost for extra cleaning of the facilities and furnishings, both inside and outside, or damages to floors, walls, furnishings and landscaping, will result in a deduction or forfeit of your damage deposit. You will be billed for any costs not covered by your deposit.

Renter initials _____

ALCOHOLIC BEVERAGES:

Alcoholic beverages are not allowed.

Renter initials _____

HOLD HARMLESS:

The renter hereby agrees to save, secure, and hold harmless the Rhode Island Watercolor Society, its officers and employees against claims of action, liability, judgments, costs and expenses, including attorney fees. The undersigned certifies that he/she accepts responsibility on behalf of the participants for any damage or theft sustained by the Society because of the occupancy of said premises.

Renter initials _____

RENTAL AREAS:

The rental area includes use of the gallery space you have chosen for your event. The kitchen and bathrooms are included. Guests are welcome to view exhibits in other parts of the gallery during your event, but you may not conduct your event in other gallery spaces unless they've been rented. If any other spaces are used during your event, the appropriate rental fees will be deducted from your deposit and/or billed. Renters and their guests shall not have access to RIWS storage closets, art storage room or gallery office. Parking is in accordance with Slater Memorial Park.

Renter initials _____

DECORATIONS:

RIWS Gallery is a city owned, historic building. No decorations may be used that will damage the exterior walls, windows, woodwork, doors or ceilings of the building. All decorations must be removed after the event ends. No smoke, water or mist devices are allowed. Any damages left by decorations will result in an additional amount deducted from the deposit. The renter will be responsible for the full cost of any repairs.

Renter initials _____

RENTER RESPONSIBILITIES; BEFORE, DURING & AFTER THE EVENT:

- Facility rental cannot be transferred, assigned or sublet.
- The renter must set up the chairs and tables prior to the event.
- Tables and chairs may not be removed from the building at any time.
- Smoking is not permitted anywhere within the RIWS Building.
- Animals are not permitted in the building (except service dogs).
- The renter understands that parking availability in Slater Park is not guaranteed and may be limited.
- Renters, and their guests, are not allowed to take any food or beverages stored in the kitchen by RIWS for classes and workshops.
- Young children attending events must be under the direct supervision of an adult 18 years of age or older, at all times, and in all areas.
- The renter must remove all decorations and all other items brought on the premises after the event.

CLEANING AFTER EVENT: Renter is responsible for cleaning the rental area after event, unless \$50 was paid in advance to hire a cleaning person.

1. Tables must be wiped with a wet cloth, if soiled.
2. Tables and chairs must be replaced to where they were found.
3. Floors of reception hall, kitchen and restrooms must be swept (and mopped, if needed).
4. Kitchen must be cleaned (if used) including wiping down the stoves, microwave, refrigerator and counter tops.
5. Removal of all trash from gallery space used, kitchen and bathrooms.
6. All trash bags must be bound, removed and taken to the receptacles located in the park, outside of the building before leaving.
7. Gallery trash cans must be re-bagged before leaving (new bags are provided by RIWS).

Renter initials _____

I have read, and agree with all terms and conditions of the RIWS Rental Agreement.

Signature of Renter _____

Date _____

RIWS Representative _____

Date _____

RIWS reserves the right to change, adjust, or delete any rules or regulations in this contract. RIWS reserves the right to close down any event which poses a threat to the safety of participants or the facility or violates any of the conditions as stated in the contract.

Indemnification Agreement and Covenant

Required by all groups using the Rhode Island Watercolor Society's Facility

For, and the consideration of, being granted a use of Rhode Island Watercolor Society's Rental Agreement to access and use the Rhode Island Watercolor Society's facility by _____.
(Name of Responsible Applicant/Organization)

The above named applicant agrees to indemnify and hold harmless the Rhode Island Watercolor Society, and all their past, present and future officers, officials, agents, servants, employees and members, hereinafter collectively referenced as the Rhode Island Watercolor Society, against any and all injury, loss or damage, and any and all claims for injury, loss or damage, of whatever caused by or resulting from, or claimed to have been caused by or to have resulted from any act, omission or negligence of the applicant or anyone claiming under the applicant (including, but without limitation to officers, agents, servants, invitees, guests, volunteers, acquaintances, of the applicant and the employees and contractors of the applicant), at or about the premises.

This indemnity and hold harmless agreement shall include indemnity against all costs, expenses, and liabilities incurred in connection with any such injury, loss or damage or any such claim, or a proceeding brought thereon or the defense thereof. If the applicant or anyone claiming under the applicant, or the whole or any part of the property of the applicant or anyone claiming under the applicant shall be injured, lost damaged by theft, fire, or steam or in any other way or manner, no part of said injury, loss or damage is to be borne by the Rhode Island Watercolor Society or its agents unless caused by negligence of the Rhode Island Watercolor Society.

The applicant shall maintain commercial general liability insurance, with respect to the premises and its appurtenances, issued by insurance companies authorized to do business in the Commonwealth of Rhode Island, naming the town of Pawtucket and the Rhode Island Watercolor Society as additional insured, in an amount not less than One Million Dollars (\$1,000,000) combined single limit for both bodily injury and property damage. **Applicant shall deliver to the Rhode Island Watercolor Society, prior to commencing use of the Rhode Island Watercolor Society's premises, the policies of such insurance, or certificates thereof. Each such policy shall provide that the same shall not be modified or terminated without at least ten (10) days written notice to each named insured. (Applicant is advised that failure to maintain such commercial general liability insurance may result in the applicant being subjected to potential liability for claims arising under or through the use of this license.)**

Applicant shall, at its own cost and expense, with counsel approved by the Rhode Island Watercolor Society, defend any and all suits and actions (just and unjust) which may be brought against the Rhode Island Watercolor Society or in which the Rhode Island Watercolor Society may be impleaded with others upon any such above-mentioned matter, claim or claims, unless such other suit or action is the direct result of the Rhode Island Watercolor Society's negligence. The applicant agrees that it shall not file any claim, complaint, charge, or lawsuit against the town for any matter, claim or incident, known or unknown, which occurs or arises out of applicant's use of this license

NAME OF APPLICANT: _____ **(TITLE)** _____ **DATE:** _____

The Certificate of Insurance is attached, designates the location covered as the Rhode Island Watercolor Society in which the event is held, and indicates coverage for the period of the event.

RHODE ISLAND WATERCOLOR SOCIETY REPRESENTATIVE: _____ **DATE:** _____