

# North Beach Clubhouse

79 Boston Neck Road  
Narragansett, Rhode Island



One of the Town of Narragansett's oceanfront event venues, the North Beach Clubhouse offers a relaxed and enjoyable setting for any special occasion.

The Clubhouse provides space to host indoor functions combined with an expansive outdoor deck.

The facility sits on the edge of Narragansett Beach, perfect for that special wedding reception, social party, or a corporate meeting, providing breathtaking ocean views!

The Clubhouse is located at 79 Boston Neck Road, on Narragansett Town Beach.

Please read all Rules and Guidelines before signing your **Reservation Application, Indemnity Agreement, Policy Acknowledgment Waiver, and the Cancellation Policy.**

We look forward to hosting your special event!

Town of Narragansett, Parks & Recreation  
170 Clarke Road, Narragansett RI 02882  
Office: 401.788.2573  
[eventscoordinator@narragansett-ri.gov](mailto:eventscoordinator@narragansett-ri.gov)  
[www.northbeachclubhouse.com](http://www.northbeachclubhouse.com)

# 5 HOUR EVENT RENTAL

## IN SEASON – MAY through OCTOBER

<u>Monday through Thursday</u>		<u>Friday through Sunday</u>	
Non-Resident	\$1,200.00	Non-Resident	\$1,500.00
Narragansett Resident	\$900.00	Narragansett Resident	\$1,200.00

## OFF SEASON – NOVEMBER through APRIL

<u>Monday through Thursday</u>		<u>Friday through Sunday</u>	
Non-Resident	\$1,000.00	Non-Resident	\$1,200.00
Narragansett Resident	\$700.00	Narragansett Resident	\$800.00

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### HOURS OF USE

A nine (9) hour consecutive rental of the Clubhouse and deck.

Three (3) hours of vendor/caterer setup time

Five (5) hours of event time

One (1) hour of cleanup time

Your consecutive hours can start as early as 9:00 a.m. and cannot end later than 12:00 a.m.

- **BEACH SEASON (Saturday of Memorial Day through Monday of Labor Day)**

Your consecutive hours start at 3:00 p.m. and end at 12:00 a.m.

A nine (9) hour consecutive rental of the Clubhouse and deck.

Setup/Venue Access	3:00 p.m. ( <u>no earlier</u> )
Event start time	6:00 p.m. ( <u>no earlier</u> )
Event shutdown	11:00 p.m. ( <u>no later</u> )
Cleanup between	11:00 p.m. - 12:00 a.m. ( <u>firm</u> )

**RULES AND FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE.**

## 3 HOUR EVENT RENTAL

Not available during BEACH SEASON

### Monday through Thursday

Non-Resident	\$500.00
Narragansett Resident	\$400.00
Non-Profit*	\$300.00

### Friday through Sunday

Non-Resident	\$600.00
Narragansett Resident	\$500.00
Not Available	

\*Non-Profit Rate is Not Available during BEACH SEASON

(BEACH SEASON: Saturday of Memorial Day through Monday of Labor Day)

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### HOURS OF USE:

A six (6) hour consecutive rental of the Clubhouse and deck.

Two (2) hours of vendor/caterer setup time

Three (3) hours of event time

One (1) hour of cleanup time

Your consecutive hours can start as early as 9:00 a.m. and cannot end later than 12:00 a.m.

### PAYMENT SCHEDULE FOR 5-HOUR AND 3-HOUR EVENT RENTALS:

- A deposit of \$500.00 (5hr) / \$200.00 (3hr) is due at the time of booking (non-refundable).
- A security/damage deposit of \$700.00 is due at the time of booking (refundable).
- Completed/signed Reservation Application, Indemnity Agreement, Policy Acknowledgement, and Cancellation Policy pages are required with your payment at the time of booking.
- The security/damage deposit becomes NON-REFUNDABLE if your event is canceled less than 90 days prior to event date.
- An invoice for your venue balance will be sent three months prior to your event date. This payment is due within two weeks of receiving the invoice.
- Additional time must be paid for with your venue rental balance.
- The security/damage deposit will be returned **2-4 weeks following your event**, provided there is no damage to the facility, all regulations were abided by and there are no additional fees due.

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## OPTIONAL & ADDITIONAL COSTS:

**Any additional fees will be due three months prior to your event date and must be included on your rental balance invoice.**

### **ROOM SETUP:**

- A room setup service can be purchased for an additional fee of \$150.
- This fee provides the setup service of the tables and chairs only, prior to the start of the rental period.
- This DOES NOT include breakdown.

### **ADDITIONAL TIME:**

- Additional rental time cannot be purchased within the BEACH SEASON.
  - Additional rental time is not available in the 3-hour event rental.
  - Additional event time can be purchased for \$300.00 per hour (not available during BEACH SEASON).
  - Additional setup time/vendor access can be purchased for \$150.00 per hour (not available during BEACH SEASON).
  - All hours must be consecutive.
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## CAPACITY GUIDELINES

- All events - 100 guests maximum. This does not include vendors.
- Use of deck space does not increase venue capacity.

**There are no exceptions to these capacity guidelines, per the Fire Marshal.**

## ADDITIONAL POLICIES

- Under certain circumstances, the Director of Parks and Recreation may mandate the presence of paid security and/or fire personnel. The renter will pay any expenses associated with the security and/or fire personnel in full.
- The Town of Narragansett is not responsible for any items lost, forgotten, or stolen at the North Beach Clubhouse or its premises.
- Smoking of any kind is prohibited on Town property.

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## VENDORS:

**The North Beach Clubhouse does not permit the use of outside catering.  
Please plan to work with one of the preferred caterers provided in the Vendor list.**

- For all other vendors, it is not mandatory that you work within the preapproved list, but highly encouraged!
- Vendors not on our preferred list such as DJ/Live Music, Photographers, Florist, Event Coordinators, Decorators, etc., must review policies outlined in our rental packet.
  - It is the responsibility of the renter to provide each service provider with a copy of the venue rental packet and the renter's event timeline.

## CATERING AND COOKING REGULATIONS

- The kitchen is equipped with a convection gas stove. The stove is used for heating food. It is not to 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 licensed and insured 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.

## ENTERTAINMENT/MUSIC

- Music/Entertainment must be suspended 30 minutes prior to the contracted end time of event and/or not later than 10:30pm.
- 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.

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## ALCOHOL BEVERAGE/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 that these policies are not followed.

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## SELF-SERVICE ALCOHOL POLICY

### Allowed for events with 50 people or less (No exceptions)

- The self-service option is not available for weddings.
- Guest count (including renters) is not to exceed 50 people.
- This policy will allow the renter to provide and serve beer & wine only without the use of a licensed bartender. No shots, hard alcohol, or kegs allowed.
- ***Time constraints for a 5-hour event rental*** alcohol service/consumption can be 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*** alcohol service/consumption can be 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.

## GENERAL LIABILITY INSURANCE

**All renters are REQUIRED to purchase general liability insurance for their event.**

The Lessee will maintain in full force at all times during this engagement General Liability insurance in the minimum amount of \$1,000,000 per occurrence for all damages on account of personal injuries and/or property damage arising out of an occurrence or event. The Lessee will provide evidence of its General Liability policy to the Town of Narragansett naming the Town of Narragansett as an Additional Insured to the policy for the event.

If Lessee does not possess a General Liability Policy one may be obtained through your homeowner's insurance company or through GatherGuard. The premium for a GatherGuard policy is based upon the risk associated with the particular event or activity, the number of days needed to be covered, and the number of participants attending the event.

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## 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”*

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

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## EQUIPMENT USE

The North Beach Clubhouse has the following number of tables and chairs for use:

20 - 60" Round Tables  
1 - Half -Moon 60" Round (sweetheart table)  
6 - 8' Rectangular Tables  
8 - 6' Rectangular Tables  
4 - 4' Rectangular Table  
105- White Folding Chairs  
5 - High Top Tables (can be adjusted to seating height)

- The North Beach Clubhouse does not provide linens, glassware, flatware, or dishware. All arrangements including rental, delivery, setup, and breakdown are the responsibility of the renter (many caterers will provide this service). The North Beach Clubhouse is not responsible for missing or damaged items.
- The North Beach Clubhouse tables and chairs, and other equipment/decor of any kind, are **not allowed** to be set up on the beach.

## PARKING

During the **Beach Season (Memorial Day 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.
- During the months of **September through April**, all parking lots associated with the Town Beach are open to the public.

## NBC Day of Attendant

- An NBC attendant will unlock, remain on site for your event, and lock the doors at the end of your event.
- Attendants are considered 'hands off' and are on site to answer questions regarding the building, oversee the venue policies, and maintain clean/well stocked bathrooms for you and your guests.
- Attendants are not responsible for any rented equipment by the renter, or any items left behind.
- Attendants are not responsible for acting as staff for the renter or caterer.
- Attendants do not act as Day of Coordinators/Wedding planners.

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## INCLEMENT WEATHER PLAN

- Ceremonies and cocktail hour can be moved under the tent, or indoors if weather does not permit.
- If you have contracted for Table & Chair setup, the decision to move under the tent/indoors must be made 24 hours in advance.
- Moving under tent/indoors less than 24 hours before the start of your event will need to be handled by the caterer.

## DECORATING

- Decorations must be placed 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 items of any kind are to be released from the Clubhouse, Clubhouse deck or the beach. This includes live creatures, fireworks, Chinese lanterns, balloons, etc. No fog machines are to be used inside or outside the building.

## CLEANUP

- Renters are responsible for the cleanup of their event within the one hour allowed time at the conclusion of your event. Many caterers will perform the cleaning tasks upon request.
  - Additional cleaning time will result in \$150.00 per hour, retained from damage deposit.
- Cleaning tasks that are required:
  - All equipment, rentals, decorations, and all other property belonging to renters/users, their service providers and/or their guests must be removed from the building. No items are permitted to be left overnight.
  - All tables and chairs need to be cleaned, broken down, and returned to the storage area.
  - All floors need to be swept and any spills must be cleaned.
  - The kitchen needs to be cleaned. No food is to be left in the building. **(Please be sure to check the refrigerators and sink drains.)**
  - The lawn areas and parking lot picked up (if there is trash).
  - All garbage is to be emptied into the dumpster outside of the North Beach Clubhouse at the end of the event.
- Any damage to the facility or failure to meet the standard of cleanliness required, will result in part or all of the renter's/user's security/damage deposit to be retained.

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# RESERVATION APPLICATION

Name of Renter \_\_\_\_\_

Email Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone \_\_\_\_\_ Secondary Phone \_\_\_\_\_

Proposed Use \_\_\_\_\_ Approx. # Ppl \_\_\_\_\_

Please note: Ceremony &/OR Reception (if wedding)

Date of Event \_\_\_\_\_ Day of Week S M T W Th F Sa. (Circle one)  
Month Day Year

Vendor Setup Time \_\_\_\_\_ Event Start Time \_\_\_\_\_ Event End Time \_\_\_\_\_ Cleanup \_\_\_\_\_

5 hr event \_\_\_\_\_ 3 hr event \_\_\_\_\_ Deposit Amount \_\_\_\_\_ ck # \_\_\_\_\_  
(venue deposit + security/damage deposit)

\*Narragansett Residency Certification\*  
Check the statement 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.

Please Note, 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 the North Beach Clubhouse is submitted to the following: My application is subject to review and approval of the North Beach Clubhouse Events Coordinator and the Director of Parks & Recreation. 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 the North Beach Clubhouse (attached). My actual user fee will be calculated in accordance with the attached schedules. In case of catastrophic damages to the North Beach Clubhouse, 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 the Town of Narragansett.

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

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Facility Coordinator: \_\_\_\_\_

(Office use only) Confirmation Email Sent \_\_\_\_\_ Initials: \_\_\_\_\_

Please make all checks payable to the Town of Narragansett, and send to the attention of  
Events Coordinator – Parks & Recreation Dept. - 170 Clarke Road, Narragansett, RI 02882

# North Beach Clubhouse

## 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 a Narragansett Town Beach Facility incurred or suffered by myself or anyone else using the North Beach Clubhouse.
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 North Beach Clubhouse during times when there are no lifeguards or other personnel on duty, I hereby acknowledge on behalf of myself and any other person using the North Beach Clubhouse at Narragansett Town Beach that any use of the Beach 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 Beach Facility.

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

TOWN OF NARRAGANSETT

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

# North Beach Clubhouse - Cancellation Policy

*Please initial each policy and sign.*

*Event Date* \_\_\_\_\_

\_\_\_\_\_ A **NON-REFUNDABLE VENUE DEPOSIT** to be paid at the time of booking/signing contract.  
(\$200.00 for (3) hour event rental) OR (\$500.00 for (5) hour event rental)

\_\_\_\_\_ **VENUE DEPOSIT** (*non-refundable*) can be moved to a future date if contracted date no longer works.

\_\_\_\_\_ A **(refundable) DAMAGE/SECURITY DEPOSIT** of \$700.00 to be paid at the time of booking/signing contract. This \$700.00 damage deposit is **refunded** 2-4 weeks post event, providing there is no damage to the venue or outstanding fees.

\_\_\_\_\_ The \$700.00 **DAMAGE/SECURITY DEPOSIT** becomes **non-refundable** when an event is canceled less than 90 days prior to event date.

\_\_\_\_\_ **VENUE BALANCE** is required to be paid in full no later than 90 days prior to your event date.  
You will receive an invoice from the North Beach Clubhouse office at this time.

\_\_\_\_\_ If your event is canceled before the 90-day mark, no further payments are owed to the North Beach Clubhouse for the venue balance.

**\$500.00 venue deposit** will not be refunded.

**\$700.00 damage/security deposit** will be refunded within 2-4 weeks.

I have read and understood the conditions governing the Cancellation Policy of the North Beach Clubhouse and accept the responsibilities imposed as detailed in this form. My signature below is acknowledgment that I have read and understand the rules.

Signature of Renter \_\_\_\_\_ Date \_\_\_\_\_

Signature of Events Coordinator \_\_\_\_\_ Date \_\_\_\_\_

Please read all Rules and Guidelines before signing and return with your Reservation Application.  
Thank you again for choosing the North Beach Clubhouse!

## Policies Acknowledgment and Signature Page

*Please review the policies below and initial each.*

Event Date \_\_\_\_\_

\_\_\_\_\_ The GatherGuard Insurance Policy is mandatory. I can submit a personal policy for approval by the venue staff.

\_\_\_\_\_ My venue balance is due no later than 3 months prior to my event.

\_\_\_\_\_ BEACH SEASON events (Saturday of Memorial Day through Monday of Labor Day) can ONLY be hosted from 6pm-11pm, no exception will be made. Extra time CANNOT be purchased during BEACH SEASON.

\_\_\_\_\_ Music must suspend no later than 30 minutes prior to my event end time.

\_\_\_\_\_ Bar service handled by a licensed/insured caterer can run for no more than 5 hours, ending 30 minutes prior to event end time.

\_\_\_\_\_ 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.

\_\_\_\_\_ Self-Serve bar is allowed 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.

\_\_\_\_\_ All décor brought in for my event MUST be removed during the cleanup time. No items are permitted to be left overnight.

\_\_\_\_\_ 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.

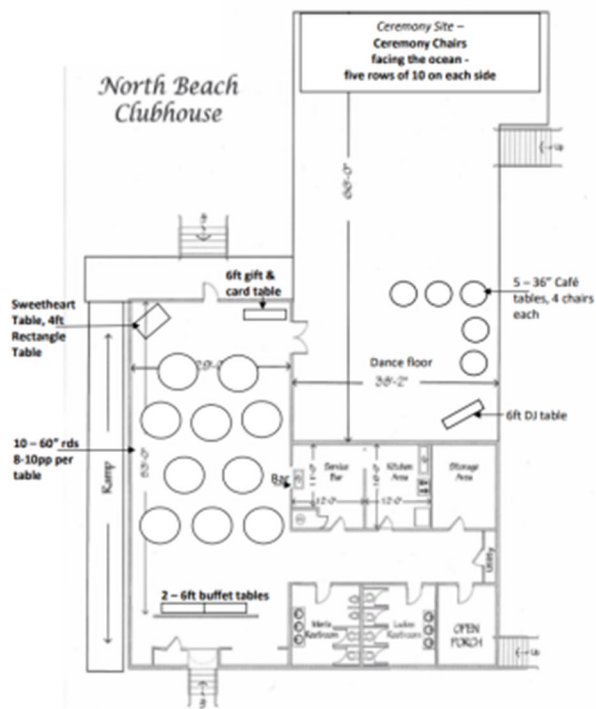
I have read and understood the conditions governing the Policies of the North Beach Clubhouse and accept the responsibilities imposed as detailed in this form. My signature below is acknowledgment that I have read and understand the rules.

Signature of Renter \_\_\_\_\_ Date \_\_\_\_\_

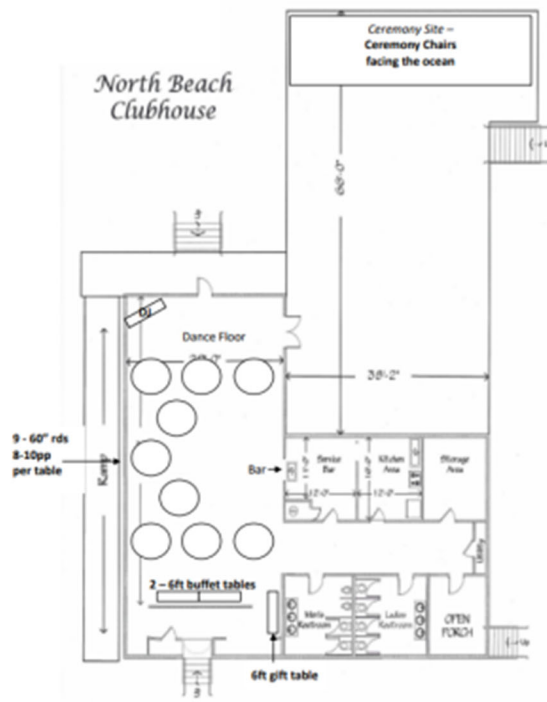
Signature of Events Coordinator \_\_\_\_\_ Date \_\_\_\_\_

**RULES AND FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE.**

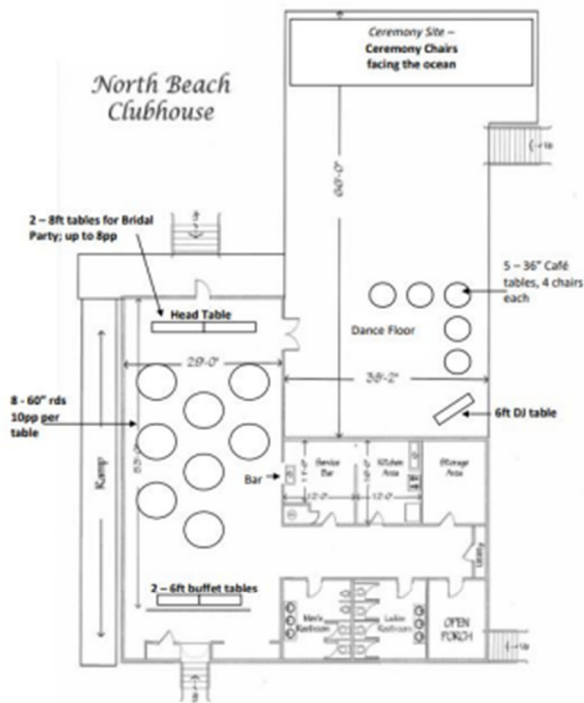
Option 1



Option 2



Option 3



Option 4

