

Rotunda Ballroom at Easton's Beach

Fee Schedule

Friday/Holiday Wedding Reception*	\$3,000	\$3,250 (2015)	\$3,500 (2016)
Saturday Wedding Reception*	\$4,000	\$4,250 (2015)	\$4,500 (2016)
Sunday Wedding Reception*	\$2,000	\$2,250 (2015)	\$2,500 (2016)
Weekday (M-Th) Wedding Reception*	\$1,500	\$1,750 (2015)	\$2,000 (2016)
Corporate / Private Function (Fri/Sat/Sun)*	\$1,500	\$1,700 (2015)	\$2,000 (2016)
Corporate / Private Function (M-Th)*	\$1,000	\$1,200 (2015)	\$1,500 (2016)
Non Profit (Fri/Sat/Sun)#	\$750	\$850 (2015)	\$1,000 (2016)
Non Profit (M-Th)#	\$500	\$600 (2015)	\$750 (2016)

*Rate includes 5 hours in ballroom (no prorating), tables, chairs & one hour carousel usage
Also, ½ hour beach ceremony with chairs and arch/trellis, if applicable)*

Newport Residents: 20% discount; **Middletown/Portsmouth Residents:** 10% discount

Off-Season Rates (October 1 thru April 30): 20% off posted rates

**Cannot combine Resident Discount and Off Season rates*

#No Discount offered

Timing of Events:

- **Between Friday of Memorial Day weekend through Monday of Labor Day weekend,** includes an eight (8) hour consecutive rental (8.5 hour if ceremony is conducted on site), use of the carousel during the first hour of the event time (immediately after if conducting wedding ceremony on site), wedding arbor/trellis (if applicable), and use of table and chair inventory.
 - Caterer arrival at 4:00pm (no earlier); event start time of 6:00pm (no earlier); event shut down time of 11:00pm (11:30pm if holding on site ceremony); and clean up between 11:00-12 Midnight (11:30pm – 12:30am if holding on site ceremony).
- **From Tuesday after Labor Day weekend through third weekend of May,** includes an eight (8) hour consecutive rental (8.5 hour if ceremony is conducted on site), use of the carousel during the first hour of the event time (immediately after if conducting wedding ceremony on site), wedding arbor/trellis (if applicable), and use of table and chair inventory.
 - Your consecutive hours can begin as early as 11:00am and cannot end later than 11:30pm.

User Fee Schedule:

- A nonrefundable deposit of \$500 accompanied with a signed reservation form is required to secure a date at the Rotunda Ballroom.
- A \$500 security damage deposit along with the remaining rental fees will be due 90 days prior to the event date.
- All renters are encouraged to secure general liability insurance for the duration of the rental period.
- The damage security deposit will be returned 2 to 4 weeks following the event date, provided there is no damage to the facility, all regulations were abided by and there are no additional fees outstanding.

Rules and Fee Schedule are subject to change by the City of Newport and Easton's Beach

Rotunda Ballroom at Easton's Beach

RULES AND REGULATIONS

General Liability Insurance

Lessee shall release, hold harmless and indemnify the City of Newport from all liability for any injury to Lessee or social guests, resulting from any cause whatsoever, including known or unknown dangers, including but not limited to acts of nature and intentional or negligent acts of third parties, but accepting intentional acts of the City of Newport. Further, Lessee shall indemnify the City of Newport against any claim for loss, damages or injury made by Lessee's social guests.

The City of Newport recommends that Lessee obtain and maintain at all times during the term of the Agreement a policy of general liability insurance from an insurance company licensed to do business in Rhode Island. Such insurance shall name the City of Newport as an additional insured and loss payee and shall be evidenced by a Certificate of Insurance and submitted to the City of Newport/Easton's Beach.

Liquor Policy

If your facility rental will involve the serving of alcohol, please choose one of these two options:

1. Contract with a catering company to provide your food and alcohol. Catering companies must have a current Class P License (if selling alcohol) and carry, at a minimum, a \$1 million per occurrence general liability and liquor liability insurance policy, and the City of Newport must be named as an Additional Insured to the liquor liability. If catering company is extending liquor liability to the Renter, the City of Newport must be named as an Additional Insured.
 2. Hire a professional bartending service that has a current Class P License (if selling alcohol) and carries a general liability and liquor liability insurance policy with a limit of liability of at least \$1 million per occurrence on each. If Bartending Company is extending liquor liability to the Renter, the City of Newport must be named as an Additional Insured.
- **Serving of alcohol must conform to City of Newport regulations and State of Rhode Island law.**
 - All alcohol must be served by a bartender with Rhode Island approved server training. **Self-service bars or wine left on tables for self-service is strictly prohibited.**
 - Alcohol service is limited to a **maximum of 5 consecutive hours** of service.
 - No alcohol will be served prior to the start of the event.
 - **No alcohol will be served during the last 30 minutes of an event.**
 - No "Last Call" will be announced. Alcohol consumption is permitted in designated areas (never the boardwalk or beach proper).
 - **Absolutely no outside alcoholic beverages will be consumed on the premises at any time** (outside of what an approved certified server would be serving during the allocated time frame).
 - When the bar is closed, caterer must bring all alcohol to lower rotunda to be put away. If alcohol belongs to the wedding party, it must be turned over to them, and locked in car as soon as possible. **Consumption of alcoholic beverages after the event end time is strictly prohibited.**
 - **Rotunda Event Staff, the caterer, or bartending service can refuse service of alcohol to anyone if we/they feel a guest is intoxicated or if they cannot provide a valid ID.**

Equipment Use

All additionally rented items (furniture, glassware, linens, flatware, dishware, etc.) must be rented through the hired caterer, or from Rentals Unlimited (401-845-9393), RI Rentals (401-738-9731) or Taylor Rentals (401-846-6100). The Rotunda at Easton' Beach has the following furniture items for use by the renter:

- 25 - Round 5 foot tables
- 4 - Round 4 foot tables
- 6- 8 foot (8' x 3') rectangular tables
- 6- 6 foot (6' x 3') rectangular tables
- 2- High Chairs
- 200- White Garden Chairs (Indoor for Rotunda Ballroom Use only)
- 100 - White Garden Chairs (Outdoor for Wedding Ceremony only)
- Tables, chairs or other equipment/décor of any kind are **not allowed** to be set up on the beach proper.
- Delivery of any items needed for the event must be delivered the day of the event, no earlier than 8am. Any rental items to be picked up must be brought to lower rotunda immediately after the event is over and be picked up the following morning by 11am.
- Set up and breakdown of chairs and tables are the responsibility of the caterer, as well as the tables on the north deck.

Catering and Cooking Regulations

- **There is no commercial kitchen on the beach property.** Caterers must bring in all their own equipment to the staging area located on the ground level of the Rotunda Building.
- All caterers must provide proof of license and insurance(s) in the amount of \$1 million listing the city of Newport, 175 Memorial Blvd., Newport, RI 02840, as the Additional Insured.
- It is the renter's responsibility to inform the caterer or other food preparers of the rules governing the Rotunda Ballroom at Easton's Beach. **Easton's Beach staff does not handle arrangements with the renter's caterers or decorators.**
- No more than three (3) vehicles parked on the Boardwalk, adjacent to the catering staging area.
- It is the responsibility of the caterer to bus all tables during and after the event. **Easton's Beach staff is not responsible for bussing tables during events.**
- No Glassware permitted anywhere on the ground level of the beach area. Glassware, including beer bottles, is permitted in the Rotunda Ballroom and the surrounding deck areas reserved for the reception/event.

Cleaning Responsibilities

- The renter is responsible for all cleaning requirements. However, the caterers on the "preferred caterer list" will assume this responsibility for you. If you choose a non-preferred caterer, it will then be your responsibility to perform the cleaning requirements or convey this responsibility to them. **Failure to meet the standards of cleanliness required may forfeit your security deposit.**
 - All garbage is to be emptied in the dumpster outside of the fenced corral area in the West parking Lot #1. At no time are the trash barrels on the Boardwalk to be used. **Caterers are responsible for providing their own trash cans and liners.**
 - All tables and chairs need to be cleaned, broken down and returned to their rolling storage cart.

- All floors need to be swept, spills must be cleaned up and sinks that are used are free from any food particles. **The building must be left as it was prior to the event.**

Parking

Guests at an event may park in any open, uncovered spaces in Lot #2 and any overflow may use the East Parking Lot #3 within one hour of the event start time.

- During the period of time between the Saturday of Memorial Day weekend through Monday of Labor Day weekend, the parking lots are staffed daily until approximately 4:30pm, and Parking lot gates #1 and #3 are locked at 9:00pm.
 - Parking Lot #2 gate will be locked at 12 midnight. If cars are left in the parking lot overnight, they must be picked up by 8:30 a.m. the morning after the event or chance being towed at the owner's expense.
- During inclement weather, Easton's Beach staff makes every effort to have the Rotunda Ballroom Parking lot plowed and stairs shoveled.

General Information

- A Rotunda Coordinator will unlock, lock and remain at the Ballroom for the duration of the event.
- Rotunda Coordinators are not responsible for any rented equipment by the renter or any items left behind – **Nor is it their responsibility to act as staff for the renter or caterer.** Their job is to ensure all rules are being followed. If applicable, the Rotunda Coordinator can assist with onsite wedding ceremonies.
- The City of Newport and Easton's Beach is not responsible for any items **lost, forgotten or stolen** at the Rotunda ballroom or its premises. **It is the renter's responsibility to take all items with them at the end of the event.**
- Smoking is not permitted in the Ballroom or inside the Carousel. Ashtrays are located outside the Ballroom building and all cigarettes and cigars must be disposed of properly.
- If applicable, a facility coordinator and one maintenance person will be available for the duration of the event to insure the building is properly used and assist with technical problems when possible. Additional hours will be billed at \$200 per hour (or portions of).
- The Rotunda Ballroom at Easton's Beach Manager and/or his agent will have final word concerning inappropriate behavior or misuse of facilities. This may result in the loss of (damage) deposit and/or the loss of future rental privilege. If after the conclusion of event all is deemed well by the Ballroom Manager and/or his agent, the Lessee's (damage) deposit will be refunded within four weeks of the event date.
- Lessee understands that free parking may not be available for guests if event is scheduled prior to 6:00 PM during IN SEASON.
- All music and entertainment will cease by the end time, as indicated on the contract agreement. No smoke machines permitted. Noise and amplification shall be within prescribed limits of the City's Noise Ordinance as determined by the Ballroom at Easton's Beach Manager, his agent, and the assigned Newport Police Officer, if applicable.
- Lessee agrees to abide by all City Ordinances concerning Easton's Beach.
- A police and/or fire detail may be required at the discretion of the City of Newport and at Renter's expense.
- The Ballroom at Easton's Beach Manager may bar vendors who fail to comply with these Rules and Regulations from doing further business at the Ballroom temporarily or permanently.

Decorating

- Decorations must be placed **without** the use of tape, staples, nails or other fasteners that could harm the building and the wedding trellis, is applicable. Ribbon, fishing line, binder clips and zip ties are a good way to fasten decorations.
- Due to the natural wildlife habitat, there will be no rice, birdseed or confetti used during any event.
- No items of any kind are to be released from the Rotunda Ballroom, the Rotunda's surrounding deck or the beach premises, including fireworks, Chinese Lanterns, balloons, etc.
- Absolutely no open flames on the beach or premises, including campfires or bonfires.
- Candles and votive must be enclosed by a glass globe 2" higher than the top of the flame.
- Once vehicles are unloaded, they must be moved to the parking lot immediately!

Outside Service Vendors

- The Rotunda at Easton's Beach will need to have all contact information on Service Providers involved in your event, including Caterer, DJ or Band, Florist, Event Planner, Bartender and Photographer.
- All outside service providers will need to fill out and sign a service provider's form and submit to the Beach Manager upon contractual agreement with the renter. It is the responsibility of the renter to make sure that all vendors involved in their function have read and put on file with the Ballroom Manager and/or his agent the Outside Service Providers form, accepting the responsibilities imposed as detailed in the *Rotunda Ballroom Facility Rental Packet*.
- **All service providers MUST adhere to the two hour setup time and the one hour clean up time outlined in the base rental fee.**

Event Shut Down and Clean Up

- Bartending service will cease 30 minutes prior to the contracted termination of the event. Music and entertainment must be suspended at or before the contracted event end time. Stopping the music ten to 15 minutes before the event end time allows for guests to realize the event is over, bid farewell and depart in an unhurried manner before chair stacking, linen removal and clean-up begins. **Renters are responsible for the prompt departure of their guests. If outside vendors remain in the building past the event's scheduled time of termination, the user's security deposit may be forfeited.**
- 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 following the event shutdown time.**

Rotunda Ballroom at Easton's Beach
OUTSIDE SERVICE PROVIDERS

Business Name: _____

Contact Person: _____

Phone #: _____

Email: _____

Website: _____

Vendor Type: (please circle one)

Caterer Band DJ Bar Service Event Planner Photographer

I have read and understood the conditions governing the use of the Rotunda ballroom at Easton's Beach and accept the responsibilities imposed as detailed in the *Rotunda Ballroom Facility Rental Packet*. My signature below is acknowledgement that I have read and understand the rules. Failure to comply with any or all of these rules could result in the Renter's loss of their \$500 security/damage deposit.

Authorized Signature

Date

Approved by

Date

*All outside service providers need to fill out and submit an
Outside Service Providers form upon contractual agreement with the renter
and submit it to the Beach Manager or his/her designated agents.*

**Mail to the attention of:
Beach Manager, Easton's Beach, 175 Memorial Blvd., Newport, RI 02840**

12.32.060 Easton's Beach Regulations (City of Newport Ordinance):

a) Use of Beach

- 1) No vehicle shall be allowed on Easton's Beach except at places designated therefore and upon payment of a parking fee as charged and posted by the Beach Manager.
 - 2) No bathing shall be permitted while danger signs or danger flags are up.
 - 3) No ball playing, boating, or surfboarding shall be allowed within the guarded area between blue flags.
 - 4) No dogs or horses shall be allowed on the beach.
 - 5) The use of inner tubes in the water and the use of golf clubs on the beaches are prohibited.
 - 6) Tents or shelters shall give an unobstructed view from the outside and shall be located or removed subject to the beach official's directions.
 - 7) Removal of sand from the premises is prohibited, except on permission from the City Manager.
 - 8) The use of all motorized water vehicles, including jet skis, is prohibited from properties and waters of Easton's Beach.
- B) Use of Bathing Houses and Pavilions. No person shall dress, undress, or change his or her street or house wearing apparel to bathing apparel, on any part of Easton's Beach except in bathing houses and pavilions pro-vided for such purposes.
- C) Indecent Exposure. No person shall bath in the waters of the ocean at the beach without being decently clothed or dressed, or indecently expose the whole or any part of his or her body, naked or unclothed, at or upon the beach or in the waters, while bathing, going to or from the waters, undressing, dressing, changing his or her clothes or otherwise.
- D) Littering. No person shall throw or deposit upon Easton's Beach or on or about the buildings or walks thereon, any filth, offal, papers, food particles, glass, bottles, china, rubbish, or other substances, except in containers provided therefore.
- E) Fees shall be as specified in Chapter 2.120, General Fee Schedule (Ord. 16-91 & 1.1991: Ord. 24-90 & 1.1990:prior code & 1060.06)



Rotunda Ballroom Reservation Form

175 Memorial Blvd, Newport, RI 02840
(401) 845-5810

Day/Date Preference _____

Time Preference _____

Event Type _____

Proposed Attendance _____ (up to 175)

If event type is a wedding ceremony and/or reception, please answer the following; If not, skip to Contact Names

Bride/Partner _____ Groom/Partner _____

Beach Ceremony (√) _____ Carousel (√) _____ Wedding Arch (√) _____

Ceremony Location (if not beach) _____

Contact Names _____

Address _____

City/State _____

Zip Code _____

Work Phone _____

Home Phone _____

Cell Phone _____

E-Mail _____

RATES

A non-refundable deposit is required to book and hold all Rotunda ballroom reservations

Friday/Holiday Wedding Reception*	\$3,250	\$3,500 (2016)
Saturday Wedding Reception*	\$4,250	\$4,500 (2016)
Sunday Wedding Reception*	\$2,250	\$2,500 (2016)
Weekday (M-Th) Wedding Reception*	\$1,750	\$2,000 (2016)
Corporate / Private Function (Fri/Sat/Sun)*	\$1,700	\$2,000 (2016)
Corporate / Private Function (M-Th)*	\$1,200	\$1,500 (2016)
Non Profit (Fri/Sat/Sun)#	\$850	\$1,000 (2016)
Non Profit (M-Th)#	\$600	\$750 (2016)

Rate includes 5 hours in ballroom (no prorating), tables, chairs & one hour carousel usage

Also, 1/2 hour beach ceremony with chairs and arch/trellis, if applicable)

Newport Residents: 20% discount; **Middletown/Portsmouth Residents:** 10% discount

Off-Season Rates (October 1 thru April 30): 20% off posted rates

**Cannot combine Resident Discount and Off Season rates*

#No Discount offered

I understand the verbiage contained on this reservation form and the information found in the facility rental packet when booking an event at Easton's Beach Rotunda

Signature: _____

Date: ___ / ___ / 20 ___