

Westerly Armory Restoration, Inc. Application for Rental

1. Name of rental group or person:

2. Is this group a non-profit group: yes no

Will tickets/seats be sold? yes no

3. Purpose of armory rental: _____

4. Dates and times of event (please include **day, date, & hours**):

Event begins: (day) _____ (date) _____ (hours) _____

Event ends: (day) _____ (date) _____ (hours) _____

Set-up is on: (day/date) _____ time & # of hours: _____

Take-down is on (day/date) _____ time & # of hours: _____

An extra charge per hour will be made if the event exceeds the hours listed on the application – for the event, its set-up, or its break-down.

5. Expected maximum # of people **at any one** time: _____

6. General questions about your event (check appropriate box):

- a. Are you charging admission? yes no
b. Are you selling food, drink, and/or merchandise? yes no
c. Will there be alcoholic beverages consumed or sold? yes no

7. Equipment requested (check what you need):

- tables (60" round – up to 22) # needed: _____
 tables (36"x8' rect., up to 8) # needed: _____
 tables (30"x8' rect., up to 10) # needed: _____
 chairs (rack holds 40; 300 total) # Racks needed: _____
 chair covers (300; white) # needed: _____
 bows for chairs # needed: _____
Colors needed: pink, navy blue, green, red, off-white _____
 podium with microphone _____
 sound system (2 speakers, mikes, soundboard) _____
 other (pedestals, floor fans, silverware, etc.) _____

Note: Movement of stage within hall requires an additional fee of \$300.

8. Will fire or police personnel be required (by law)? yes no

Note: fire or police personnel may be required if occupancy exceeds 100 and/or liquor is served (a liquor license is required).

9. Areas needed besides the drill hall:

- Kitchen (state-certified)
 use of any gas stoves/ovens/convection ovens
 use of refrigerator
 use of freezer
 other (list) _____

**** Please note that the museum and office are not a part of the rental, but the museum may remain open for viewing by guests.**

Billing goes to:

Name: _____

Address: _____ Zip: _____

Name of Insurance Provider, address, phone, and fax:
(See Section IV E of Policy & Use for required coverage)

Names, mailing addresses, email, and phone numbers of two responsible parties:

#1 _____

Phone: _____ Email: _____

#2 _____

Phone: _____ Email _____

****The Town may require a one-time event license -- 45 days in advance.***

I, the undersigned, as an authorized representative of the renting group, will conduct a site visit prior to the rental date.

In addition, I have read and agree to sign on behalf of the group, a copy of the attached rules & regulations. I further agree to return a signed copy to the Operations Manager at least 20 days in advance with reservation fee of \$100 (refundable only at least 30 days prior to event) and a damage deposit of \$500 prior to the event in accordance with the Rules & Regulations and agree to comply with same. Damage deposit will be refunded within 15 days minus the cost of any damage repair or additional clean up as determined by the Manager or Board.

I understand that I must inform members of my group that the Armory is an historic building and no adhesive, tape, tacks, nails, staples or other such will be stuck to walls, doors, or woodwork of the Armory or its furnishings such as tables. All decorations will be of non-flammable material and will not hinder entrance or egress, sprinkler, or fire-alarm systems. No holes shall be made in any part of the Armory or its furnishings. Equipment cannot be dragged across the floor. Sound levels must be in compliance with local regulations and in keeping with the residential nature of the neighborhood.

Finally, as authorized representative of the renting group, **we agree to respect the historic Westerly Armory and its grounds in every respect.**

Signature

Title

Date

*The remainder of the fee is due **14 days in advance** of your rental date.*

*Checks are payable to: Westerly Armory PO Box 614 Westerly, RI 02891
Phone: 596-8554 Fax: 596-9529 Website: www.westerlyarmory.com*

All rentals are by final approval of the Board of Directors of Westerly Armory Restoration, Inc. whose job it is to see to the safety & comfort of those using the building and the well-being of the historic Westerly Armory.