

**Ashaway Sportsman's Club**  
**PO Box 257**  
**Ashaway, RI 02804**

**Pavilion / Clubhouse Request Application**

The Ashaway Sportsman's Club (ASC) facilities are available to use as defined in the ASC Constitution and By-Laws. Our philosophy is to make the Pavilion and Clubhouse facility available to members who wish to host an Event for themselves, guests, family members, friends or organizations. All Request Applications must go through a screening process. Approval/Disapprovals will be the decision of the Events Committee. In the event of a dispute with the Event Committee's decision, the matter shall be brought before the Board for resolution. Understand that club facilities including bathrooms will remain OPEN to club members at ALL times; it is expected that all Events will be conducted in accordance with applicable Rules & Regulations as defined by the ASC.

I, \_\_\_\_\_ am requesting the use of the following club facilities  
on: Day \_\_\_\_\_, Month \_\_\_\_\_, Year \_\_\_\_\_ during the hours from: \_\_\_\_\_ to  
\_\_\_\_\_.

Please check the facilities required and indicate the number of people in attendance:

☐ Pavilion ☐ Kitchen ☐ Clubhouse: \_\_\_\_\_ # of people in attendance.

TYPE OF EVENT \_\_\_\_\_

ALCOHOL present ☐ Yes ☐ No

Names of Club Member's present \_\_\_\_\_

I understand, agree and guarantee to abide by the following rules as a condition of hosting this event:

1. A member to non-member ratio of 1 to 30 must be met or as approved by the Events Committee.
2. All facilities will be completely cleaned after the event.
  - a. Wash and sanitize tables and chairs
  - b. Empty all trash containers (inside and outside) and replace plastic bags. Sweep, mop and vacuum all floors, including the restrooms and clubhouse entrances. Sweep and wash down pavilion floor
3. All items will be returned to their proper storage place.
4. No smoking inside the clubhouse. Battery operated candles only, no open flames.
5. No sale of alcohol is authorized.
6. Any damage is my responsibility and I agree to immediately reimburse the club full replacement value for damages caused by my guests or me, even if damages are hidden and discovered post-event.
7. Shortages encountered or equipment failure will be brought to the appropriate chairman in a timely manner.
8. I am solely accountable and responsible as defined in the Request Application.
9. I will not tolerate any illegal activities during the event. I will immediately direct the activity to stop and tell guests involved that they must immediately leave club property.
10. The fee for use of the Pavilion or Clubhouse is outlined in Appendix A. The fee is due and payable to the ASC in the form of two checks; one for the facility rental and one for the cleaning/damage deposit. The cleaning/damage deposit check will only be returned after a post event inspection has been completed, verifying the condition of the facility.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Address \_\_\_\_\_

Telephone # \_\_\_\_\_ Email \_\_\_\_\_

**PLEASE NOTE: During September 15<sup>th</sup> thru December 31<sup>st</sup>, approved events will not dissuade or prevent members from staying at or using clubhouse facilities.**

Approved for the date and time requested: Event \_\_\_\_\_

Chairman: \_\_\_\_\_ Amount Paid: \_\_\_\_\_

Check #'s \_\_\_\_\_

## APPENDIX A

### Fees and Charges

Event Class	A	B	C	Amount Paid	Amount Refunded
<b>PAVILION Event</b>					
Pavilion fee Hours 1400-2200	NC	\$300	\$300		
Pavilion deposit	NC	\$150	\$300		
Pavilion insurance bond	NC	<b>**YES**</b>	<b>**YES**</b>		
<b>CLUBHOUSE Event</b>					
Clubhouse fee Hours 1400-2300	NC	\$300	\$300		
Clubhouse deposit	NC	\$150	\$300		
Clubhouse Insurance Bond	NC	<b>**YES**</b>	<b>**YES**</b>		

### Notes:

1. \*Deposit fees may be waived as approved by the Events Committee.
2. \*\*An Insurance bond may be required for Pavilion or Clubhouse reservations where alcohol is present.
3. Deposits may be 100% refundable as determined by the Events Committee.
4. A 25% non-refundable fee may be assessed for a late cancellation that occurs within two weeks of an approved Event. Any Event Committee member may be notified of a cancellation.
5. Set-up times may vary depending on the availability of the Pavilion or Clubhouse.
6. Event times may be negotiated with the Events Committee.

### Class “A” Event

A club member who plans a picnic with their family, or a handful of club members and their family and/or non-member friends (<25) that come to use the ASC facilities for a small gathering (BBQ) or game of cards, and may require basic kitchen use or clubhouse facilities will not be required to pay a fee.

**(No application required)**

### Class “B” Event

A refundable deposit will be required for all event reservations: ≤100 people = \$150

A fee will be associated with ALL events ≤100 people = \$150

Kitchen use is included in all fees, whether being used or not.

**(Application required)**

### Class “C” Event

A refundable deposit will be required for ALL Event reservations ≥100 people (max 200) = \$300

A fee will be associated with all events ≥100 people (max 200) = \$300

Kitchen use included in all fees, whether being used or not.

**(Application required)**

### **\*Insurance Bond Coverage (premise is alcohol will be present and consumed at the planned event)\***

Insurance bond purchase is the responsibility of the Event applicant. Costs may vary depending on the insurance carrier.

≤100 people - \$500,000 bond

>100 people - \$1,000,000 bond