

Newport Parks & Recreation Facility Rental Rates

GARDNER MEMORIAL PARK

Baseball/Softball Game	\$32/game	\$16/extra game (no field preparation)
Soccer	\$40/game	\$18/extra game (no field preparation)
Lights	\$35/game	
Hockey Rink	\$20/hour	
Night Hockey Rink	\$30/hour	
Fri, Sat & Sun Tournament	\$425	
Causeway/Bandstand	\$30/hr	or \$100/4 hrs or \$200/day

MUNICIPAL BUILDING

Gymnasium	\$25/hr
Janitorial Services	\$20/use

TENTS

20 X 20	\$250
20 X 30	\$270
30 X 30	\$290
20 X 40	\$290
20 X 50	\$300

A fee of \$25 will be charged for use outside of City of Newport boundaries (15 mile maximum)
Price includes set-up & breakdown

PROUTY BEACH & CAMPGROUND

Pavilion	\$30/hour	\$96/4 hours	\$200/day
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20% discount for all block-bookings of 5 or more events within the same calendar year

Fifty percent of total rental fee is due two weeks after booking your event.

Gateway Center rental information is available by calling 334-6345



Newport Parks & Recreation
222 Main Street
Newport, Vermont 05855
(802) 334-6345

APPLICATION TO RENT

Facility: _____

Organization: _____ Contact Person: _____

Address: _____
Street/P.O. Box City State Zip Code

Phone: _____ Cell Phone: _____

Email Address: _____
 check box to receive Parks & Recreation Updates

Date(s) you wish to rent the facility: _____

Times of Rental: From _____ To _____
**You may purchase decorating and/or set-up time for an additional \$30 fee.*

Number of people expected to attend: _____

Gateway Renters Only:
Will there be alcohol: Yes _____ No _____
If yes, how will distribution be handled? BYOB _____ or Licensed Caterer _____
If BYOB, security must be provided. Contact us for a list of security companies. If no security is provided by the tenant, then one will be provided by the landlord at the tenant's expense.

Briefly describe your organization and how the facility will be used: _____

Will you need any of the following additional rental items?

- Tables (\$5/each) how many _____ total _____
- Chairs (\$0.50/each) how many _____ total _____
- Public Address System (\$30) total _____
- LCD Projector (\$20) total _____
- TV & DVD/VCR (\$30) total _____
- Flip Chart (\$5) total _____
- Decorating Time (\$30) total _____

Will you need access to electricity? Yes _____ No _____

A mandatory security deposit of \$50 is required for all facility rentals

This application to rent, with your security deposit, must be returned two weeks after booking your event or your reservation will be canceled automatically.

Signature Date

Facility Rental Rules & Regulations

1. The use of confetti is not allowed. TENANT will be responsible for any expense associated with cleaning if confetti is used.
2. The trash is to be bagged and deposited in the dumpsters or taken with you.
3. All floors must be free of debris, and mopped if necessary, after use.
4. When renting the Gateway Center and alcohol is consumed, there will have to be either a licensed law enforcement agent or an approved security agent present. The TENANT shall inform the LANDLORD of the agency that will be utilized, at least three (3) days prior to the event. BYOB (no kegs allowed) is permitted or a licensed caterer may distribute alcohol. *Alcohol may not be distributed free of charge. If no security is provided by the tenant, then one will be provided by the landlord at the tenant's expense.*
5. Additional rental items must be returned in the same condition as rented. Broken or missing items will be reimbursed by the TENANT.
6. Absolutely NO SMOKING allowed inside any public building.
 7. Decorations can be put up by using tape or tacks.
(No nails, screws, etc. allowed in the walls or woodwork)
8. The TENANT shall inform their caterers of the rules and regulations stated above.
 9. Please leave the rented area as you found it.

Failure to obey these rules and regulations can result in additional cost for clean up and possible cancellation of the function.

Cancellation Policy:

In the event you wish to cancel your reservation, your security deposit will be subject to the following cancellation periods and policies. This also applies to all reservations made within the cancellation period.

- Fully refundable up to 30 (& including) days prior to reservation date
- 75% refundable up to 21 (& including) days prior to reservation date
- 50% refundable up to (& including) 14 days prior to reservation date
- 25% refundable up to (& including) 5 days prior to reservation date
- Non-refundable if cancelled within 4 days of reservation date, or at any time during the reserved time frame unless unit is re-rented

Gateway Cancellation Policy

If cancellation is done prior to six months, then the TENANT shall be charged 20% of their original deposit or \$25, whichever amount is greater.

No refunds for TENANT for which the above rule does not apply.

Please keep this document as a reference