

The Ponkapoag Civic Association



*The Ponkapoag Civic can accommodate up to 100 guests in our main function area
All events must end by 11:00 pm (cleanup allowed until 12:00 am)
A minimum of 2 weeks advance notice is required to reserve an event date*

Member Sponsor Name: _____
Contact in Charge of Event: _____
Phone Number & Email Address: _____
Name of Organization: _____
Type of Activity/ Event: _____
Date Requested: _____
Event Start & Finish Time: _____

(renter has 1 hour before and 1 hour after event for setup & cleanup)

Number of Guests Expected: _____
Number of Tables Needed & Type of Table Set up Requested: _____

Bartender Requested? (circle one) YES NO (bartender is required if intending to use the TV)
2nd Bartender? (circle one) YES NO (2nd bartender available for additional \$50 fee)

Will the kitchen be used? Please note, we do not have an oven. If you are using a caterer,
please provide their name and phone: _____

The clubhouse rental fee is \$400 for members and \$600 for non-members for a 4 hour event during the off season. You can increase the duration of your event for an additional hour (5 hrs total) for \$100. If a 2nd bartender is requested, add \$50 to the rental fee. The renter is allowed 1 hour prior and 1 hour after the event for setup and cleanup.

- After submitting the rental request form and receiving confirmation that your date and time is available, you will receive an invoice via email. **Full payment is required in order to reserve your event.** Your rental fee is refundable if canceled or modified at least 2 weeks in advance. Any cancellations within 2 weeks of the event would result in forfeiting 50% of the rental fee.
- The building is rented "as is." Per Ponkapoag Civic by-laws the renter is responsible for clean up and leaving the clubhouse exactly as they found it. There are cleaning supplies in the kitchen for use.
 - Renter is responsible for cleaning tables and taking trash out to the dumpster
- Please be respectful of our neighbors, as the Civic is located in a residential neighborhood. Renters may be held responsible for their guests' behavior.
- Park only in the dedicated Civic lot or the Civic side of the street. Parking on both sides of the street is prohibited to allow for emergency vehicle access to the neighborhood. Any vehicles towed will be at the vehicle owner's expense.

Please return signed form to: civicrontals@gmail.com

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- The renter may not hold the Ponkapoag Civic Association, its directors, or members responsible for accidents on the premises that are beyond our control.
- The Ponkapoag Civic Association is a non-smoking premises. No candles or open flames are allowed.
- Use of the ballfield and basketball court is not included in the clubhouse rental. If field/ court use is desired, please request in your setup comments along with your intended use. The board of directors will review and make a decision to allow or deny field/ court usage. Board decisions are final.
- **It is strictly forbidden by state law and the Association to bring any outside alcoholic beverages onto the premises. Alcoholic beverages cannot be consumed in the parking lot or ball field. Failure to adhere to these requirements could result in your event being canceled without refund.**

Signature of Renter: _____ Date: _____

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