

The Ponkapoag Civic Association



*The Ponkapoag Civic can accommodate up to 100 guests in our main function area
Maximum number of guests allowed per fire code is 178
All events must end by 11:00 pm (cleanup allowed until 12:00 am)
A minimum of 4 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: _____

Brief Description 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: _____

Venmo name: _____

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 \$100 fee) - **2nd**

Bartender is at Civic discretion.

Friday and Saturday evening events require a 2nd Bartender.

Member Rate Nonmember Rate (circle one)

Will the kitchen be used? Please note, we do have an electric oven and stove top. If you are using a caterer, please provide their name and phone: *If the kitchen is used, the sink and any utensils used will need to be cleaned and emptied* _____

The clubhouse rental fee is \$400 for members and \$600 for non-members for a 4 hour event during the off season. Renters are allowed 1 hour prior and 1 hour after the event for setup and cleanup. You can increase the duration of your event for an additional hour (5 hrs total) for \$100. If a 2nd bartender is requested, \$100 will be added to the rental fee. There is a refundable \$150 cleaning deposit.

- 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 including deposit is required in order to reserve your event.**
- Your rental fee is refundable if canceled or modified at least 4 weeks in advance. Any cancellations inside of 4 weeks from the event date would result in forfeiting 50% of the rental fee.
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Please return signed form to: civicrontals@gmail.com

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Rescheduling of events is subject to any price changes between the time of the original event and the newly rescheduled date

- The building is rented “as is.” Per Ponkapoag Civic by-laws the renter is responsible for cleaning 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, taking trash out to the dumpster, ensuring the stove is off, sink and utensils are clean/empty and fridge is emptied of all event supplies . Deposit will be returned upon confirmation that the building was cleaned up after the event was held.**
- 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.
- 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.
- Bounce houses, inflatables and trampolines are not allowed. Other play set ups inside required prior approval.
- Outside vendors require prior approval.
- The Civic reserves the right to hire a police detail at the renter’s expense based on the number of guests and nature of the event. This will be communicated at the time of booking.
- **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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