



## *International Yacht Restoration School Event Policies*

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	M-Thurs, Sun	Friday	Saturday
Restoration Hall	\$2800	\$3500	\$4000
Mezzanine	\$750	\$1000	\$1250
Tours for 50-100	\$300	\$425	\$595
Tours for 1-50	\$250	\$375	\$500

### Rental Time:

All rates are for a four-hour period. Electricity and water are included in rental fee. Limited outdoor space is available for tenting upon approval by IYRS. Extra hour for space: \$400

### Deposit and Payment:

A reservation fee equal to one half of the rent must be paid upon signing of a contract. Balance is due 30 days prior to the event. A \$1,000 damage deposit must be paid 30 days prior to commencement date of the event, to be returned to Lessee within fourteen days following the event minus any charges for damage.

### Permits and licenses:

Any and all permits required to conduct a function must be obtained by Lessee. Contact the City Clerks Office at Newport City Hall 401-846-9600.

### Bar Services:

Alcoholic beverages shall only be served by persons employed by the caterer that are licensed/insured. Caterer must provide certificate of insurance for liquor liability. Alcoholic beverages can only be sold by a caterer with a Class P liquor license issued from the City of Newport.

### Conditions:

1. The serving of alcohol must end by midnight or 30 minutes before the end of the contract, whichever is earlier.
2. All guests must be off the premises by 12:30am or at the ending time stated on the contract.
3. Smoking is not permitted in either Restoration Hall or the Coronet Building, or within 25 feet of the structures.
4. All amplification must also be within prescribed limits of the City of Newport's Noise Ordinance and must end by 12:00am.
5. Lessee is responsible for removal of all trash.

Staff:

Lessee is additionally responsible for paying a minimum of one staff person at the rate of \$25 per hour for two hours of prep-time prior to the event, the event duration, and two-hours at the conclusion of the event. Events with more than 150 people will require additional staff. Lessee is also responsible for paying any additional security and/or Fire Marshall, which may be required.

Tents and Equipment:

Rental fees do not include the rental of tents, furnishings, or additional lighting. Lessee must provide above and remove from the premises at the conclusion of the function. Facility must be left in exact condition as found upon arrival (extra time will be granted for tent removal.) Tent and equipment vendors include the following:

- ❑ Perfect Surroundings Inc. 401/849-1320
- ❑ East Coast Lighting 401/467-8780
- ❑ Newport Tent Company 401/683-9160
- ❑ Rhode Island Rentals 800/873-6888
- ❑ Taylor Rentals 401/846-6100

Insurance: Lessee must provide proof of general liability insurance in the amount of \$1,000,000 naming IYRS as an additional insured and certificate holder during their use of the property.

Catering:

The caterer must be licensed and insured by the state of Rhode Island, and must provide proof of general liability insurance in the amount of \$1,000,000 naming IYRS as an additional insured and certificate holder during their use of the property, as well as proof of Worker's Compensation coverage. Any other subcontractor hired must also submit the same proof of insurance to IYRS. Preferred caterers include the following:

- ❑ Blackstone Caterers 401-848-2030
- ❑ Plantation Catering 401/846-4794
- ❑ Fine Catering by Russell Morin 401/848-0472
- ❑ McGrath's Clambakes 401/847-7743
- ❑ Blue Rocks Catering 401/423-1020
- ❑ The Pour People 401/619-1060

Transportation, Parking and other Amenities:

Water transportation may be arranged with Oldport Launch Service, 401/847-9109 or Jamestown Ferry, 401/423-9900. Limited parking is available by arrangement. Information on valet service is also available. Four restrooms are available inside of Restoration Hall. Dockage is available on a space-available basis at a daily rate of \$4.00 per foot per vessel.