

**TOWN OF EAST GREENWICH
SWIFT COMMUNITY CENTER
RENTAL APPLICATION**

Organization:				Representative:	
Street:				Street:	
Town/City:		St:	Zip:	Town/City:	
Phone:				Home Phone:	
Alternate #				Alternate #	

Include all set up, clean up, rehearsal, etc. dates and times:

DATE REQUESTED	TIMES	ATTENDANCE	EVENT
1.			
2.			
3.			
4.			

I agree that the above information is true and factual and that I have received a copy of the Swift Community Center rules and regulations. As the representative for my organization, we agree to abide by the Center's rules and regulations.

Signature:	Date:
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Office Use Only:	Recv'd.	Date	Initials	4 Hour Rental Fees (after 4 hours add \$30 per hour)
Certificate of Liability Ins.				Monday - Thursday: \$195 Non-Profit / \$220 Res. / \$320 Other
Certificate of Alcohol Liability Ins.				Friday, Saturday, Sunday: \$220 Non-Profit / \$295 Res. / \$395 Other
Flea Market/Festival License				*Child's Birthday Party: \$220 Resident / \$320 Other
Raffle License				*Children 12 and under
Security Deposit (separate check)				Town Department (School, Library): \$120
TOTAL DUE 30 DAYS PRIOR TO EVENT				

	Approve	Deny	Initials	Date					
Town Manager					886-8665	PLEASE NOTE: Helium balloons are not allowed in the facility. Trampolines and inflatables (bounce houses) are not allowed on Town property.			
Town Clerk					886-8604				
Recreation					886-8626				
Senior Services					886-8669				
Fire Marshal					886-8686				

Requirements: Renters must seek approval from the Fire Marshal for amplified music and decorations.