

TOWN OF EAST GREENWICH: SWIFT COMMUNITY CENTER RENTAL APPLICATION

Organization:	Representative:
Street:	Street:
Town/City/State/Zip:	Town/City/State/Zip:
Phone Number:	Phone Number:
Alternate Number:	Alternate Number:
Email Address:	Email Address:

DATE(S) REQUESTED	START TIME	END TIME	ATTENDANCE	EVENT
1				
2				
3				

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: _____

Office Use Only	Received	Date	Initials	4 Hour Rental Fees (after 4 hours add \$30 p/hr)
Liability Insurance Certificate				Mon - Thurs: \$195 EG NP / \$220 Res. / \$320 Other
Alcohol Liability Ins. Certificate				Fri - Sun: \$220 EG NP / \$295 Res. / \$395 Other
Flea Market/Festival License				*Child's Birthday Party: \$220 Res. / \$320 Other
Raffle License				*Children 12 and under
Security Deposit				Town Department (School, Library): \$120

Department	Approve	Deny	Initials	Phone
Senior Services				401-886-8669
Recreation				401-886-8626
Fire Marshal				401-886-8686
Town Clerk				401-886-8604

PLEASE NOTE: Payment is due 30 days prior to a rental. Helium balloons are not allowed in the Swift Community Center. Trampolines and inflatables (bounce houses) are not allowed on Town property. Renters must seek approval from the Fire Marshal for amplified music and decorations.