



Rotunda Ballroom Information & Frequently Asked Questions

Site Rental Information:

- Exclusive use of the Rotunda Building, including Ballroom, wrap around deck, private restrooms and lower Rotunda staging area for caterers.
- Event staff to meet vendors upon arrival, direct guests to parking and oversee use of the property. Bridal changing area (foyer outside the private restrooms) is available one hour before your event. Ample free parking.
- Catering, rental services, photographer, entertainment and other services are the responsibility of the Licensee.
- Access to event location for vendor set-up is no more than three (3) hours prior to the start of the event. Up to one (1) hour is allowed for clean-up and break-down.
- Access to the event location for rental drop off is the same day of the event date, and must be picked up the morning following the event date.
- Alcoholic beverages must be served by an establishment that possesses a valid Class P Liquor Catering License or Daily Liquor License through the City of Newport and the appropriate insurance coverage.
- A non-refundable deposit is required to secure a date.

Frequently Asked Questions:

Q. How many people do you accommodate?

A. Up to 175 guests are allowed. Old literature suggests 225, but due to a nonexistent fire suppression system, the number had to be lowered to 175.

Q. What is the room size?

A. The ballroom is a symmetrical 12 sided room of about 5,000 square feet (approximately 75' wide in most areas).

Q. How much is required to hold a date?

A. A \$500.00 non-refundable deposit is required to hold the date. The remaining balance would be due 90 days prior to the event date.

Q. What time of day are you allowed to have a Rotunda Rental and Beach Ceremony?

A. Between Memorial Day weekend and Labor Day, no events begin at Easton's Beach until 6pm (because of beach foot traffic and parking limitations). Prior to Memorial Day weekend and after Labor Day weekend, we allow ceremonies and receptions to begin as early as 11am.

Q. Is there an additional fee to hold the wedding on the beach?

A. There is not an additional fee for a beach wedding ceremony. We add an extra ½ hour to your Rotunda rental to accommodate the ceremony.

Q. How are wedding ceremonies handled on a public beach?

A. Since Easton's Beach is a public beach, we do our best in controlling beach foot traffic when having a beach ceremony. When the ceremony begins, we hold back beach foot traffic to allow the wedding party to walk down the sidewalk aisle. 99% of people cooperate when asked to wait a few moments to allow the party to pass. Once the ceremony has begun, beach foot traffic will resume behind you until the ceremony ends, where we will once again stop beach foot traffic.

Q. Is parking included with a Rotunda rental?

A. Yes. We make sure that there is enough ample parking in our center parking lot (#2), the closest parking area to the Rotunda building.

Q. Are tables and chairs included in the rental of the ball room?

A. The rental rate is inclusive of our tables and chairs we have in inventory, which includes white garden chairs, 5' round tables and 6' and 8' rectangular tables. Please refer to the Rotunda Ballroom Furniture Inventory for exact figures.

Q. Is there an area for the bridal party to refresh?

A. The restrooms are located on the first level, there is an area located outside of the restrooms that could be used for any last minute touch ups such as hair and make-up.

Q. Will there be someone to help facilitate and coordinate my function?

A. Yes, there is a rotunda coordinator that will be on site throughout your event who will support and direct the plans you have developed for your function.

Q. Are we allowed to have a cash bar or does it have to be an open bar?

A. If you plan on serving alcohol with a cash bar, and would like your selected caterer to serve it, they need to have a Class P license. If you are having an open bar, and your caterer is serving the alcohol, they do not need a Class P license. If your caterer is not serving the alcohol, the alternative is to hire and insured, certified bartending service.

Q. Are we allowed to decorate the ballroom?

A. Yes, but please do not tape or pin anything on the walls. All candles (wicks) must be a minimum of 2 inches below the top of their hurricane or container.

Q. Can I take picture with the lifeguard towers up and the beach clean of seaweed and shells?

A. Yes, but it depends on the time of year. The beach typically begins preparations to be ready for the beach season at the beginning of May and begins to winterize the last Sunday of September. The beach is groomed daily between mid June and Labor Day

weekend, and on weekends from Memorial Day to mid June, and weekends in September. Lifeguard stands go up in Mid May and are taken down in late September, unless a storm is projected, then they are removed from the beach entirely.

Q. Am I able to pay down the Rotunda balance over a period of time or is it due in one lump sum payment at the due date?

A. You are able to pay down the balance leading up to when the remaining balance is due, typically 90 days before the event date. Events booked within 90 days must be paid in full at time of reservation.

Q. Is the \$500 nonrefundable deposit applied toward the reservation balance?

A. The \$500 nonrefundable deposit is applied toward your total reservation cost.

Q. Is there a (total) time frame on the ceremony itself?

A. As of now, we include a 30 minute ceremony at no additional cost. Any additional time will be prorated at the \$200/hour charge (i.e. 1 hour ceremony would cost \$100: first ½ hour free and additional ½ hour for \$100 (prorate 1 hour at \$200).

Q. Does the wedding arch come decorated?

A. No.

Q. What information does my caterer need to supply you?

A. We need 3 pieces of information: (1) Food Business License, (2) Caterer Class P License and (3) General and Liquor Liability Insurance in the amount of \$1,000,000 listing the City of Newport as the Additional Insured. If the caterer is not licensed in Rhode Island, they need to obtain a one day liquor license through the City of Newport's City Clerk's office. This should be obtained as soon as you know the caterer/bartending service you plan to use as it will need City Council approval (which can take up to one month to be put on their agenda).

Q. What are the best driving directions to avoid traffic to get to the Rotunda location?

A. Please see the Word Document at www.cityofnewport.com/weddings.

Q. If I plan to be serving alcohol, is it required to obtain supplemental liability insurance coverage?

A. Yes. You will be required to supply coverage through one of these options:

1. Contract with a catering company to provide your food and alcohol. Catering companies must have a current Class P License and a \$1 million liquor liability policy.
2. Hire a professional bartending service that has a current Class P License and a \$1 million liquor liability policy.
3. Purchase a Tenant User Liability Insurance Program (TULIP) from the Rhode Island Interlocal Trust. The rate at this time is \$180 for a guest count of 100 people or less and \$325 for 100 people or more. To obtain this policy, please visit

www.ebs-ins.com where you will be asked to enter a code. Please enter 0501-A66.

4. Obtain a “day of” insurance rider with your homeowner’s insurance company. If you choose this option, the certificate of insurance must name the City of Newport as the Additional Insured. It must also state coverage for “alcohol” and “the service of alcohol.”