

# Tillinghast Place

## Policies



Tillinghast Place is 35 acres of private property owned by Rhode Island School of Design (RISD) located in Barrington, RI. Its picturesque, natural setting makes it a wonderful location for hosting events. Events at Tillinghast Place can be reserved from April through October.

Tillinghast Place is open from dawn to dusk; guests must conclude their events one half hour prior to sunset. The agreement does not give you exclusive use of the property. Tillinghast Place is open to the RISD community for recreational use.

The 2023 fee to use Tillinghast Place is a flat rate of \$2,500. This includes only the rental of the grounds. Additional services needed (including without limitation: tent, tables, chairs, catering tent, lighting, dance floor, and equipment rental; decoration; set-up; and audio services) must be arranged separately with RISD or, with RISD's prior approval, with outside vendors.

All reservations require a non-refundable 25% deposit to hold the event date. An additional 50% of the base rental charge must be paid to RISD by no later than 90 days before the beginning of the rental period, and the remaining 25% of the base rental charge must be paid to RISD by no later than 72 hours before the beginning of the rental period, or RISD may, in its discretion, terminate the agreement.

It is the reserving individual's responsibility to clean up and to restore the grounds to the condition they were in prior to the event (normal wear and tear excepted). The reserving individual will be charged RISD's costs for any further cleanup and/or restoration work that RISD deems necessary. The person reserving Tillinghast Place must be present for the entire duration of the event.



Campus  
Conference  
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## **Vendors**

Prior approval is needed for all vendors (i.e, rentals, music, restrooms, etc.) that will be at Tillinghast Place, and RISD reserves the right to deny any such vendors as it, in its sole discretion, deems appropriate. All vendors must abide by RISD's insurance requirements as outlined here. All permits required and vendor selections must be submitted to on-site manager at least 30 days prior to event. Deliveries made prior to the start of the event and/or items left after the event are the responsibility of the renter. Everything brought onto the property must be removed at the conclusion of the event, or it will be disposed of by RISD at the reserving individual's expense.

## **Caterers**

All catered food and beverage at Tillinghast Place must be coordinated through RISD. RISD Caterers has the first right of refusal for all food-related events. If RISD Caterers is unavailable to accommodate an event, an approved licenced caterer may be used. Caterers not on the "RISD Approved Caterers" list may be submitted for approval for a fee of \$300.

## **Alcohol**

Any and all alcoholic beverages are to be used according to the laws of the State of RI and the Town of Barrington. All alcohol must be provided by or through RISD Caterers, or an approved licensed caterer with a current liquor licence. All bar service must end 45 minutes prior to the end of the event. No self-service bars are allowed. All alcohol must be served by a TIPS-certified professional. All events involving alcohol will require the presence of a Public Safety Officer (RISD or Barrington) during the service of alcohol.

## **Restrooms**

There are limited, basic restrooms available, which are suitable only for groups of 50 or less. Portable restrooms must be provided for groups over 50 people. Vendor and location of restrooms must be approved by the on-site manager.

## **Music/Sound**

A permit from the town of Barrington must be secured for any amplified sound at least 30 days in advance of the event. Permit will be reserved by RISD, all costs are the responsibility of the reserving individual. Amplified sound is allowed only during the time specified on the permit.

## **Parking**

The parking lot at Tillinghast Place is an unpaved, dirt lot. A parking attendant will be included for groups over 100 people.

## **Security**

RISD retains the right to require the presence of one or more Public Safety Officers (RISD or Barrington) at any event as determined appropriate by the RISD Chief of Public Safety or on-site manager.

## Insurance

All parties who wish to rent Tillinghast Place must provide RISD with certificate of insurance in a form and with an insurer satisfactory to RISD, evidencing a minimum of \$1 million in general liability insurance coverage and naming:

**Rhode Island School of Design**  
**2 College Street**  
**Providence, RI 02903**

as additional insured as required by the agreement. Homeowner's policies often can provide one-day "rider" coverage for the day of the event. TULIP is one other source of such coverage for those without homeowner's insurance: <https://tulip.ajgrms.com/>

## Tent Location

The most popular tent locations are documented below as "Tent Area 1" and "Tent Area 2". Please note that those are the only two locations with access to power and water. Choosing to place the tent in any other area will require the rental of a generator. "Tent Area 1" can only be utilized if the renter is also occupying the property at 15 Freemont.

