



Kennebunkport
Historical Society

Town House School Rental Instructions

Thank you for choosing the Town House School for your event! **Please carefully review the Rental Agreement on pages 3 and 4 before completing the application form.** We are happy to answer any questions you may have.

Renting is easy as 1, 2, 3!

1. **Contact the Kennebunkport Historical Society** to reserve the date/s of your event. You may also schedule a time to take a tour of the School House. If you are working with an event planner or caterer, we recommend they join you for the tour.
2. **Complete the Application Form on page 2** and mail it to the Historical Society along with a 50% deposit of your total rental fee **within 10 days** of making your reservation. The remaining 50% is due on or before the day of your event.
3. **Sign the Rental Agreement on page 4** and mail it to the Historical Society along with the \$500 security deposit and a Certificate of Insurance / Liability Rider for \$500,000 **at least 10 days** prior to your event.

Cancellations and Refunds

Your rental fee and security deposits will be fully refunded for reservations cancelled at least 30 days prior to the event.

Your security deposit will be fully refunded for reservations canceled less than 30 days prior to the event.

Contact Us

To make a reservation, schedule a tour of the School House, or get answers to your questions, please contact us at support@kporths.com or (207) 967-2751 ext. 105.

Kennebunkport Historical Society
P.O. Box 1173
Kennebunkport, ME 04046

Thank you!



Kennebunkport
Historical Society

Town House School Rental Application Form

Name: _____ Rental Date/s: _____

Phone: _____ Email: _____

Mailing Address: _____

Type of Event: _____ Number of Attendees: _____

Length of Rental and Fees:

Please include setup and tear down time in your total rental hours. Members of the Historical Society receive a 20% discount. If you are interested in becoming a member of the Society, please contact us at support@kporths.com.

Event Type	Hourly Rate (please circle)	Member Rate (please circle)	Total Hours	Total (Rate x Hours = Total)
Child's Birthday Party	\$50	\$40		
Social or Business Event	\$100	\$80		
Wedding – 24 Hours	\$1,500	\$1,200	N/A	
Wedding – 48 Hours	\$3,000	\$2,400	N/A	
A/V Equipment Rental	\$25	\$20		

Total Rental Fee \$ _____

Please mail your application form and 50% of the total rental fee within 10 days of making your reservation to:

Kennebunkport Historical Society
P.O. Box 1173
Kennebunkport, ME 04046

Please make checks payable to The Kennebunkport Historical Society.

Credit Card Type: Visa MasterCard Amex Discover

Name on the Card: _____



Kennebunkport
Historical Society

Town House School Rental Agreement

By signing this agreement, I understand I am agreeing to indemnify and hold the Kennebunkport Historical Society harmless against all claims and liability whatsoever and I am *solely* responsible for ensuring the following:

1. **Certificate of Insurance / Liability Rider:** Along with this signed Rental Agreement and a security deposit of \$500, you **MUST** provide the Historical Society with a Certificate / Rider of Liability Insurance for \$500,000 naming “The Kennebunkport Historical Society” and your rental date.
 - a. **Non-Commercial Renters:** You can easily get a Certificate of Insurance from your homeowner’s or rental insurance provider. **The insured must be the person signing this agreement.** If that is not possible, contact an insurance agency to purchase Event Insurance.
 - b. **Commercial Vendors / Caterers:** Please send us a copy of your Liability Policy AND your State Liquor & Bartenders License.
2. **Key Pick Up:** Please pick up a key to the Town House School from the Historical Society about one week prior to your event. You will be asked for a \$50 deposit which will be returned when the key is returned.
3. **Alcohol Policy:** *If you permit alcohol on the property during your rental,* you hereby agree that:
 - a. Any alcohol sold at your event **MUST** be served by a licensed bartender.
 - b. If alcohol will be sold, **NO FEE** will be charged to attend your event.
 - c. No person will consume or be served excessive alcohol as proscribed by law.
 - d. **No person younger than 21 years of age (minors) will be served alcohol.**
4. **Tobacco:** Smoking, vaping and use of tobacco products is not permitted inside or outside of the building.
5. **Fire / Open Flames:** Open flame decorations, candles, fireworks, or fire-starting materials such as matches or lighters, are not permitted.
6. **Occupancy:** Per Fire Code, no more than 150 people are allowed in the School at one time.

7. **Sound and Noise Limits:** You will keep noise limited so as not to disturb our neighbors. Music and dancing are permitted inside, but not outside the building. You will ensure safe and non-raucous behavior. All events must conclude by 10 p.m.

8. **Parking:** There is free parking for 20 vehicles at the Town House School and an additional 20 vehicles next door at the Kennebunkport Historical Society. **On-street parking is not allowed. Parking on neighboring property is only allowed with their permission.**

9. **Minors:** A responsible adult shall supervise minors at all times.

By signing this Rental Agreement, I fully understand my responsibilities listed above.

Renters Name/s (signature/s):

Renters Name/s (printed):

Date: _____

At least 10 days prior to your event, please mail this signed Rental Agreement with a security deposit of \$500 and a Certificate / Rider of Liability Insurance for \$500,000 naming “The Kennebunkport Historical Society” and the date of your event to:

Kennebunkport Historical Society
 125 North Street
 Kennebunkport, ME 04046

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TO BE COMPLETED BY THE KENNBUNKPORT HISTORICAL SOCIETY

KHS Rental Agent (signature):

KHS Rental Agent (printed):

Date: _____