



Town House School Rental Guidelines

We are so pleased you have chosen the Town House School for your event! Out of consideration for our neighbors, and to ensure that the School is well maintained for future use, please review and abide by the following Rental Guidelines. If you have questions, feel free to contact us at support@kporths.com or (207) 967-2751 ext.105. We look forward to ensuring that you have a wonderful event.

Prior to Your Event

- Reserve the date at support@kporths.com or (207) 967-2751 ext. 105
- Mail the Application Form and a 50% deposit **within 10 days of your reservation. The remaining 50% is due on or before the day of your event.**
- Mail the signed Rental Agreement with a \$500 security deposit and Certificate of Insurance for \$500,000 **at least 10 days prior to your event.**
- Pick up a key from the Society, a \$50 deposit will be required. Please return the key on the next business day after your event, when your deposit will be returned.

General Guidelines

- If you plan to work with an event planner, caterer, or tent / party rental company we ask that you work with one of our approved vendors. If the vendor you prefer is not on the list, please have them contact us. Food trucks are permitted.
- Alcohol may be served to anyone 21 years of age or older. If alcohol will be sold during your event, it must be served by a licensed bartender and no entry fee may be charged.
- Use of tobacco products, including vaping, is not permitted on the property.
- Please contact us if your event includes a tent.
- The Society has six, 6-foot tables and 75 folding chairs for use at no charge.
- A/V equipment is available for rent from the Society, including flat panel TVs, sound system, projector and screen. You may bring your own equipment if you prefer.
- Tables, chairs, linens, dishes and cutlery may be rented from an approved vendor.
- Music and dancing are permitted inside the School House but not outside.
- Safe flame candles (battery operated) are permitted, open flame candles are not.
- Nothing may be attached to the walls.
- Free-standing decorations, table decorations, plants and flowers are permitted.
- Animals are not permitted on the premises without prior permission.
- Out of respect for our neighbors, events must conclude by 10 p.m.
- Set up, tear down, and cleanup are the responsibility of the renter or their vendor.
- One handicap-accessible bathroom is available, Porta Potties may be set up on the grounds and are the responsibility of the renter.

After Your Event

- Please return the School House to its original condition after the event. This includes:
 - Historical Society tables and chairs must be folded and returned to the storage area.
 - Rented tables, chairs, linens, dishes or cutlery should be neatly stacked for pick up on the next business day.
 - Rented Porta Potties should be picked up on the next business day.
 - Tents should be removed on the next business day.
 - If you rent A/V equipment from the Historical Society, we will set this up and take it down for you.
 - Wipe up any spills on the floors and vacuum all areas (including kitchen and bathroom). There is a vacuum cleaner in the storage area.
 - All decorations, flowers or plants must be removed.
 - All trash must be placed in bags, tied closed, and placed in the outside barrel. Including from kitchen and bathroom wastebaskets and outside grounds.
 - The kitchen area must be left clean. No food or drinks left behind, no dishes in the sink, counter tops wiped clean.
 - Heat or air conditioning must be turned down or off.
 - Ensure that lights are turned off and both doors are locked when you leave.
- On the next business day, we will conduct a walk through to ensure that everything is in order. Any damage (other than from normal use) to equipment, facilities or grounds will be deducted from your \$500 security deposit. Damages exceeding \$500 will be covered by your Certificate of Insurance. If no damage is found your \$500 security deposit will be fully refunded.

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.