



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.

The Town House School Rental fee: \$100/hour-Minimum 3 hours (includes setup/cleanup)

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

The Kennebunkport Historical Society

P.O. Box 1173

Kennebunkport, ME 04046

Kindly sign and submit this form with a security deposit equal to 50% of rental as well as a 50% down payment. Final Payment will be due 10 days before the scheduled rental.

Security deposit will be refunded the week after the event, provided the Town House School is left in good condition (see agreement form for details).

Cancellations and Refunds:

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

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



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Town House School Rental Agreement Form

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 equal to half of rental fee, 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. If no alcohol is to be consumed, the KHS will waive this requirement.
- 2. Alcohol Policy:** If you permit alcohol on the property during your rental, you hereby agree that:
 - 1) Any alcohol sold at your event must be served by a licensed bartender with a catering/liquor permit
 - 2) If alcohol will be sold, no fee will be charged to attend your event
 - 3) If BYOB- all guest must be over 21 years old-no exceptions
 - 4) Visibly intoxicated persons will not be served
- 3. Tobacco Policy:** Smoking, vaping, and use of tobacco or other smoking substances is not permitted inside or outside of the building
- 4. Fire/Open Flames:** Open flame decorations, candles, fireworks, or fire-starting materials such as matches or lighters, are not permitted
- 5. Occupancy:** Per fire code, no more than 150 persons are allowed in the Town House School at one time
- 6. Sound and Noise Limits:** Noise must be limited so as not to disturb out 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.
- 7. 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 Pasco offices. On-street parking is not allowed.
- 8. Minors:** A responsible adult shall always supervise minors.
- 9. Set-up and Clean-up:** Renter is responsible for all set-up and clean-up duties unless otherwise agreed upon. The Town House School shall be left as it was found. A cleaning fee of \$100 will be kept from the security deposit if a professional service needs to be utilized after the event. Set-up/Clean-up/Cleaning services can be added on at an

additional fee. All trash will be brought out to the barrels to the side of the building following the event.

I fully understand my responsibilities listed above,

Renter Name (printed): _____

Signature: _____ **Date:** _____

Optional add-ons:

Table and Chair Set-up and Break down: \$50.00

Professional Cleaning Service: \$100.00

A/V equipment rental: \$25.00