



**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 [director@kports.com](mailto:director@kports.com)*

The Town House School Rental fees:

- \$100/hour-minimum 3 hours (includes setup/cleanup time) Weekend
- 24-hour rental: \$1500.00
- 48-hour rental: \$3000.00
- \$50/hour-minimum 3 hours (includes setup/cleanup time) Monday-Thursday evenings
- \$25/hour-minimum 3 hours (includes setup/cleanup time) Monday-Friday Daytime (until 3PM)

**Please mail your application form and 50% Rental fee along with \$200 security deposit within 10 days of making your reservation to:**

**The Kennebunkport Historical Society**

**P.O. Box 1173**

**Kennebunkport, ME 04046**

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.

