

Town House School Guidelines & Rental Agreement Form



Kennebunkport
Historical Society

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 is 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 people 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 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.
- 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. 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

A/V equipment rental: \$25.00