

Greater Kent Historical Society Facility Use Policy

The Bereiter House is owned by the City of Kent and operated by the Greater Kent Historical Society. The first floor of this Craftsman style home may be used for events, weddings and receptions. The living room, dining room and the kitchen are available for use for small parties in an intimate setting. The grounds are also available in the summer months.

Fees

- A reservation fee of \$75 for nonmembers or \$37 for Historical Society Members will reserve the date.
- This fee may be refunded if cancellation is made at least two weeks prior to event.
- The charge for Facility Use of the house is \$50 per hour.
- The reservation fee is due at time of reservation; the total Facility Use (hourly) fee is due at least 48 hours prior to the event.

Expectations of Conduct

- The museum will be left in **the condition in which it was found**.
 - The party is responsible for all clean-up; no clean-up will be done by the house manager on duty.
 - Counters will be wiped down and trash/recycle taken off the premises.
- No smoking, lit candles or other open flames permitted.
- This facility is a museum; furniture and artifacts may only be moved and handled by museum staff. The piano is the only artifact in the living room that may be played.
- Children under 12 must be accompanied by an adult at all times.
- Any damages or clean-up costs will be incurred by Agreement signee.

Beverages and Food

- Food service is limited to catered events or non-cooked items. The house has limited capability for cooking, refrigeration and dishwashing.
- No red wine, red punch, dark juice or hard liquor permitted.
- You or your caterer will need to get a Banquet Permit to serve alcohol on the premises. (This may be picked up at a Washington State Liquor Store.) All responsibility for guests' consumption of alcohol rests with the person signing the Banquet Permit.

Additional Relevant Information

- For early arrival arrangements may be made.
- No food or drink on the second floor. Feel free to tour second floor, but no other activities allowed.
- Karaoke machine with CD player available upon request.
- Decorations are limited to table arrangements and tablecloths; nothing may be pinned or attached to any wall or surface.
- Dishes service for 40 is available, as well as some plastic ware.
- Extra chairs and folding tables are available; they are stored in the basement.
- The museum is not available on legal (bank) holidays.

Hours: The museum is available for use by special appointment, and at these times:

Monday	10am to 9pm
Tuesday, Thursday	4:30pm to 9pm
Friday, Saturday	4:30pm to 11pm
Sunday	12 noon to 7pm

Capacity

The maximum number of guests inside the house is limited to 50, as per Kent City Fire Code. If attendance exceeds, your event is subject to being closed by the Fire Department. Summer yard parties may accommodate more guests. Check with the Museum Staff.

House manager

GKHS will have a house manager on duty at all events. The house manager on site has complete and final authority regarding terms contained in this contract and their application at any specific event.

Termination

The Greater Kent Historical Society (GKHS) reserves the right to immediately terminate this agreement and the applicant agrees to immediately vacate the premises upon notice of termination for failure to adhere to the rules and regulations set forth. The GKHS also reserves the right to refuse service to anyone.

Hold Harmless

The signee agrees (s)he shall fully indemnify, defend, and hold the GKHS and the City of Kent harmless from and against any and all claims, damages, losses, liabilities, penalties, fines, lawsuits, other proceedings, costs, and expenses (including attorneys' fees and disbursements) that arise out of, or are in any way related to, any act or omission on or about said facility by the undersigned, its agents, guests or employees in the execution of the Facility Use Agreement. The leaseholder understands that the GKHS is not responsible for lost or stolen property.

**Greater Kent Historical Society
Facility Use Agreement**

The undersigned has read the foregoing Facility Use Policy and hereby acknowledges an understanding of the same, and agrees that (s)he will abide by this Facility Use Policy, and make all efforts reasonably necessary to assure the compliance of the guests invited to the event.

Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Date _____ Facility Use Signee _____

Date _____ GKHS Signee _____

For office use only:

Type of Event _____ Number attending _____

Event Date _____ Start Time _____ End Time _____

Length of Event _____ Hours

Deposit Amount _____ Check number _____

+Facility Use Charge _____ Check number _____

Total Paid _____ Balance Due _____