

Greater Kent Historical Society
Facility Use Policy

The Bereiter House, built in 1908 is owned by the City of Kent and operated by the Greater Kent Historical Society (GKHS). The first floor of the Craftsman style home may be used for events, weddings and receptions, small parties or other events agreed upon by the Museum Director. The grounds are also available in the summer months.

Reservations: Reservations are made on a first come basis. To secure a date, you must sign a contract and pay the non-refundable deposit fee. The non-refundable reservations deposit is deducted from the rental fee. The non-refundable reservation deposit is NOT refunded in case of cancellation. The remaining balance is to be paid two weeks before the event. Only a cashier's check or cash will be accepted if payment is under two weeks.

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Capacity: The maximum number of guests inside the Museum is limited to 40 as per the City of Kent Fire Code. Summer yard parties may accommodate more guests. The Museum is a no smoking facility. No lighted candles are permitted. Children under 10 years of age must be accompanied by adults at all times. Children are not allowed to play on the furniture, stairs, or the piano.

Food and Beverage Service: Food service is limited to catered events, or non-cooked items. The Museum has a limited capacity for heating foods and refrigeration.

You or your caterer will need to obtain a Banquet Permit to serve alcohol on the premises. All responsibility for guest's consumption of alcohol rests with the person signing the Banquet Permit.

The caterer is responsible for cleanup and removal of all food equipment, and garbage from the Museum on the day of the event. Garbage and recycling receptacles are located behind the Museum.

Due to space limitations, items cannot be delivered to the Museum the day before the event. Setup and cleanup time must be included in the overall rental time. The renter and Museum Director or the Board member overseeing the event will complete a walk-through after the event.

Restrictions: Furniture in the Museum is NOT to be moved. Music is limited to individual performers, small groups, or sound systems. The piano may be used upon approval of the Museum Director. No decorations may be attached to the walls. The second floor is off limits for any food or beverages.

Private parties are restricted to the first floor unless agreed to before the function so a Museum staff person is available for supervision.

Additional Relevant Information: Any service providers, such as photographers, florists, caterers, rental companies or others associated with the event, must prearrange their delivery time with the Museum Director. This must be included in the rental time frame.

Fee Schedule:

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|------------------------------------|----------------|
| Non-member fee | \$100 per hour |
| Member fee | \$75 per hour |
| Non-refundable reservation deposit | \$100 |

Will be applied to first hour's use. This applies to non-members only. Fee waived for members.

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| Refundable cleaning and damage deposit | \$200 |
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Additional cleaning and/or repairs will be billed to and paid by the renter along with copies of invoices for this cleaning and/or repairs.

Termination: The 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.

Alterations to the Rental Agreement: Should the signee choose to make alterations to this agreement such as the time or date originally agreed upon for their event, those changes must be approved by a GKHS staff member and signified by their initials.

Hold Harmless: The signee agrees (s)he/it 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 anyway 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.

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The undersigned has read the foregoing Facility Use Policy and hereby acknowledges an understanding of the same, and agrees that (s)he/it 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 _____