

KELLEY HOUSE MUSEUM, INC.

RENTAL POLICY FOR MEETINGS AND EVENTS

1. Kelley House is first and foremost a museum and its integrity as such must be maintained.

- No exhibits may be moved or changed in any way without prior written consent of Lessor, i.e., Kelley House Museum
- Nothing may be attached to the building, inside or out (no tacks, nails, push pins, tape, etc.) Flower arrangements may be used on tabletops, piano, hutch, etc.
- The Executive Director of Kelley House shall act as representative of the Leaser. A signed contract is required with payment of the fees and security deposit at time of reservation.
- A representative of Kelley House shall be present during all events. A fee of \$20 per hour or any portion thereof in addition to the fees listed below will be charged for hiring a representative of Kelley House to be on site during non-business hours. Business Hours are Tuesday through Friday, 8:00 am to 4:00 pm

2. Hours

- Meetings and events may be scheduled between 9 a.m. to 11 a.m. and 4 p.m. to 10 p.m., excepting Thanksgiving Day, Christmas Day and New Years Day. In addition, the house is available Tuesday, Wednesday, and Thursday between 9 a.m. and 10 p.m., September – May. A fee of \$100 per hour will be charged after 10 p.m.

3. Facilities

- The museum and grounds must be left clean. The lessee is responsible for all clean up, including removal of all trash, recyclable items, catering equipment, rented chairs, tables, etc. Clean up must be done immediately following the meeting or event and completed within contracted hours. (The fee of \$100 per hour after 10 pm pertains to clean-up time as well.)
- No tents or dance floors may be brought in.
- No flowers or plants may be used from the Kelley House yard.
- No amplified sound or music may be used inside or outside without prior permission. All amplified music must cease at 8 p.m.
- No lit candles may be used inside Kelley House or on porches.
- No smoking is allowed inside the Kelley House or outside on the stairs and porches. Lessee will supply ash receptacles for the lawn area.
- No recreational drugs may be consumed or used on the premises.
- The kitchen area may be used for staging only – **no food preparation** on site with the exception of coffee and tea.
- **Hors d’oeuvres** and/or a **buffet** may be served in the Escola Room. (There is only limited space to accommodate a sit-down dinner.) *Caterers must be approved by Executive Director.*
- There are no facilities for dishwashing. There is one sink and limited hot water for rinsing. Actual washing of plates, glassware, etc. must be done elsewhere.

4. Equipment

There is a large oak dining table (5 leaves) suitable for a buffet, a small, round “cake table” and approximately 24 wooden chairs that may be used. All other equipment, including table coverings, is the responsibility of Lessee.

5. Capacity

House Rental capacity not to exceed Maximum 50

6. Fees

	<u>Rental Fee</u>	<u>Security Deposit</u> *
Meetings (group, organization, etc.) <i>No food may be served</i>	\$ 30.00	\$30.00
Small Events (readings, lectures, classes, book signing, etc.) <i>Cookies, cake, coffee and/or tea or cheese and wine may be served. If food is significantly expanded, it is considered a large event and will move to that category. Please discuss with Executive Director. A small event is limited to up to 25 people.</i>	\$ 50.00	\$50.00
Large Events <i>Any event where wine and beer, hors d’oeuvres and other finger food or a meal is served is a large event whether the food is catered or supplied by lessee. The number of people can be up to 50.</i>	\$500.00	\$500.00

* Lessee will be held responsible for the *total* cost of repair for any damage to Kelley House Museum, grounds, or gardens. Security deposit will be refunded upon determination of sufficient clean up and lack of damage.

Other arrangements with local non-profit organizations may be made with the approval of the Board of Directors.

The cost to current Board of Directors, Board Support and Docents is one-half of list fees. The designated renter shall sign the contract and be responsible for all fees.

Special Provisions for Events

1. Kelley House Museum, Inc. is not responsible for its inability to perform this agreement if prevented from so doing by circumstances beyond its control. In said event, Kelley House' liability will be limited to returning all amounts previously deposited by client.
2. For Yard Events Kelley House Museum will remain in normal operation until the time of the event. Client is aware that this event is not closed off to the public. Signs will be provided by the Museum identifying the area as a private event and to persuade Museum Visitors to detour the area. There is no guarantee to this matter.
3. The client agrees to arrange rental, set-up and removal of tables, chairs, glasses, dishes, utensils, linens, etc. to be used for the event. Please note that all items must be stacked neatly in designated location for pickup the same day. The Museum and Yard must be returned to its pre-event condition.
4. The clients are responsible for any and all event coordination. The Museum accepts no responsibility for troubleshooting any plans or arrangements.
5. Kelley House Museum shall not be held responsible for client's contractual obligations to suppliers and middlemen such as caterers, florists, entertainers, photographers and the like. Client shall be responsible for payment of necessary rental equipment.
6. All garbage and recycling must be removed from premises by end of event, at client's expense.
7. California law does not allow any persons under the age of 21 or any intoxicated persons to consume alcoholic beverages. Client will be fully responsible for enforcing these laws.
8. Kelley House has the right to end any event if the guests fail to comply with these or any other regulations.
9. Your event requires a Certificate of Liability Insurance coverage which names as an additional insured and indemnifies both Kelley House Museum and Charlie Reed in the amount of \$1,000,000 for a single event for bodily injury, death or other losses or damages. If satisfactory evidence of insurance is not received by Kelley House Museum at least two weeks prior to the event, Kelley House Museum may, at its option, cancel this contract, still holding client responsible for deposits. Kelley House Museum shall not be responsible for any damage or injury to client, or any other person, occurring on the property. Client agrees to indemnify, defend and hold harmless Kelley House Museum and Charlie Reed for any liability costs (including reasonable attorney fees) claims for death, personal injuries or property damage caused by the negligent, willful or intentional act of client, client's agents or client's guests.

No amendments to this agreement can be made unless in writing and signed by both the client and the Executive Director of Kelley House Museum.

I HEREBY AGREE TO THE ABOVE TERMS:

Client: _____

Date: _____

Client: _____

Date: _____

Kelley House _____

Date: _____

Caterer Chosen _____

Coordinator Chosen _____

Rental Company Chosen _____