

**KIRBY-HILL HOUSE EDUCATIONAL
FOUNDATION, INC.**

P. O. Box 592, Kountze, TX 77625
409-246-8000
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Rental Contract

Date/Type of Event: _____

Time: _____ Estimated # of Guests: _____

Contact Person: _____ Cell Phone: _____

Address: _____

Email: _____

Alternate Contact Person: _____ Cell: _____

Refundable Deposit \$200.00 Paid _____

Non-Refundable SU/TD - \$50.00 Deposit Paid _____

Non-Refundable \$50.00 to decorate for 3 hours Paid _____

Rental of Dishes (\$81.19) Paid _____

Rental of Linens (\$81.19) Paid _____

Hourly Rental Rate \$75.00 Estimated Rental Hours: _____

Amount Due Today with Signed Contract - \$250.00 Total

Grand Total Amount for this rental contract _____

1/2 Balance due 30 days prior to event \$ _____ Date Due _____

Balance Due one week before event \$ _____ Date Due _____

Credit Card # _____ Exp.: _____ V-Code: _____

Refundable Deposit (\$200) _____ Date notified: _____

Your date will be held only when a refundable deposit of \$200.00 and a non-refundable deposit of \$50.00 is made and your contract is filled out and initialed signifying all parties have been informed of KHH rules and regulations.

All rental contracts are subject to approval by the
Board of Directors of
The Kirby-Hill House Educational Foundation, Inc.

Kirby-Hill House Rental Policies

We are pleased that you are considering Kirby-Hill House as your event location. Please be advised that KHH is first, and foremost, an historic house museum. Please give consideration to our requirements before committing to an event here. Everyone involved in your event is expected to follow the rules and requests of the museum.

Due to fire codes, the maximum capacity of seated dinner guests in Kirby-Hill House is 65 and 150 standing.

You may print as many copies of the Rental Policies as you need from our website for your caterer, florist, or other suppliers. Please read and initial the following guidelines to avoid any misunderstandings and to signify you have notified your outside vendors of the rules. Failure to comply with these regulations may result in the forfeiture of your damage/cleaning deposit and/or cancellation of your event. A \$250 payment will hold your date. A \$200 refundable deposit and a \$50 deposit (non-refundable).

DESCRIPTION OF FACILITIES:

Kirby-Hill House rental includes:

- ❖ Rental of the first floor only, front porch and outside grounds of the house at \$75 per hour for the time of occupancy. Exceptions to be discussed with agent. Minimum 1 hour rental. Please note.....clean-up time must be included in total hours. Example: Rent house for a one hour function, but will take 30 minutes to prepare for guests, and/or 30 minutes to clean up.....you will need to pay for 2 hours.**
- ❖ Tables and Chairs**
- ❖ Use of the Kitchen for food prep/warming only. No actual cooking/baking allowed.**
- ❖ Parking around the East, West and South sides of the home**
- ❖ You may use three hours to decorate, either the day before (if the house is not rented) or the day of your function at a total cost of \$50.**
- ❖ The house closes at 11:00pm. If you have not left the building by that time, you will be charged \$100 per additional hour. Your hour starts at 11:01pm. This charge comes from your \$200 deposit. This also applies for arriving earlier than your contract states.**

Please initial each section, after reading, and return with signed contract.

 Cancellations and Refunds

A cancellation after a written contract has been signed will be accepted in writing only. If the cancellation is received 30 days or more before the event, we refund only \$200. If the cancellation is received less than ten (10) days before the rental, we only refund \$170.00. You forfeit any payments for rental made up to that time.

 Chair and Table Rental

We will be glad to set up the number of tables and chairs you require. These tables and chairs are for inside use only and are not to be removed for any reason. Please do not stand on chairs belonging to KHH. Do not move ANYTHING in the house that was not previously discussed. Renter is responsible for damage to chairs or other property of KHH during the course of the rental event. If you require the use of outside tables and chairs please speak with a KHH staff representative before your function. Any additional tables and chairs rented from an outside company and brought into KHH must have rubber tips on all legs and be delivered and removed the day of the event.

 Outside Catering

Any outside caterer is responsible for full clean-up of the kitchen including all counters, cupboards, and sinks. Caterers are responsible for removing all food, service equipment, and supplies. All items must be removed after the end of the event. No food or drink is allowed on the second floor for any reason. Trash bags will be in the cans, however, trash must be removed and placed out back in receptacles. If you purchased food only from the caterer, then these responsibilities will fall on the lessee.

 Parking

Parking is allowed around the house on the East, West and South sides of the house. Additional parking is provided across and up and down the streets. Under NO CIRCUMSTANCES may anyone park in front of or beside the pink house; across the street.

 Noise Level

KHH is in the middle of a residential area. Bands and dancing are permitted, however, loud music is not allowed. All music must end by 10:30pm.

 Alcoholic Beverages

Wine may be served to adults twenty-one (21) years of age or older. Alcoholic beverages MAY NOT be sold. KHH reserves the right to secure the services of an off-duty peace officer for the event at the expense of the lessee, if required.

Wine may not be served past 10:30pm. Any violation of the rules will result in forfeit of deposit.

 Set-up/Take Down

A non-refundable fee of \$50 is required for set-up/take down for your function. KHH is not responsible for protection of, or storage of items brought onto the property for a rental. The lessee assumes full responsibility for all parties. The outside rental company should arrange for the setup and take down of their tables if they are not the property of KHH. All rental items must be removed after the event has ended. Failure to comply could result in assessment of storage fees and/or loss of deposit.

Decorations

Do not move pictures, furniture, tables, chairs, drapes, decorations, lamps, or rugs. Nails, staples or tape are not allowed to be used on any KHH walls, doors, windows, or stair rails. Rose petals (real and artificial), birdseed, and bubbles are allowed, but must be cleaned up at the event end. Artificial confetti and rice is prohibited. Pyrotechnics including sparklers are prohibited. KHH decorations are limited to floor and table-top decorations only. No decorations are to be hung, draped, pinned, etc. on walls, doors or doorframes in KHH. You may decorate the Staircase and mantle in the sitting room with approval by a KHH representative. Fresh flowers and plants must be arranged before being brought into the house. The back porch is available for small fresh flower arrangements and plants only. You may not cut shrubbery or flowering plants anywhere on the grounds for any reason. No fog machines allowed.

Linen Rentals

Table linens and chair covers (to fit our tables and chairs) are available for rent. The cost is \$75 plus tax (\$81.19). Please inquire about sizes prior to renting.

Dishes, Goblets and Silver

Dishes, goblets and silver are available for rent. The cost is \$75 plus tax (\$81.19).

Cleaning of Property

The lessee is responsible for ensuring that the outside vendors are informed about their responsibilities and that the requirements are met. The lessee is responsible for making sure the house/kitchen is in the same condition in which it was rented and for picking up any outside debris or trash left by the event. All rented equipment and decorations must be removed before the last member of the party leaves.

Damage to Property

Lessee is liable for any damages to premises, furnishings, equipment and grounds, which will result in the deposit not being refunded. Please refrain from touching furnishings and sitting or lying on beds.

Safety Requirements

Please familiarize yourself and your guests with the emergency exits located in the home. Any heaters used outside in conjunction with a tent must be placed a safe distance from tent sides. Electrical work must be done by an approved contractor who supplies KHH with appropriate certificate of insurance.

Tobacco Rules

No smoking is permitted in or around the house. No Electronic cigarettes permitted inside the house. Please do not leave cigarette butts in the yard.

Printing

Invitations to any fund-raising event/rental must be approved by the Board of Directors of KHH before printing. Invitations must read "Benefits of this event are not designated for Kirby-Hill House Museum."

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Bed & Breakfast

There are three rooms available to rent at a cost of \$99.00 per room. Each room has one queen bed and a window air conditioner unit. There are two bathrooms in the house with claw-foot tubs. No showers. Linens and towels are provided. A Breakfast Voucher is included which is redeemable at MaMa Jack's Restaurant in Kountze. This voucher provides two buffet breakfast plates and two coffees. It is not redeemable for cash.

House Tours

Guided tours of the mansion may be available with a rental for an additional fee of five dollars per person.

Thank you for choosing Kirby-Hill House for your special day. We look forward to working with you!

SIGNED _____ DATE _____

KHH REP. _____ DATE _____

(Revised 11/06/17)