



RENTAL POLICIES

General Policy Statement

The Kirkman House Museum (KHM), when not in use for museum sponsored or co-sponsored activities, will be made available for a fee to groups for events and activities consistent with the rules and regulations of the Kirkman House Museum and the State of Washington. KHM will not be made available to any group or organization that promotes discrimination, or has a record of discrimination on the basis of race, creed, color, national origin, gender, marital status, age, sexual orientation, or the presence of any sensory, mental or physical disability. Permission to use the facility does not constitute an endorsement of a group's philosophies, policies or beliefs.

KHM reserves the option to adjust fees depending on the complexity or staff requirements of the event.

The House and grounds accommodate up to:

- 200 – Grounds
- 40 – Theater seating inside parlors
- 24 – Dinner seating one table
- 40 – Dinner seating using multiple tables between rooms
- 75 – Standing Reception

DEFINITIONS

Renters: In accordance with Washington State and KHM, rental rates vary by renter definition. They are:

Private: a gathering of a private organization or individual(s) for social or business purposes.

Non-profit: a gathering of a non-profit organization for social or business purposes.

Government: a gathering of a government organization or agency for the purpose of conducting government business.

Facility Fee: The fee charged for use of a facility. Rental occupancy exceeding the scheduled rental time will be charged in 60-minute increments, always rounding up to the full 60-minute increment.

Staff Fee: The fee charged for staffing the facility to accommodate a rental, beyond the regular facility fee, if needed. To be determined by the Rental Coordinator.

Rental Coordinator: The board member assigned to coordinate the event.

RENTAL RATES:

FEES FOR MEETINGS/RETREATS/REUNIONS/RECEPTION:

	House	House & Grounds
Private guided tour available	\$25 / hour; 2 hr minimum \$5 per person	\$50 / hour; 2 hr minimum
Non-Profit & Museum Members guided tour available	\$20 / hour; 2 hr minimum \$5 per person	\$40 / hour; 2 hr minimum

FEES FOR WEDDINGS:

	Fee	
Wedding & Receptions	\$500 / day + \$25 per hour per staff person	Available 8am to 10pm 1 or 2 staff for inside event, 2 for outside.

ADDITIONAL FEES:

GUIDED TOURS: \$5 EACH

TABLE RENTAL: \$5 EACH

TABLE SIZES AVAILABLE: 4-6FT, 1-8FT, 1-5FT, 2-4FT

TABLE CLOTHS: \$5 EACH

LIMITED AMOUNT OF DINNERWARE GLASSWARE AND FLATWARE AVAILABLE AT NO CHARGE

AN ADDITIONAL \$100 PER DAY FEE WILL BE CHARGED IF THE EVENT IS HELD DURING NORMAL MUSEUM HOURS THAT REQUIRE THE MUSEUM TO BE CLOSED TO THE PUBLIC.

A Cleaning Deposit of \$100 is due fourteen (14) days prior to event. If renter complies with policy regarding cleaning and damages, deposit will be refunded. A walk through will be completed no later than two days after event, including the Rental Coordinator or his/her designee and the renter.

STAFF

At least one KHM staff person is required to be on site for the entire rental period. Staff duties are to supervise the facility and to provide guidance only. Staff are not expected to help set up or clean up during the rental period outside the guidelines prescribed in this agreement. Staff hours will be billed for any planning and preparation activities outside of normal museum business hours or that pertain to your specific event.

FACILITY GUIDELINES:

Events held in the main house are limited to the designated public portions of the main and second floors only. Food is not permitted on the second floor. No access to the staff offices, collections storage rooms or basement is permitted. Events held on the grounds are not allowed access to any outdoor storage facilities, including sheds and closets.

KHM staff must be present at all times to ensure preservation of the buildings, collections and grounds; and to answer questions. KHM staff will not assist with setup, catering, cleanup or other event tasks.

SECURING A DATE:

Reservations will be made on a first-paid, first-served basis. Requests for reservations will be considered in person, by phone or email and must be approved by the Rental Coordinator or his/her designee. The reservation date is confirmed when the rental contract is signed and a rental deposit is paid.

PAYMENT SCHEDULE:

Fifty percent down payment is due 60 days before the rental date. Final balance including security deposit is to be paid no later than 14 days before the event.

ADDITIONAL CONFIRMATION:

Renter must contact Rental Coordinator two weeks prior to event to confirm date(s), time(s), and special arrangements, if any.

CANCELLATIONS/REFUNDS:

All cancellations must be submitted by first telephoning the Rental Coordinator, followed by a written statement via letter by signatory. If cancellation occurs 60 days or more prior to event date, renter will receive a full refund of the deposit. If cancellation occurs between 30 and 60 days prior to event date, renter will receive a refund of ½ of deposit. If cancellation occurs less than 30 days prior to event, there will be no refund of deposit.

SPECIAL REQUIREMENTS:

Additional rest room facilities are required for events with more than 25 persons. Portable Bathrooms will need to be rented and situated at the renter's expense.

All contractors and service providers are required to provide proof of liability insurance NAMING Kirkman House Museum as the insured venue with coverage of \$1,000,000, event permits and appropriate licenses. Copies of these documents must be filed with the Kirkman House Museum business office 14 days prior to event. Failure to obtain permits will result in forfeited deposit according to refund guidelines.

The house has a capacity restriction of 75 persons established by the Fire Marshall of Walla Walla County. However, it will seat only 40 in a theater setting or 24 - 40 in a dinner setting.

FOOD SERVICE & CATERING:

KHM has a limited number of punch/coffee cups, dish ware, utensils and flatware available for use. KHM has a sink, dishwasher, punch bowl, 12 cup coffee pot, tea pots and limited refrigerator space available. There are NO cooking facilities available. Renter is responsible for any needs beyond what is in the KHM inventory.

The renter is responsible for providing equipment, all set-up and clean-up, and is required to remain on the premises for duration of the event and clean the premises following the event.

The renter is responsible for removing all equipment and supplies immediately following the event. The renter is required to remove all trash generated by the event if trash exceeds the capacity of KHM containers. Current capacity is one 90 Gallon garbage container.

Renter must have a recycling plan in place and must be responsible for implementation throughout and after the event. Recycling must be removed from KHM premises immediately after event.

It is the responsibility of the renter to ensure that their guests and contractors employed by them comply with all KHM guidelines for facility rental.

ALCOHOLIC BEVERAGES:

Alcohol may be served to adults twenty-one years of age or older by a licensed bartender. Anyone serving any form of alcohol must be carrying an ABC card at all times. Requests for the use of alcohol

must be made at the time of application. **The proper banquet/ liquor permits are required and the renter is responsible for acquiring and displaying these permits during the event.**

Injuries caused to or by any person as a result of alcoholic beverages being served or consumed on the KHM property, or arising off KHM property or as a result of alcohol being available on KHM property shall be the sole responsibility of the renter, their sponsor and/or adult representative.

DECORATION:

All decoration must be done in a manner that does not interfere with our primary purpose of preserving KHM and operating as a museum for the public and must be approved by the Rental Coordinator prior to installation.

No nails, staples or permanent adhesive tape may be used to attach anything to the buildings or furnishings.

Only battery operated candles will be allowed.

No electrical work or other alterations may be done without prior consent of the Rental Coordinator. Decorations to be used on mantles and the stair case must be installed by museum staff at the rate stated above.

HISTORIC HOUSE TOURS:

Guided tours may be available during event rentals and must be arranged with KHM staff at least fourteen (14) days prior to event. Cost is \$5 per person. We also have an 18 minute video on the life of William Kirkman that can be shown upon request.

CURFEW:

For any rental event, there is a 10:00 p.m. curfew. Under no circumstances shall guests remain on KHM property after 10:00 p.m.

SMOKING:

No smoking is permitted anywhere on the property.

CONDUCT:

All activities related to the event should be carried out in a non-offensive and law-abiding manner. KHM staff has full authority to make such determinations and terminate events accordingly with no refund.

DAMAGES:

Renters are liable for all damages to the premises, furnishings, equipment, and grounds. If damages exceed the amount of the damage deposit, renter is responsible for additional costs as determined by the Rental Coordinator.

EQUIPMENT RENTAL RESPONSIBILITIES:

KHM is not responsible for the protection or storage of items brought to the grounds for an event.

KHM is not responsible for ensuring accuracy of any deliveries of any rental equipment.

We require proof of insurance on all rental items brought to the site. This can be arranged with your rental firm or through your personal or business insurance agent.

We will make no payments to suppliers.

All furniture, glassware and any other rented items for the event must be removed by the opening of the next business day, unless otherwise arranged.

All tables and chairs must be left in a clean and undamaged condition.

SET UP AND TAKE DOWN:

Please indicate the dates of deliveries and contact names on your contract so that KHM staff can coordinate with other activities at the site.

CLEAN-UP:

All facilities, equipment, furnishings, and rest rooms will be cleaned before event. All facilities, equipment, furnishings and rest rooms shall be left in the same condition as found prior to the activity. The time allotted for cleaning the facilities will be built into the rental period. The cost of any additional cleaning will be added to the renter's bill. All cleaning must be done immediately after the event; renter must provide cleaning supplies. KHM provides a broom and vacuum for renter's use. Any damage that occurs as a result of renter's clean-up will be added to the renter's bill.

It is RENTER'S responsibility to ascertain that chosen caterer, florist, and any other outside vendor hired cleans up properly, leaving the facility in the same condition as it was found. An EVENT CHECKLIST will be provided to assist in the cleanup. All items on the checklist must be completed to satisfaction of KHM Rental Coordinator or his/her designee before the refundable portion of the security/cleaning deposit is returned.

PARKING:

All parking must be confined to locations designated by KHM staff. Some onsite parking available, please inquire for prior approval.

PHOTOGRAPHY:

Outdoor photographs are permitted. There is no photography or filming allowed in the historic house without prior approval.

OTHER:

No confetti, sparklers, rice or birdseed allowed. Flower petals and bubbles are allowed outdoors.

RENTAL POLICY CHANGES:

KHM reserves the right to add to or change these policies without notice, in order to ensure the preservation of KHM and the safety and comfort of our guests and neighbors.

A rental policy contract, including vicinity map and floor plan, will be sent upon request. Please call (509)529-4373.