

Today's Date: _____
Reservation Date: _____



KINGSBURG HISTORICAL SOCIETY

RENTAL APPLICATION

Name of Applicant or Organization: _____

Main contact information: _____

Address: _____ City: _____

Telephone (Home): _____ Cell: _____

Email: _____

Event Information:

Date of Event: _____ Type of Event: _____

Time of rental: _____ to: _____, (Must include set up and clean up.)

Number of guests: _____

*The final guest count is due no later than 10 business days prior to the scheduled event.

*** Event must be PAID IN FULL 60 days prior to the event date.**

KHS Rental Information:

___ Park Rental (500 guest)

___ Hall Rental (190 guest 60 additional seats on outdoor decking.)

___ Church Rental (100 guest)

*All rentals are contracted on a first come first served basis. Your reservation is not confirmed until a full contract with a KHS coordinator is approved, signed and the amount below is collected. If the remainder fees are not received with in the due dates our staff has the right to cancel any event.

This agreement is made effective as of _____, by and between KINGSBURG HISTORICAL SOCIETY (KHS) and _____, the CLIENTS.

The CLIENTS wish to hold a special event on _____ at Kingsburg Historical Society at 2321 Sierra St. in Kingsburg Ca. 93631. Therefore, the parties agree as follows:

Security Deposit:

A 25% down Payment of Rental fee in the amount of \$_____ is required within 72 hours of Signing this contract. The security deposit in the amount of \$_____ must be paid 30 days before event date. Deposits are accepted by check, money order, or credit card. At the end of your event a KHS staff member will do a full inspection of the facility to ensure all rules and regulations have been followed. The deposit will be returned in full no later than 10-14 business days after the conclusion of each event on the condition that the facility is left in its original condition. The security deposit will be used to pay the cost of repair of any damage to outdoor Park and Facilities. The Meeting Hall includes, without limitation, damages to furnishings, floors, walls, or landscaping. Failure of the Applicant to properly clean the Park Facility and area or the Meeting Hall after the event, refusal to vacate premises at established ending time, or other costs incurred by the Kingsburg Historical Society. The Applicant is responsible for guests' conduct and/or damages and will be billed for any costs exceeding the security deposit. Payment for additional costs, fees, damages, etc., is due in full ten calendar days after billing date.

In the unlikely event that KHS is unable to perform services due to extreme illness, act of God, weather, act of terrorism, flood, war, government laws and or regulations and/or other conditions beyond the control of KHS, we will do our best to offer suggestions but are not required to return all payment. In the event the CLIENT is forced to change the date of a contracted event due to unforeseen circumstances, KHS will make every effort to accommodate a change of date to a currently open date. Any violation of the facility use policies will result in the immediate termination of rental, user will not be eligible for rental refund or a refund of their security deposit

Alcohol Beverages

KHS reserves the right to request proof of age of any guest and will not allow minors to be served alcohol on our property. Any guests providing alcohol to a minor will be reported and asked to leave immediately. KHS does not permit distilled spirits unless they are dispensed by a licensed bartender, and by special permission of our rental agent. We reserve the right to confiscate unauthorized distilled spirits. KHS reserves the right to deny service of alcohol to any guest we feel may cause harm to himself/herself or others or damage to the venue. KHS Staff reserves the right to eject any guest we feel may be a cause of harm to others or themselves. Our security staff will consult the main contact of the event before any decisions are made. If selling alcoholic beverages, a copy of the license issued by the California Alcohol Beverage Control Board is required. Security guards are required whenever alcohol is served on the premises of the Kingsburg Historical Park. All glass bottles must be put in plastic cups. Wine and champagne will be allowed for Bar or table service only.

Smoking:

KHS is a smoke free environment. Smoking is absolutely Prohibited except in designated smoking area near the back gate. Ask any staff member for directions. Please respect our Policy.

Liability:

At least 60 days prior to the reservation date, Applicant must provide a certificate of general liability insurance acceptable to Kingsburg Historical Society naming the Kingsburg Historical Society and its officials, officers, employees, volunteers, and agents as additional insurers in an amount not less the \$1,000,000 per occurrence and covering all activities while using the Kingsburg Historical Park Facilities and Meeting Hall. If alcoholic beverages will be served, liquor liability insurance is also required. All bounce houses and rental equipment companies must carry their own Liability Insurance and a copy must be sent to the event coordinator prior to the event. There must always be adult supervision during the use of any rental equipment.

Decorations:

Decorations are not allowed to be attached to any structure using nails, tacks, pins, tape, staples, or other attaching devices that leave permanent marks after removal of said decorations. To attach items to structures you may use floral wire, zip ties, or rope. Due to keeping our venue clean We do not allow confetti, colored powder, rice, pinatas or artificial pedals or sparklers. If these items are found on premises a cleaning fee will be charged. Decorations must be fireproof or made of fire-retardant materials. No open flames. Sparklers are prohibited on KHS grounds. Only candles in an enclosed vase will be allowed. All decorations must be taken down and removed at the end of the event. If any equipment needs to be picked up at a later time that must be approved by the coordinator. A fee will be charged for reopening the park. The Kingsburg Historical Society is not responsible for any items left at the Kingsburg Historical Park or Meeting Hall. KHS is not responsible for any lost, damaged, or stolen items.

The Kingsburg Historical Society may, for good cause, suspend rules contained herein and/or institute new and additional rules governing use of the park and Meeting Hall as it deems necessary.

Vendors:

All vendors must load or unload in designated area either in front parking lot or back utility area. No vehicles or equipment are to be driven or placed on the lawn areas without authorization.

Music must be turned off by 10:00 PM due to Kingsburg City Ordinance. Time is not negotiable so please make sure your event timeline is followed.

All vendors must bring their own equipment KHS will not lend out extension cords, ladders, etc... Please come prepared. All electric equipment used for cooking must be used in designated area of the venue with prior KHS approval. Please do not serve any drinks that contain red or blue dye. Any use of these dyes will result in staining our facility and may be charged a cleaning fee.

Cancellations If an event is canceled:

More than 60 days prior to the reservation date,

Security deposit will be refunded, only 50% of paid Park / Meeting Hall will be refunded.

less than 60 days prior to the reservation date,

Security Deposit will be refunded, only 25% will be refunded with KHS retaining 75% of the Park/ Meeting Hall fees paid.

less than 30 days prior to the reservation date

Security Deposit will be refunded, 0% will be refunded with KHS retaining 100% of the Park/ Meeting Hall fees paid.

Safety Policies:

Companion dogs are only allowed in certain outdoor areas of this establishment. Companion dogs must be licensed and Only service dogs will be allowed inside meeting hall and indoor areas. CLIENT is responsible for dog at all times.

When the Historical Park Hall is rented a Caretaker will be on site during the entire event if you have any questions or concerns. Handicap parking is available. If there are any special requests, please discuss them prior to the event with the coordinator. KHS will make every effort to accommodate.

Client shall comply with all applicable laws- State, local and federal-while using our venue and be responsible for ensuring that clients guests comply as well.

*The Applicant agrees to indemnify, defend (with legal counsel acceptable to the Kingsburg Historical Society) and hold harmless the Kingsburg Historical Society and its officials, agents, employees and officers against any and all liability, loses, claims damages, fees of attorneys, and other expenses, including without limitation, sums paid or incurred in attempting to procure release from liability, which the Kingsburg Historical Society or its officials, agents, employees or officers may sustain or incur as a consequence of the use of the Historical Park and the structures and improvement located at Historical park by the Applicant or any of his or hers officials, employees, agents or invitees or arising out of any act or activity conducted by the Applicant or arising from the activities or events identified in the Rental Application. Applicant agrees to comply with and abide by all of the provisions of the Application and Use Permit Requirement and agrees to comply with and abide by the same and cause all person’s present at the Historical Park to abide by and comply with the same, I hereby certify that all information provided above is correct.

The undersigned does hereby certify that he/she has read this document and agrees to the proper use and care of the Kingsburg Park and Meeting Hall as required by this document.

CLIENTS Signature: _____ Date: _____

Photography:

We often find it useful to take photos of events in progress, decorations, and other aspects of an event to use them for publicity. It would only be done discreetly, and with your permission. If you object to having photos taken by our event staff, we will be happy to honor your wishes. Remember that word of mouth and social messaging are our primary source of publicity and are very helpful to us as a non-profit organization.

As the undersigned, I certify that I understand the above stated conditions and I hereby release and grant permission to Kingsburg Historical Park to use said images for promotional purposes on digital electronic and print media.

CLIENTS Signature: _____ Date: _____