

Kirby Manor Occasions Rental Agreement

Rental Date _____ Day of the Week _____

Group/Party/Company _____

Contact Person _____

Address _____ City _____ State _____ Zip _____

Home Phone _____ W.Phone _____ Cell Phone _____

Set-up Time(when you arrive) _____ Rental End Time (when you leave) _____
(Rental charges start with set up time) (You must have a pre-determined time the event will end)

Event Start Time _____ Event End Time _____

Function: _____ Meeting _____ Party _____ Wedding _____ Other _____

Number of guest _____ If minors, who is supervising minors _____

Serving Food? _____ No _____ Yes _____ Catered _____ Other _____

Caterer _____ Phone _____

Spaces Requested:

Main Building downstairs only _____
\$35.00 Hr/3 Hr minimum

Main Building up & downstairs _____
\$50.00 Hr/3 Hr minimum

Styling Salon _____
\$30.00 Additionsl (NC if using in house services)

Carriage House _____
\$10.00 Hr in addition to rental

Entire Facility to be rented 8am-11pm _____
\$600.00

Services Requested:

Table Clothes requested _____
\$10.00 each

China/Stemware Place settings requested _____
\$5.00 Place setting

Silver Service and Punch Bowl _____
\$70.00 per event

Coffee Service _____ people _____
\$10.00 per 10 people (includes plastic cups, cream, and sugar)

Iced Tea Service _____ people _____
\$12.00 per 30 people (includes plastic cups and sugars)

Music _____ providing own _____ Requesting CDs _____

Butler Service _____
\$10.00 an Hour

Small Centerpieces _____
\$3.00 each

Large Centerpieces _____
\$5.00 each

Tent charges _____

Subtotal _____

9% Sales Tax _____

Total Due _____

Less Deposit _____

Balance Due _____

Kirby Manor Rules and Regulations

Kirby Manor is a Grand Lady, but an old one, please treat her with respect.

- Never leave building open and unattended
- No smoking indoors
- No getting in flowerbeds.
- Areas and items not covered in your agreement are not available to you.
- **You** are responsible for **your guests** and any items or structure damage they may cause.
- **Do not move permanent display** item (china cabinet, bathroom shelves, art, mantle, table decorations etc.
- Do not move large planters on porches or in building with out permission, if granted, do not forget to move items back. If floors are scratched, you will be charged.
- Do not take furniture outside, without consent ahead of time.
- Do not turn on appliances and leave the building.
- Remove trash to large container on back breezeway (over 3 bags take it with you).

Tents: An additional \$50.00 a day will be added for tents on the parking lot.

Parking: Guest may park on the grass down to the fence and/or across the street in the day care lot after business hours and on weekends.

China: If you rented the China, you or your caterer must wash and return to the cabinets. (If it will all fit in the dishwasher, you may leave it running.) China may not be removed from property for any reason.

Linens: Leave on tables for pre-treatment before laundry service.

Deposit to reserve a date:

3 hr rental 50 people and less \$50.00

3 hr plus rental 50 people and more \$100.00

Deposit on building and equipment:

A Credit Card will be on file for payment of any damages to building or property or a \$200.00 check approved by the manager.

Payment: KMO will accept payment from only one person. If you have several hostesses they will need to pay one person who will pay KMO.

Cancellation Policy: Any cancellation received and verified within 90 days prior to event will receive full refund.

Deposits will be returned after your event and all requirements of the contract are met and facility is inspected and approved by rental coordinator.

– **The rental coordinator retains the right to be present at any time.**

The undersigned applicant hereby makes application for the use of the facilities described and certifies that the information on the application is correct. The applicant agrees to adhere to all applicable rules, laws and ordinance and the rules provided for Kirby Manor rental agreement form on the back or second page of this document of which the applicant hereby acknowledges receipt. The applicant/renter shall indemnify and hold harmless Kirby Manor Occasions (LLC), its employees, agents and volunteers of any and all claims, demands, suits, actions, payments and judgments as a result of injury, death, property damage arising from, resulting from or connected with the use of the premises. Applicant hereby acknowledges that the Applicant has reviewed the information on both pages of this agreement _____ Applicant Initials _____ Caterers Initials

Applicants Signature _____ Date _____

THANK YOU for choosing KIRBY MANOR OCCASIONS