



Terms & Conditions

- * A holding deposit of 50% of the total rental fee for the event is due at the time the contract is signed payable by cash, check or credit card. The balance must be paid in full 10 days prior to the event. A \$150 damage deposit is also due at signing of the rental contract. If no extraordinary cleaning or repairs are needed following the event \$150.00 will be refunded to the renting party or organization. Cancellations of events will result in forfeiture of holding deposit.
- * Additional hours of rental beyond what is stated in contract will be billed at normal rates and due at the close of the event. All additional hours MUST be approved by management.
- * A signed contract between the Kirk House and a Lessee, who is at least 18 yrs of age is required.
- * The Kirk House closes daily at 11pm. Quiet hours, out of respect for our neighbors are from 11pm to 8 am.
- * No pets are allowed except for service animals.
- * No smoking is allowed anywhere on the premises. A \$250 Re-conditioning fee will apply to your bill if you smoke in your room or inside the facility.
- * Photography on The Kirk House grounds is only permitted for those renting or staying at The Kirk House and only during the time of rental.
- * Loud or amplified music inside or outside The Kirk House is prohibited. Acoustic music will be considered on a case by case basis.
- * Street parking is provided in front of The Kirk House on Fourth St. Parking spaces behind The Kirk House are reserved for staff, caterers, and deliveries.
- * Alcoholic beverages are not provided or served by The Kirk House. Underage drinking is strictly prohibited. Private events may serve alcohol at you own cost and risk. However, cash bars require a "Special Event" license applied for through the State of Kansas (non-profit groups excluded.) A security guard is strongly suggested for any event serving alcohol.
- * Please be aware that The Kirk House is on the National Register of Historic Places, and we ask that you respect the space around you. For example, keep any foodstuffs and beverages away from artifacts and photographs on display; supervise children so that they do not touch or handle exhibit materials or equipment; and do not remove any items from walls or display areas. Only the specific area described in the rental contract may be used, but all areas of The Kirk House – including hallways, restrooms, entryways, and parking areas –must be properly supervised by the group using the facility. Prior approval is needed

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- before posters or signs may be mounted on walls or partitions. Removal of display cases and exhibition materials is not allowed, in keeping with our mission to preserve a historic site. Please be respectful of the furniture and accessories. Most of these items are antiques and many are on loan to The Kirk House. You will be responsible for any items missing damaged by you or your guests.
- * The conduct of guests is the Renter's responsibility. Children are welcome on the premises on most occasions. Children are not allowed on the upper floors without an adult. Children must be supervised at all times and should not run on the grounds or in The Kirk House. The Kirk House staff is fully empowered to ask anyone to leave the grounds for disorderly conduct, intoxication, or overstaying their contracted time.
 - * Please do not go past any barricades that have been placed at the foot of the staircases or in doorways. Certain parts of the house are not available for all events.
 - * The Kirk House does not prepare or serve meals. Meals may either be arranged through a caterer or cooked on site by the lessee with prior approval by management. The kitchen is fully furnished. Lessee must remove all his/her food items upon departure and be sure all kitchen equipment and utensils are washed and returned to their original storage areas. Lessee will be responsible for any broken or missing items. Lessee is responsible for arranging for the clean up of all dishes and the facility after their event unless special arrangements have been made with the management of The Kirk House.
 - * The Kirk House assumes no responsibility for the security and safety of stored goods prior to or after an event. Due to limited storage space, the Renter or vendor will remove all property from The Kirk House at the conclusion of the event, including all debris, boxes, refuse, etc.
The following are not allowed in The Kirk House at any time:
Smoking
Smoke Machines
Pyrotechnic Devices
Confetti
Candles (must get written prior approval from management)
 - * **Set Up and Clean Up**
When making your reservation, please allow enough time before and after your event or program for setting up and taking down necessary equipment and decorations and for cleaning up the facility. In order to fully and equally accommodate all of our rental clients, rental times are firm. We must ask that the Renter and their guests do not arrive early or stay later than their contracted period of time. It is the Renter's responsibility to usher out the last guests. An hourly fee will be added to any time other than that contracted.
The Kirk House will perform routine clean up, such as sweeping and mopping after your event, but asks Renters to remove any boxes, bottles or other debris resulting from their event and to leave the facility in the condition in which they

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- found it when they arrived for their event. If the degree of clean-up required is beyond what might be expected in terms of normal wear and tear, The Kirk House reserves the right to charge an additional clean-up fee. Expenses incurred for extra cleaning, stain removal, painting of walls, etc., will be passed along to individuals and/or organizations renting the facility. The Kirk House is not responsible for any items left behind. Set up times, including the delivery of rental items and food must be arranged through The Kirk House a minimum of 1 week prior to the event. Without these arrangements no service will be allowed entry. If any room does not meet approval, please contact a staff member.
- * Please be sure all trash from your event/stay is removed from the house and placed to the right of the stairs on the back porch. Please replace liners with the ones supplied in the bottom of each indoor receptacle.
 - * The Kirk House is equipped with wireless internet and Cable TV as well as other AV capabilities.
 - * Overnight guests will find information regarding their stay in their rooms. Check in for overnight guests is 4pm and checkout is Noon the following day.
 - * Fees to rent The Kirk House include facility and equipment rental only. Event planning consultation and services are available for an additional charge. Overnight lodging and facility rental are also separate fees.
 - * The Kirk House prohibits the use of its facilities for any activities that are illegal or deemed inappropriate.
 - * Due to The Kirk House being preserved in its original state from 1913, it is not equipped with handicap accessible restroom facilities. If you require handicap entry into the facility, we would be happy to accommodate such request with 72 hours prior notice.
 - * By initialing this contract, you give The Kirk House permission to take and post pictures of you, your event and your guests on our Special Events page at www.thekirkhouse.net.
 - * Prices and terms are subject to change at any time without notice.

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