

Kinman Farms

Event Space Rental Contract

Kinman Farms, 4175 Burlington Pike, Burlington, KY 41005

Date of Event: _____

Event Title: _____

Rental Start Time: _____ Rental End Time*: _____

**(events must conclude by 11pm)*

Estimated Number of Guests: _____

Contract with (Full Name): _____

Phone #(s): _____

Address: _____

Email _____

Booking Contact: _____

Phone #(s): _____

Address: _____

Email _____

Description/needs of event: _____

NOTE: ALL PRICES ARE SUBJECT TO CHANGE.

Reservations:

Deposit to Secure Date: \$500 nonrefundable deposit

Date Deposit was Received: _____ Amount Paid _____

By: ___CK ___Cash

Who Received Deposit: _____

Payments: Remaining balance is due 1 week prior to the event.

Date Balance was Received: _____ Amount Paid _____

By: ___CK ___Cash

Who Received Balance: _____

Damages: The Renter is responsible for any and all damages that have taken place during the rental. This includes any loss or damage to the rental space/building and/or its contents.

Cancellation:

In the event that you have to cancel your event or rentals, deposits and payment(s) are non-refundable.

Parking:

Parking is available in field behind our two small shelters. No cars are permitted on the lawn area of the shelters. Tire tracks on the lawn will automatically be charged for \$500 to the renter.

Catering/Food Arrangements:

You may arrange this in one of two ways:

1. Contract with a caterer: The caterer must meet all local Health Department, N KY Health Department requirements set for caterers and catered events. The caterer must provide liability insurance.
2. Prepare your own food: You must provide proof of liability insurance.

Beverage Arrangements:

You may arrange this in one of two ways:

1. Contract with a beverage provider: Your provider must possess a valid liquor license. The beverage provider must provide liability insurance.
2. Provide and serve your own beverages: You must provide liability insurance. If you are not charging an admission fee to your event, or if you are not charging guests for alcoholic beverages, your personal insurance must include host liquor liability coverage. If you are charging an admission fee to your event, or if you are charging guests for alcoholic beverages, you must have a liquor license and you must provide proof of liquor liability insurance.

Decorations:

- Decor and styling are not provided by Kinman Farms. Décor or items that you need to rent from us, must be brought to our staff's attention.
- In order to care for and maintain our building, nothing is allowed to be affixed to walls, ceilings, doors and/or floors unless approved in advance by Kinman Farms staff. No nails, or staples.

Set-Up and Teardown:

- Your contracted hours include all setup, teardown, and cleanup.
- For hourly rentals, all non-Kinman Farms items must be removed immediately after your event. For day rentals, items must be removed in a timely manner after the conclusion of your event. Next day removal must be approved by our staff in advance of the event.

Miscellaneous:

- Kinman Farms allows smoking outside of buildings. Please provide ashtrays for guests. No littering.
- Kinman Farms is a family friendly facility. Sexually explicit material of any kind (photographic, artistic, music lyrics, literature, spoken or written language, signs, gifts, vintage or contemporary) is not permitted at Kinman Farms.
- Children must be attended by an adult at all times and may not play in the shop area.
- To be courteous to the tenants above our space, guests are expected to maintain a reasonable noise level. Loud bands, DJ's, or music are not feasible in our facility. Amplified music is not permitted after 10pm. *****Please bring requests or questions re: music to us well in advance of your event.
- There will be a Representative or Event Attendant from Kinman Farms during your event. (On the property)
- Ten (10) days prior to the event, the renter shall provide the following:
 - all required proofs of insurance
 - final guest numbers and needs for tables, seating, tableware, food tables, etc.
 - additional needs such as tables, trash cans
 - approval of floor plan

Standards and Terms:

By signing this contract, you agree to abide by its standard terms and conditions. With reasonable notice in writing to you, Kinman Farms reserves the right to amend, modify, delete and/or supplement the standard terms and conditions to ensure a safe, orderly proper and efficient operation of its facilities. These changes will be binding to you as of their stated effective date.

All renters must provide proof of liability insurance. This insurance must also name the following individually as additionally insured: Kinman Farms.

You agree to indemnify, defend against and hold harmless Kinman Farms and its employees and volunteers, from any claims, suits, damages, actions, liabilities, costs and expenses. These expenses may include reasonable costs of investigation and attorney fees growing out of injury or death of any person(s) or damage to property (including your property) related in any way to your event.

It is agreed that Kinman Farms and its employees and volunteers, will not be held responsible for any Acts of Mother Nature, including, but not limited to, tornados, floods, or storms of any kind.

You may NOT sublease this contract to another renter without prior written permission from Kinman Farms.

I have read and agree to all terms and conditions of this contract:

Signature _____ Date _____

Let us know how you heard about us:

- Referral from _____
- Attended a previous event at Kinman Farms
- Online through _____
- Through visiting Kinman Farms Shop
- Other _____