

Renting the Kelley House for Events

Effective 4/2016

The Kelley House Museum is a lovely ocean-view venue perfect for small business meetings or presentations, birthday parties, anniversaries, small weddings and other events and fundraisers. The Museum provides space for small meetings and events; the lawn and gardens provide a beautiful setting for larger events.

Sites:

Interior capacity: 60 standing; 40 seated for meetings and presentations

Outdoor capacity: 100

Fees:

- Meetings up to 12 people, 1-3 hours: \$100 + \$35 ea additional hour
- Small events up to 30 people, 1-3 hours: \$ 250 + \$50 ea additional hour
- Medium events to 60 people, 1-3 hours: \$ 500 + \$75 ea additional hour
- Events 61-100 people, 1-3 hours \$ 700 + \$100 ea additional hour

Reservations:

Reservations may be made by signing the contractual agreement, which we will provide on request. One half of the fee is required at that time. The fee balance and a copy of the required insurance policy (see below) are due 30 days prior to the event date. If the balance and/or the insurance policy is not received, the Kelley House may cancel the event.

Terms and Conditions:

- **Facilities:** Kelley House is first and foremost a museum and its integrity as such must be maintained. The Museum is open to the public Friday through Monday 11:00am-3:00pm. Events must be scheduled around these hours. No exhibits may be moved or changed in any way without prior written consent of Lessor. Nothing may be attached to the building, inside or out (no tacks, nails, push pins, tape, etc.). Decorations may be hung by other means (string, existing hooks) with approval of Lessor. The museum and grounds must be left clean. The lessee is responsible for all clean up, including removal of all trash, recyclable items, catering equipment, rented chairs, tables, etc. Clean up must be done immediately following the meeting or event and completed within contracted hours. No tents or dance floors are permitted unless agreed to by the Lessor. No smoking is allowed inside the Kelley House or outside on the stairs and porches. Lessee will supply ash receptacles for the lawn area. No recreational drugs may be consumed or used on the premises. Amplified sound or music may be used inside or outside with prior permission by the Lessor and must cease at 8:00 pm. Restrooms are not available at the Museum. Public restrooms are located directly across the street, or portable restrooms may be rented by the Lessee. Portable

restrooms must be removed by Lessee's vendor at earliest possible time following the event.

- **Fees and Security Deposit:** The Curator shall act as representative of the Lessor. A signed contract is required with payment of the fee. A security deposit of 50% of the rental fee is required at the time of reservation. Lessee will be held responsible for the *total* cost of repair for any damage to Kelley House Museum, grounds, or gardens. Security deposit will be refunded upon determination of sufficient clean up and lack of damage.
- **Hours:** A representative of Kelley House shall be present during all events. A fee of \$20 per hour or any portion thereof in addition to the fees listed above will be charged for hiring a representative of Kelley House to be on site during non-business hours. Business hours are Monday through Friday, 8:00 am to 5:00 pm. Meetings and events may be scheduled between 9:00 am to 9:00 pm, subject to availability. A fee of \$100 per hour will be charged after 9:00 pm. Set-up, decorating, event, and clean-up must all be completed within the contracted time period.
- **Food:** The kitchen area may be used for staging only. We do not have facilities for food preparation, with the exception of coffee and tea, on site. Hors d'oeuvres and/or a buffet may be served in the Escola Room. We have limited space to accommodate a sit-down dinner. Caterers must be approved by the Lessor. We do not have facilities for dishwashing.
- **Equipment:** We have a large oak dining table suitable for a buffet or sit-down meal for 12; a small, round "cake table" and approximately 40 chairs that may be used. All other equipment, including table coverings, is the responsibility of Lessee.
- **Non-Profit Organization Rates:** Non-profit organizations may be eligible for negotiated rates for certain events.
- **Weddings:** A wedding coordinator is required. The clients are responsible for any and all wedding coordination. The Museum accepts no responsibility for communications between client and contractors regarding arrangements.
- **Cancellations:** Events cancelled within 90 days of the event date – A 15% cancellation fee will be charged. Events cancelled within 60 days of the event date – A 50% cancellation fee will be charged. Events cancelled within 30 days of the event date – All deposits will be forfeited.
- **Insurance Requirements:** Your event requires a Certificate of Liability Insurance coverage which names as an additional insured and indemnifies both Kelley House Museum and Charlie Reed in the amount of \$1,000,000 for a single event for bodily injury, death or other losses or damages. If satisfactory evidence of insurance is not received by Kelley House Museum at least two weeks prior to the event, Kelley House Museum may, at its option, cancel this contract and retain all deposits. Kelley House

Museum shall not be responsible for any damage or injury to client, or any other person, occurring on the property. Client agrees to indemnify, defend and hold harmless Kelley House Museum and Charlie Reed for any liability costs (including reasonable attorney fees) claims for death, personal injuries or property damage caused by the negligent, willful or intentional act of client, client's agents or client's guests.

- Kelley House has the right to end any event if the guests fail to comply with these or any other regulations.
- Kelley House Museum, Inc. is not responsible for its inability to perform this agreement if prevented from so doing by circumstances beyond its control. In said event, Kelley House's liability will be limited to returning all amounts previously deposited by client.
- Kelley House Museum shall not be held responsible for client's contractual obligations to suppliers and outside contractors, i.e., caterers, florists, entertainers, coordinator and photographers. Client shall be responsible for payment of necessary rental equipment and furniture.
- California law does not allow any persons under the age of 21 or any intoxicated persons to consume alcoholic beverages. Client will be fully responsible for enforcing these laws.

No amendments to this agreement can be made unless in writing and signed by both the client and the Curator of Kelley House Museum.

I HEREBY AGREE TO THE ABOVE TERMS:

Client: _____
Date: _____

Client: _____
Date: _____

Kelley House _____
Date: _____

Caterer Chosen _____

Coordinator Chosen _____

Rental Company Chosen _____