

Kinney Bungalow

Sunset Farm, Narragansett RI

Thank you for choosing Kinney Bungalow for your special day!

My staff and I will strive to make your experience at the Bungalow an event to remember...



Kinney Bungalow was built in 1899 by Francis S. Kinney, a tobacco and real estate millionaire, in order to host parties following polo matches. Its design is strongly influenced by East Indian style, perhaps a taste he acquired from his younger years as a sailor.

He and Abbot Kinney, his younger brother, had founded Kinney Brothers Tobacco Company, one of the leading cigarette manufacturers in the late nineteenth century. Eventually they merged their company with others into the "tobacco trust" organized by James Buchanan Duke (father of the late Newport heiress and socialite, Doris Duke). Abbot Kinney had fallen in love with Venice, Italy in his youth, so he moved out west and founded Venice, California as a destination resort and amusement center.

Francis Kinney invested in real estate and was very involved in the polo matches in Narragansett.

Following Kinney's death, Kinney Bungalow was purchased by the Chase/Ewing family. It was the site of numerous dances, parties, and celebrations. Lucia Chase Ewing, co-founder of the American Ballet Theater, brought the troupe to Narragansett where the Bungalow served as their summer rehearsal site.

In 1991 the Bungalow, along with historic Sunset Farm, was acquired by the Town of Narragansett. The property (Kinney Bungalow and Sunset Farm) is managed by the Narragansett Land Conservancy Trust. Following major restoration work, Kinney Bungalow was opened to the public in 2002.

Once again Kinney Bungalow is a favorite site for wedding ceremonies and receptions, birthday and anniversary parties, cocktail parties, corporate events and happy gatherings for many occasions.

Please read all Rules and Guidelines before signing your Reservation Application, Indemnity Agreement, Policy Acknowledgement Page and Cancellation Policy.

Event Coordinator
Office: 401.788.2573
eventscoordinator@narragansetttri.gov
www.kinneybungalow.com

Thank you again for choosing Kinney Bungalow.
Kinney Bungalow

USER FEE SCHEDULE – 5 Hour Event Rental

Rates effective as of 9/1/2021

<u>Facility Base User Fee</u> <u>May through October</u>	<u>Mon.-Thurs.</u>	<u>Fri. & Sun.</u>	<u>Saturdays</u>
Non-resident	\$1,500.00	\$2,850.00	\$3,500.00
Narragansett Resident	\$950.00	\$1,950.00	\$2,400.00
Local Non-Profit Organization	\$400.00	\$700.00	\$1,000.00

LOCATION USE:

- Please Note, you are renting the interior of Kinney Bungalow building and the adjacent lawns on the south and east sides of the building. **Sunset Farm and its property are not part of your rental.**

HOURS & TIMELINE:

- Facility base user fee includes three (3) hours for setup, followed by five **(5) hours of event time**, followed by one (1) hour for cleanup. Total time of use is nine (9) consecutive hours.

- **Earliest rental timeline**
 - 10am – 1pm Set Up
 - 1pm - 6pm Event Time
 - 6pm – 7pm Clean Up
- **Latest rental timeline**
 - 3pm – 6pm Set Up
 - 6pm - 11pm Event Time
 - 11pm - 12pm Clean Up

If either timeline do not meet your needs, any consecutive (9) hours in between are permitted.

- Your event timeline must be submitted no later than 3 months prior to your event.
- Your event time starts when ceremony is scheduled to begin.
- Guests can arrive for your ceremony as early as 30 minutes prior, but must remain in the ceremony area.
Weather permitting

RULES AND FEE SCHEDULE ARE SUBJECT TO CHANGE WITHOUT NOTICE

3 HOUR EVENT RENTAL – PAYMENT SCHEDULE:

- A non-refundable venue deposit of \$500.00 is due at the time of booking.
- A \$700.00 damage/security deposit is due at the time of booking
- A completed/signed Reservation Application, Indemnity Agreement, Policy Acknowledgement page and Cancellation Policy page are required with your payment, at the time of booking.
- The damage/security deposit will be returned **2-4 weeks following your event**, provided there is no damage to the facility, all regulations were abided by and no additional fees are due.
- The damage/security deposit becomes NON REFUNDABLE when an event is cancelled less than 90 days prior to the event.
- Invoice for your venue balance will be sent three months prior to your event date. That payment is due within two weeks of receiving invoice.
- Additional time must be paid for with your venue rental balance.

OPTION & ADDITIONAL COSTS:

- Additional event time can be purchased for \$300.00 per hour.
- Additional setup time/vendor access can be purchased for \$150.00 per hour.
- A one (1) hour time slot (9am-10am) for décor **drop off only** is available for purchase at \$100.00.
- This one-hour time slot DOES NOT allow for setup/decorating/second floor access. Items can be dropped off to the first floor hallway.

Additional time must be requested and paid for no later than (3) months prior to your event.

RULES AND FEE SCHEDULE ARE SUBJECT TO CHANGE WITHOUT NOTICE

Kinney Bungalow
USER FEE SCHEDULE – 3 Hour Event Rental
 Rates effective as of 9/1/2021

<u>Facility Base User Fee</u>	<u>Mon.-Thurs.</u>	<u>Fri. & Sun.</u>	<u>Saturdays</u>
Non-resident	\$750.00	\$1,425.00	\$1,750.00
Narragansett Resident	\$475.00	\$925.00	\$1,200.00

LOCATION USE:

- Please Note, you are renting the interior of Kinney Bungalow building and the adjacent lawns on the south and east sides of the building. **Sunset Farm and its property are not part of your rental.**

HOURS & TIMELINE:

- Facility base user fee includes two (2) hour for setup, followed by **three (3) hours of event time**, followed by one (1) hour for cleanup. Total time of use is six (6) consecutive hours.
 - **Earliest rental timeline**
 - 10am – 12pm *Set Up*
 - 12pm - 3pm *Event Time*
 - 2pm – 3pm *Clean Up*
 - **Latest rental timeline**
 - 6pm – 8pm *Set Up*
 - 8pm - 11pm *Event Time*
 - 11pm - 12pm *Clean Up*

If either timeline do not meet your needs, any consecutive (6) hours in between are permitted.

- Additional event hours cannot be added to the 3 hour event rental period.
- Three hour event rental does not apply to weddings
- Your event timeline must be submitted no later than 3 months prior to your event.

3 HOUR EVENT RENTAL – PAYMENT SCHEDULE:

- \$200 non-refundable deposit
- \$700.00 damage deposit
- A completed/signed Reservation Application, Indemnity Agreement, Policy Acknowledgement page and Cancellation Policy page are required with your payment, at the time of booking.
- Invoice for your venue balance will be sent three months prior to your event date. That payment is due within two weeks of receiving invoice.

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CAPACITY GUIDELINES

Weddings & Events - requiring dancefloor & entertainment space = 150 maximum guest capacity.

Seated Events - no dancefloor space included = 200 maximum guest capacity

Standing Events - fundraisers, cocktail style events, etc., with minimal/no seating = 250 maximum capacity

There are no exceptions to these capacity guidelines; per Fire Marshal.

CATERING & OUTSIDE VENDORS:

**Kinney Bungalow does not permit the use of outsider catering.
Please plan to work with one of the preferred caterers provided in the Vendor list**

- Renter's wishing to work with food/beverage companies outside of our preapproved list (for cocktail hour/end of the evening), in addition to a preferred caterer, can contact the Bungalow staff for more information.
- **Non-preapproved Vendors** such as; DJ/Live Music, Photographers, Florist, Event Coordinators, Decorators, etc., must review polices Kinney Bungalow's policies
 - It is the responsibility of the renter to provide each service provider with a copy of the rental packet outlining the rules and regulations.

RULES AND FEE SCHEDULE ARE SUBJECT TO CHANGE WITHOUT NOTICE

GENERAL LIABILITY INSURANCE (Required for Renter)

All renters are **required** to acquire general liability insurance for their event. The “TULIP” policy outlined below will cost approximately \$135.00

The Lessee will maintain in full force at all times during this engagement General Liability insurance in the minimum amount of \$1,000,000 per occurrence for all damages on account of personal injuries and/or property damage arising out of an occurrence or event. The Lessee will provide evidence of its General Liability policy to the Town of Narragansett naming the Town of Narragansett as an Additional Insured to the policy for the event.

If Lessee does not possess a General Liability Policy one may be obtained through your homeowner’s insurance company or through a Special Event General Liability TULIP (Tenant User Liability Insurance Program) policy for purchase through HUB International New England. The premium for a TULIP policy is based upon the risk associated with the particular event or activity, the number of days needed to be covered, and the number of participants attending the event. Also taken into consideration are special requirements of the event such as alcohol liability, food service, etc.

To purchase the special event General Liability Policy through the TULIP program, please follow the following steps:

- Log onto the website: <https://tulip.onebeaconentertainment.com/e/tulip/apply.aspx>
- Enter the ID Code: **0501 A64** to name the Town of Narragansett as an Additional Insured to the policy, then press enter.
- Select the type of event that is planned from the drop down menu.
- Answer the yes/no questions that follow.
- Select the event date on the calendar by clicking on the day of the event.
- Write in the name of the event using the names written on the lease agreement.
- For average daily attendance, list the number of guests expected, not to exceed the maximum capacity.
- If you would like to proceed and purchase the coverage, please complete the requested “Contact and Credit Card Information”.

If the quote generated is larger than 135.00, pause and call the office!

RULES AND FEE SCHEDULE ARE SUBJECT TO CHANGE WITHOUT NOTICE

ALCOHOL BEVERAGE/BAR SERVICE

- Serving of alcoholic beverages must conform to the State of Rhode Island laws and the Town of Narragansett regulations. The Town of Narragansett, the Bungalow Coordinator and the Coordinator's staff disclaim and the user accepts responsibility for any liabilities arriving from the event.
- According to state law, **alcohol service cannot exceed 5 consecutive hours**. Bar service must be suspended 30 minutes prior to the contracted termination of the event.
- Alcoholic beverages must be served by a licensed bartending service company carrying a Class P License, a \$1 Million Dollar Liquor Liability Insurance Policy, listing the Town of Narragansett as Additionally Insured, and a \$1 Million Dollar General Liability Insurance Policy, listing the Town of Narragansett as Additionally Insured.
- For Weddings - no self-service bars or wine left on tables for self service.
- Shots, shot bars, grain alcohol and liquor over 100 proof are prohibited at the Bungalow.
- Drinking games, beer bong, flaming drinks and kegs are also prohibited at the Bungalow.
- Home brewed/fermented alcoholic beverages must be approved in writing by your bar service/beverage provider.
- Kinney Bungalow staff or your caterer can refuse service of alcohol to anyone if we/they feel a guest is intoxicated or does not have a valid ID.
- An impervious covering must be provided and used under the beverage-dispensing location and where ice and bar services are located.
- All ice brought into the Bungalow must be contained in watertight containers and *the bar must be set up in designated areas only*.
- Alcohol/bar service can be either "open bar" or "cash bar" at all private events. Religious and non-profit organizations hosting a fundraiser have the option to petition the Town of Narragansett for a Class F or FI license, which would allow the organization to charge for alcohol. A copy of the license must be provided to the Bungalow Event Coordinator a minimum of **three months** prior to the event.
- Alcohol consumption is restricted to the confines of the building and surrounding lawn, and can ONLY be serviced by a licensed and insured cater/bartender
- Consuming alcohol in the parking lot is prohibited.
- Alcohol not provided by the catering/bar service is prohibited.
- Failure to comply with these policies will result in your guests being ask to leave the property immediately.
- Bungalow Staff reserves the right to call Narragansett Police in the event that Bungalow policies are not followed.

RULES AND FEE SCHEDULE ARE SUBJECT TO CHANGE WITHOUT NOTICE

SELF SERVICE ALCOHOL POLICY

- Meetings, birthday parties, reunions, anniversaries, etc. **with 50 people or less. (no exceptions)**
 - This policy will allow the renter to provide and serve beer & wine only without the use of a licensed bartender.
 - **Time constraints for a 5-Hour Event Rentals** alcohol service/consumption can be done within a 4-hour period. All alcohol services must end 1 hour prior to the end of the event.
 - **Time constraints for a 3-Hour Event Rentals**, alcohol service/consumption can be done within a 2-hour period. All alcohol services must end 1 hour prior to the end of the event.
 - **Beer and Wine only.** No shots, no hard alcohol, no kegs.
 - Alcohol is permitted within the footprint of the building only. No alcohol in the parking lot.
-

SELF SERVE ALCOHOL LIABILITY INSURANCE POLICY

HOST LIQUOR Liability INSURANCE, in addition to the General Liability insurance.

- When purchasing the TULIP INSURANCE POLICY, renters will 'check' the option for LIQUOR LIABILITY. (See above for directions to purchase the TULIP Policy)

This should cost no more than \$200.00. If quoted higher, pause and call the office!

RULES AND FEE SCHEDULE ARE SUBJECT TO CHANGE WITHOUT NOTICE

DECORATING SETUP AND TAKEDOWN

- A one-hour period, 9:00am-10:00am may be purchased, for 100.00, for décor **drop off only**, on the morning of your event. This needs to be booked and paid for 3 months prior to your event.
- The Bungalow Event Coordinator, the Bungalow staff, and the Town of Narragansett are not responsible for the loss of or damage to personal property, furnishings, decorations and/or equipment provided by the user and the user's service providers.
- All decorations must meet fire code requirements (i.e., any draped fabric must be Class A fire resistant material). Hay bales and straw are not allowed, etc. If the Bungalow Event Coordinator or attendant determines that the decorations do not meet fire code or constitute a safety hazard of any other kind, the Coordinator and/or attendant may prohibit the use of such decorations.
- Decorations must be placed without the use of tape, staples, nails or other fasteners, both inside and outside of the building. Users may use ribbon, fishing line and floral wire to hang decorations. Common sense and safety awareness must be used in the placement of decorations (i.e., no heavy containers are allowed on the north wall staircase ledge).
- Candles in glass containers are permitted on the tables, on the fireplace mantle, and in the fireplace cavity. The glass container needs to be at least two inch higher than the flame (i.e., votives) and that they are stable in their glass containers, very difficult to tip over, and do not constitute a hazard of any kind. At the end of the event, please extinguish flames and allow the wax to harden before moving them to avoid wax spills. No fog machines are allowed inside or outside the Bungalow.
- Throwing and/or tossing of materials such as confetti, rice, birdseed, etc., is prohibited inside and outside of the Bungalow. Also, the use of bittersweet or other berries that easily drop and stain is prohibited. Flower petals are permitted during the ceremony, **however must be picked up prior to end of event**
- **NO** items of ANY kind are allowed to be “released” from any portion of the Kinney Bungalow property, parking lot, driveway or farm property. This includes: fireworks, Chinese lanterns, balloons, etc. The use of any living creature, including fish, birds and butterflies, is not allowed.

Decorating Info:

Fireplace dimensions: 11' long, 5' deep, ledge is 4"

PHOTOGRAPHY

We understand and appreciate the lure of wanting to have farm related photos taken while renting the Bungalow, especially for weddings. Your rental of Kinney Bungalow **does NOT include Sunset Farm property.** Please do not cross the driveway for photos.

- Farm Stand, Lawn space in front of the farm house, crop field's, and equipment are **OFF LIMITS.**
- The two Bungalow courtyards are **available** for use, which includes the swing under the tree!
- Photos **parking lot side** of the wooden fence lining the field are permitted.

ENTERTAINMENT/MUSIC

- Entertainment and music are permitted inside the Bungalow and outside in designated areas. The Bungalow Event Coordinator must be informed about the type of entertainment/music to be performed or played.
- No pyrotechnics of any kind are allowed.
- Music, entertainment must be suspended 30 minutes prior to the contracted termination of the event and/or no later than 10:30 p.m. This allows for guests to depart in an unhurried manner.
- Users are responsible for the prompt departure of their guests. If they remain in the building past the scheduled time of termination, the user's security deposit may be forfeited.

Please keep in mind that the Bungalow is considered to be a “live” room in music circles.

ON SITE STAFF

- Event attendant(s) will unlock, remain at the Bungalow for the duration of your event, and lock up at the end of the event.
- Attendants are considered 'hands off' and are on site to answer questions, oversee venue policies, and maintain clean/well stocked bathrooms for you and your guests
- Attendants are not responsible for any items the renter brings in or any items left behind.
- Attendants are not responsible for acting as staff for the renter or caterer. Their job is to ensure all rules are being followed.
- Attendants do not act as Day of Coordinators.

REHEARSALS

Rehearsals at the venue cannot be guaranteed, and are based on upon scheduled events.

- Rehearsal time can be requested as early as (3) months prior to your event, and confirmed 6 weeks' prior.
- There is no fee associated with courtyard use for a rehearsal
- There is absolutely no indoor/venue access for a rehearsal
- If the venue is booked the day you have requested a rehearsal, potential time can be designated earlier in the day, or earlier in the week, depending on scheduled events.

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PARKING

- Kinney Bungalow has a parking lot on the Sunset Farm property (west side of the building) and includes 55 parking spots and handicapped parking areas.
- Parking on the grass or farm property is not permitted.
- Service vehicles must park in the designated area when not in the process of unloading and loading and must not block the driveway.
- Event parking must not interfere with normal farm operations.
- Carpooling/Shuttles are encouraged

EVENT SHUTDOWN AND CLEANUP

- Music, entertainment and bar service must be suspended **30 minutes prior** to the contracted termination of the event and/or no later than 10:30 p.m.
 - This allows for guests to depart in an unhurried manner. Users are responsible for the prompt departure of their guests. If they remain in the building past the scheduled time of termination, the user's security deposit may be forfeited.
- All equipment, rentals, decorations, and all other property belonging to users, their service providers and/or their guests must be removed from the building within one hour following the event.
- Any damage to the facility or failure to meet the standards of cleanliness required will cause part or all of the user's security deposit to be retained.
- Caterers/renters are responsible for the cleanup of their events within the one hour allowed at the conclusion of the event, including the lawn areas used and the parking lot.
- The Bungalow must be left clean, removing all event & bathroom trash, decorating refuse, decorations, equipment, caterer supplies etc. from the facility.

INCLEMENT WEATHER PLAN

- Kinney Bungalow allows for ceremony/cocktail hour to be hosted on the dance floor if weather does not permit outdoor use
- The decision to move indoor will need to be made 24 hours in advance.
- Moving indoors less than 24 hours before the ceremony will need to be handled by the catering service

RULES AND FEE SCHEDULE ARE SUBJECT TO CHANGE WITHOUT NOTICE

Kinney Bungalow at Sunset Farm

Table & Chair Inventory Sheet

150 -Natural Wood Folding Chairs w/Padded Seats
INSIDE USE ONLY

80 -White Wooden Chair w/Padded Seats
OUTSIDE USE ONLY

8 -Six foot Rectangular Tables

6 -Eight foot Rectangular Tables

3 -Four foot Rectangular Table

1 – 42” Round Table

17 -60” Round Tables

10-72” Round Tables

8 - 36” Round Café Tables

7 -High Cocktail Tables 30” wide / 42” high

3 -High Chairs (for children)

PLEASE NOTE:

- A final floor chart is due no later than 1 months prior to your event
- All floor charts must be created by a Kinney Bungalow staff member.
- A floor chart draft must be created and on file 3 months prior to your event
- All Additionally Rented Items to be delivered to and picked up from the Bungalow must be ordered from the Town of Narragansett’s approved rental company.
 - If you prefer to order through a different rental company, all items must be carried in and carried out during your rental period by the renter and/or caterer.
- No items brought in by the renter, caterer or other vendors are to be left overnight. Any items found the following day will be disposed of.
- Any furniture used outside on the lawn is not permitted for inside use.

Kinney Bungalow

RESERVATION APPLICATION

Name of individual(s) _____

Email Address _____

Mailing Address _____

Contact Number _____

Proposed Use _____ Approx # Ppl _____

Please note; Ceremony &/OR Reception (if wedding)

Date of Event: _____ Weekday S M T W Th F Sa. (circle one)
Month Day Year

Vendor Set Up Time _____ Event Start Time _____ Event End Time _____ Clean Up _____

Base Rental Fee _____ Deposit Amount _____ Ck # _____
(venue deposit + damage deposit)

Make all checks payable to Kinney Bungalow – and send them to the attention of
Parks & Recreation Dept. - 170 Clarke Road, Narragansett RI 02882

Residency Certification
Check the statement that pertains to the Renter:

I hereby certify that I am not a resident and/or taxpayer of Narragansett, Rhode Island
I hereby certify that I am entitled to status as a resident and/or taxpayer of Narragansett, Rhode Island, thereby qualifying me
for the appropriate rental fee based on residency.
If "yes", the renter must provide proof of Narragansett taxpayer/resident status if applying for the reduced Narragansett resident
rental fee. A Narragansett taxpayer/resident is not permitted to rent or sponsor an event at this facility for a non-resident or
business/organization not based in Narragansett, Rhode Island.

My application for use of Kinney Bungalow at Sunset Farm is submitted to the following: My application is subject to review and approval of
the Kinney Bungalow Event Coordinator and the Director of Parks & Recreation. I have visited Kinney Bungalow and familiarized myself with
its features and limitations. My deposit is non-refundable if I cancel my event after approval for any reason. I agree to abide by all of the Rules
and Guidelines for Private Use of Kinney Bungalow (attached). My actual user fee will be calculated in accordance with the attached schedules.
In case of catastrophic damages to Kinney Bungalow, such as fire or natural disaster that precluded my event from being held, my recourse
against the Town of Narragansett/Parks & Recreation Department and its employees shall be limited to the full refund of fees paid to Kinney
Bungalow.

I have read and understood the conditions governing the use of Kinney Bungalow at Sunset Farm and accept the
responsibilities imposed as detailed in this "Rental Packet". My signature below is acknowledgment that I have read and
understand the rules. Failure to comply with any or all of these rules will result in the loss of my \$700 security/damage
deposit.

Signature of Applicant _____ Date _____

Signature of Event Coordinator _____
(Office use only) Confirmation Email Sent _____ Initials _____

Kinney Bungalow
INDEMNITY AGREEMENT and WAIVER

Agreement made and entered into this ____ day of _____, 20__, by and between the Town of Narragansett (the “Town”) and the undersigned Lessee (“Lessee”) of property owned by the Town;

WHEREAS, the Town is the owner of certain properties which are rented to members of the public for the purpose of holding a variety of functions such as weddings, parties and meetings (“Town Property”); and

WHEREAS, in some cases Lessee asks for permission to serve alcoholic beverages at the functions that are located on Town Property; and

WHEREAS, the Town, under certain circumstances, will allow for the service of alcoholic beverages on Town Property;

NOW, THEREFORE, in consideration of the Town permitting the use of the premises, and for other good and valuable consideration, that during the term of the lease, the parties hereto agree as follows:

1. Lessee agrees to indemnify and save harmless the Town, and its affiliates, officers, employees, agents and/or assigns from and against any and all claims of whatever nature and arising from or related to the service of alcohol by Lessee or Lessee’s agents on Town Property and leased to the Lessee. Included within this scope of this indemnity shall be any and all claims for personal injury, property damage, negligence, punitive damages, attorney’s fees, and other costs of litigation.
2. I agree to indemnify and hold harmless the Town, and its affiliates, officers, employees, agents and/or assigns from any and all loss, damage or injury to both property and persons including, but not limited to, personal injury and damage to or theft from automobiles parked at Kinney Bungalow incurred or suffered by myself or anyone else using the Kinney Bungalow facility.
3. I further agree that I will bring no claim for either personal injury or property damage against the Town of Narragansett. I further agree to release and hold harmless the Town, its affiliates, officers, employees, agents and/or assigns from any and all such claims.
4. In consideration of the Town permitting access and entry to the Kinney Bungalow facility during times when there are no other personnel on duty, I hereby acknowledge on behalf of myself and any other person using the Kinney Bungalow that any use of the Facility during these times shall be at my own risk and that I agree to indemnify and hold harmless the Town, its affiliates, officers, employees, agents and/or assigns from any and all losses, damage or injury resulting from or arising out of my use of the Narragansett Town Facility.

LESSEE
(Authorized Agent if LESSEE is an Entity/Org.)

TOWN OF NARRAGANSETT

Signature

Signature

Print Name

Date

Date

Send to the attention of Event Coordinator,
Parks and Recreation Department
170 Clarke Road, Narragansett, RI 02882
Policies Acknowledgement and Signature Page

Please review the policies below and initial each. This page will be kept with you contract and given to the venue staff on the day of your event.

Event Date _____

I understand and agree to the following policies/guidelines;

_____ The TULIP Insurance Policy is mandatory. I can submit a personal policy for approval by the venue staff.

_____ My venue balance is due no later than **3 months prior** to my event.

_____ Music must suspend no later than 30 minutes prior to my event end time.

_____ Bar service handled by licensed/insurance bartender can run for no more than 5 hours, ending 30 minutes before event end time.

_____ Self-Serve bar service within a **5-hour event** can run for no more than 4 hours, ending 1 hour before event end time.

_____ Self-Serve bar service within a **3-hour event** can run for no more than 2 hours, ending 1 hour before event end time.

_____ All décor brought in for my event **MUST** be removed during the clean-up time; no items are permitted to be left over night.

_____ The cleanup of décor and furniture breakdown is my responsibility as the renter, unless contract with the caterer.

_____ Clean up includes any items used outdoors during ceremony, cocktail hour, etc. (IE décor, flower petals, ceremony chairs/tables, arbor décor, etc.)

_____ Access inside the venue is **ONLY** permitted during the purchased setup hours.

_____ Rehearsals are not guaranteed, and can be schedule no earlier than 3 months prior to my event. Rehearsal **DO NOT** permitted indoor access.

_____ Photography is permitted in the designated Bungalow Courtyards **ONLY**. Farm building, landscape, animals and equipment are strictly prohibited.

I have read and understood the conditions governing the Cancellation Policy of Kinney Bungalow at Sunset Farm and accept the responsibilities imposed as detailed in this form. My signature below is acknowledgment that I have read and understand the rules.

Renters Signature _____ Date _____

Coordinators Signature _____ Date _____

Kinney Bungalow at Sunset Farm - Cancellation Policy

Please initial each policy and sign.

Event Date _____

_____ A **NON-REFUNDABLE VENUE DEPOSIT** to be paid at the time of booking/signing contract.

(\$200.00 for (3) hour event rental) OR (\$500.00 for (5) hour event rental)

_____ **VENUE DEPOSIT** (nonrefundable) can be moved to a future date, if contracted date no longer works.

_____ A (refundable) **DAMAGE DEPOSIT** of \$700.00 to be paid at the time of booking/signing contract.

_____ The \$700.00 **DAMAGE DEPOSIT** becomes NON REFUNDABLE when an event is canceled less than 90 days prior to event date. (otherwise returned 2-4 post event.)

_____ **VENUE BALANCE** is required to be paid in full no later than 90 days prior to your event date. You will receive an invoice from the Kinney Bungalow office at this time.

_____ If your event is canceled BEFORE to the 90-day mark, no monies are owed to Kinney Bungalow for the **VENUE BALANCE**.

I have read and understood the conditions governing the Cancellation Policy of Kinney Bungalow at Sunset Farm and accept the responsibilities imposed as detailed in this form. My signature below is acknowledgment that I have read and understand the rules.

Signature of Renter _____ Date _____

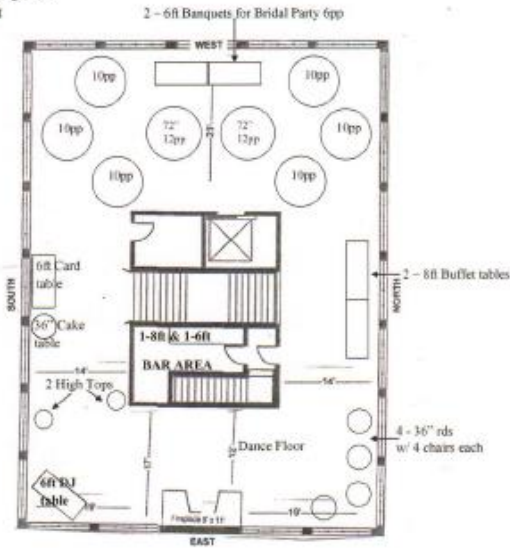
Signature of Event Coordinator _____ Date _____

Please read all Rules & Guidelines before signing. Return with you Reservation Application.

Thank you again for choosing Kinney Bungalow.

RULES AND FEE SCHEDULE ARE SUBJECT TO CHANGE WITHOUT NOTICE

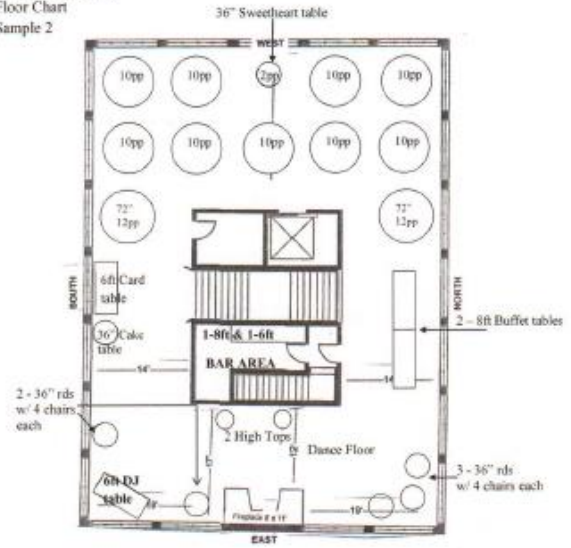
Kinney Bungalow
Floor Chart
Sample 1



OUTSIDE
30 White Garden Chairs for Ceremony

All Floor Charts are to be created by the Bungalow Staff.
Please work with us to modify a sample to suit your special day.

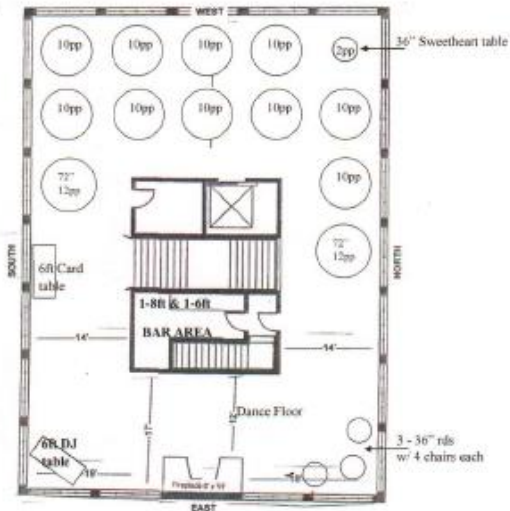
Kinney Bungalow
Floor Chart
Sample 2



OUTSIDE
30 White Garden Chairs for Ceremony

All Floor Charts are to be created by the Bungalow Staff.
Please work with us to modify a sample to suit your special day.

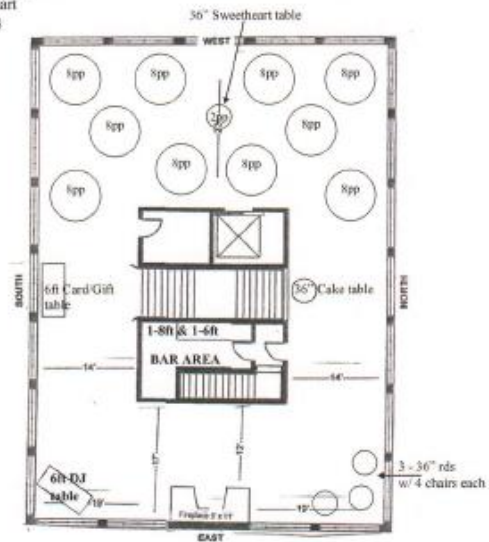
Kinney Bungalow
Floor Chart
Sample 3



OUTSIDE
30 White Garden Chairs for Ceremony

All Floor Charts are to be created by the Bungalow Staff.
Please work with us to modify a sample to suit your special day.

Kinney Bungalow
Floor Chart
Sample 5



OUTSIDE
30 White Garden Chairs for Ceremony

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Please work with us to modify a sample to suit your special day.