

Kansas Historical Society

Red Rocks State Historic Site Facility Rental Contract

Complete and return the highlighted copy with the reservation deposit to: Red Rocks State Historic Site, 927 Exchange Street, Emporia KS 66801.

Event contact: _____ Organization: _____
 Event date: _____ Address: _____
 Event description: _____
 Space reserved: _____ Phone: _____
 Access time: _____ Event time: _____
 Number attending: _____

Rental details	Fee
TOTAL	
Deposit due with contract	
Remainder due on or before event date	

Special needs/disabilities: _____

Additional comments: _____

We acknowledge receipt of the information on rental fees, reservation deposit, damage inspection, and cancellation policy. We acknowledge that we have read and accept the terms, conditions and regulations printed on the reverse side of this form, which hereby becomes a part of this contract. We understand that in addition to any and all legal and equitable remedies which the Kansas Historical Society may have, that at its option, it may cancel any contract and reservation in any case involving non-compliance with terms, conditions and regulations of this contract, or for non-payment of the contract sum. SEE TERMS, CONDITIONS AND REGULATIONS ON REVERSE SIDE.

Signed: _____

Title _____ Date _____



*Kansas state agencies and not-for-profit organizations are eligible for a discount off the regular site facility rental rate. Organizations must return a copy of their 501(c)(3) non-profit status certificate with the signed contract to receive the discounted rate. If payment is being made by a state agency, it must be submitted on an interfund voucher.

Rental Terms, Conditions, and Regulations

1. The renter agrees to abide by the rules and regulations of the Kansas Historical Society and agrees to abide by, conform to and comply with all the laws of the United States and the State of Kansas including the Americans With Disabilities Act and all the ordinances of the city of Emporia, together with all rules and requirements of the Police, Fire and Health Departments of the city of Emporia, and will not do, or suffer to be done, anything on the premises during the term of this agreement, in violation of any such rules, laws or ordinances, and it is understood that this contract may be terminated and canceled by the Kansas Historical Society for any of these reasons. The Kansas Historical Society reserves the right to change or cancel this contract in the event of a building emergency.
2. The Kansas Historical Society of the State of Kansas shall not be responsible for any injury, loss or damage that may occur to the renter's officers, agents, employees or persons admitted to the premises by the renter, its officers, agents, or employees; or to property, prior to or during or subsequent to the period covered by this contract. All property brought onto the premises by the renter shall be at the risk of the renter. The Kansas Historical Society shall not be eligible for any loss or damage thereto, or for any injury to the renter, its officers, agents, or employees. The renter agrees to provide any necessary legal representation for any loss or danger, which may arise out of the premises described in this rental agreement.
3. The renter shall adhere to all safety regulations. Renters must make themselves completely familiar with and comply with all fire and safety regulations of the Red Rocks State Historic Site. The renter shall be liable for any damages or injury caused by it, its officers, agents, employees or persons admitted to the premises by the renter, its officers, agents or employees.
4. The renter, its officers, agents, or employees agree not to interfere in any way with the ordinary use by others of any portion of the building or grounds. The renter shall not sublet, divide or share the rental space with any other than those identified in this contract without expressed written permission of the Kansas Historical Society. Disturbing noises or forms of attracting attention to which objection may be raised will not be permitted.
5. Rental applications, signed contracts and agreements must be returned at least 14 days in advance of the date of the event. Contracts must be accompanied by 25 percent of the total rental fee or \$25 (twenty-five dollars), whichever is greater; this reservation deposit will be applied to the balance of rental fees due. Please make checks payable to the Kansas State Historical Society. Cancellation of the event less than 10 days in advance of the scheduled date of the event will result in forfeiture of the reservation deposit. Payment of the balance of rental fees is due on or before the scheduled date of the event.
6. No renter may serve any form of food or beverage without prior approval. Food service providers hired by the renter must return a signed Food Service Agreement to the Kansas Historical Society at least 14 days in advance of the date of the contracted event, accompanied by a food service deposit in the amount indicated on the agreement. Alcoholic beverages are allowed under a special application process as authorized by K.S.A. 76-2036 and amendments thereto concerning rules and regulations of the Kansas Historical Society. Equipment agreement form and set up must be approved by agency representative no later than two weeks (14 days) before the event date.
7. The renter, its officers, agents, employees or persons admitted to the premises by the renter shall not injure, mar, nor in any way deface the premises or any equipment contained therein and will not drive, or permit to be driven, nails, hooks, staples, tacks, screws or similar devices into any part of said building or equipment contained therein, and will not make or allow to be made any alterations of any kind to said building or equipment contained therein, and will not affix or permit to be affixed by adhesives any sign, poster, notice or graphics of any description. At the conclusion of an event, a representative of the Kansas Historical Society will conduct an inspection of the premises and equipment. The renter, its officers, agents or employees agree that if premises are damaged by an act, default, or negligence of the renter or its officers, agents or employees, the renter shall pay to the Kansas Historical Society upon demand, such sum as shall be necessary to restore said premises and/or equipment to their original condition. While normal custodial cleaning at the conclusion of the event is considered part of the rental fee, extraordinary cleaning necessary to return any facility and/or equipment to its original condition will be billed to the renter at a minimum charge of \$25 per staff hour. Charges invoiced to the renter are due within 30 days of billing.

Authorized Representative (signature)

Kansas Historical Society Representative



Date: _____

Kansas Historical Society

Red Rocks State Historic Site Food Service Agreement

Complete and return the highlighted copy with the reservation deposit to: Red Rocks State Historic Site, 927 Exchange Street, Emporia KS 66801.

Catering firm: _____ Catering phone: _____
 Catering contact: _____ Address: _____
 Event contact: _____ Organization: _____
 Event date: _____ Event description: _____
 Access time: _____ Space reserved: _____
 Dine time: _____

Catering Procedures	
Arrival time:	
Unloading location	
Caterer prep site:	
Food Service site:	
Clean-up requirements	<ul style="list-style-type: none"> Wipe clean food prep tables/counters Wipe up food or spills on floor Bag trash in receptacles provided
Post-event loading location	
Equipment removed by:	

Special needs/disabilities: _____

Additional comments: _____

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Signed: _____

Title _____ Date _____



Rental Terms, Conditions, and Regulations

1. The renter agrees to abide by the rules and regulations of the Kansas Historical Society and agrees to abide by, conform to and comply with all the laws of the United States and the State of Kansas including the Americans With Disabilities Act and all the ordinances of the city of Emporia, together with all rules and requirements of the Police, Fire and Health Departments of the city of Emporia, and will not do, or suffer to be done, anything on the premises during the term of this agreement, in violation of any such rules, laws or ordinances, and it is understood that this contract may be terminated and canceled by the Kansas Historical Society for any of these reasons. The Kansas Historical Society reserves the right to change or cancel this contract in the event of a building emergency.
2. The Kansas Historical Society of the State of Kansas shall not be responsible for any injury, loss or damage that may occur to the renter's officers, agents, employees or persons admitted to the premises by the renter, its officers, agents, or employees; or to property, prior to or during or subsequent to the period covered by this contract. All property brought onto the premises by the renter shall be at the risk of the renter. The Kansas Historical Society shall not be eligible for any loss or damage thereto, or for any injury to the renter, its officers, agents, or employees. The renter agrees to provide any necessary legal representation for any loss or danger, which may arise out of the premises described in this rental agreement.
3. The renter shall adhere to all safety regulations. Renters must make themselves completely familiar with and comply with all fire and safety regulations of the Red Rocks State Historic Site. The renter shall be liable for any damages or injury caused by it, its officers, agents, employees or persons admitted to the premises by the renter, its officers, agents or employees.
4. The renter, its officers, agents, or employees agree not to interfere in any way with the ordinary use by others of any portion of the building or grounds. The renter shall not sublet, divide or share the rental space with any other than those identified in this contract without expressed written permission of the Kansas Historical Society. Disturbing noises or forms of attracting attention to which objection may be raised will not be permitted.
5. Rental applications, signed contracts and agreements must be returned at least 14 days in advance of the date of the event. Contracts must be accompanied by 25 percent of the total rental fee or \$25 (twenty-five dollars), whichever is greater; this reservation deposit will be applied to the balance of rental fees due. Please make checks payable to the Kansas Historical Society. Cancellation of the event less than 10 days in advance of the scheduled date of the event will result in forfeiture of the reservation deposit. Payment of the balance of rental fees is due on or before the scheduled date of the event.
6. No renter may serve any form of food or beverage without prior approval. Food service providers hired by the renter must return a signed Food Service Agreement to the Kansas Historical Society at least 14 days in advance of the date of the contracted event, accompanied by a food service deposit in the amount indicated on the agreement. Alcoholic beverages are allowed under a special application process as authorized by K.S.A. 76-2036 and amendments thereto concerning rules and regulations of the Kansas Historical Society. Equipment agreement form and set up must be approved by agency representative no later than two weeks (14 days) before the event date.
7. The renter, its officers, agents, employees or persons admitted to the premises by the renter shall not injure, mar, nor in any way deface the premises or any equipment contained therein and will not drive, or permit to be driven, nails, hooks, staples, tacks, screws or similar devices into any part of said building or equipment contained therein, and will not make or allow to be made any alterations of any kind to said building or equipment contained therein, and will not affix or permit to be affixed by adhesives any sign, poster, notice or graphics of any description. At the conclusion of an event, a representative of the Kansas Historical Society will conduct an inspection of the premises and equipment. The renter, its officers, agents or employees agree that if premises are damaged by an act, default, or negligence of the renter or its officers, agents or employees, the renter shall pay to the Kansas Historical Society upon demand, such sum as shall be necessary to restore said premises and/or equipment to their original condition. While normal custodial cleaning at the conclusion of the event is considered part of the rental fee, extraordinary cleaning necessary to return any facility and/or equipment to its original condition will be billed to the renter at a minimum charge of \$25 per staff hour. Charges invoiced to the Renter are due within 30 days of billing.

Authorized Representative (signature)

Kansas Historical Society Representative



Date: _____

Kansas Historical Society

Red Rocks State Historic Site Request to Serve Alcohol

Complete and return the highlighted copy with the reservation deposit to: Red Rocks State Historic Site, 927 Exchange Street, Emporia KS 66801.

Event contact: _____ Organization: _____
 Event date: _____ Address: _____
 Event description: _____ Phone: _____
 Space reserved: _____ Number attending _____
 Access time: _____ Event time: _____

Type of alcohol to be served:	Beer	Wine	Liquor
Are you charging for alcohol	<input type="checkbox"/> *yes <input type="checkbox"/> no	<input type="checkbox"/> *yes <input type="checkbox"/> no	<input type="checkbox"/> *yes <input type="checkbox"/> no

*If yes, a copy of the ABC temporary License must be supplied to the site administrator seven (7) days before the event.

Authorization to serve alcoholic beverages at the Red Rocks State Historic Site must be approved by the site administrator, as granted by KSA 41-719, KSA 76-2036, and amendments thereto concerning rules and regulations of the Kansas Historical Society. Alcohol will not be permitted in the facilities of the Kansas Historical Society without proper filing of this form.

Alcohol will only be allowed in those areas designated by this authorization. Alcohol may not be consumed in the street or other areas not designated by this authorization.

You must insure that no person under the age of twenty-one (21) years will be served alcohol.

Guests may not bring alcoholic beverages to the Red Rocks State Historic Site.

I, the undersigned, hereby certify that I am duly authorized to sign this agreement on behalf of the renter ("event contact") requesting use of the Kansas Historical Society facilities. It is hereby agreed by and between the parties that the renter requesting use of the facilities of the Kansas Historical Society, will be entirely and solely responsible for the acts of its officers, agents, employees, guests or persons permitted by the renter of its officers, agents or employees to enter the premises while engaged in activities at the facilities of the Kansas Historical Society as covered by this agreement. The renter agrees for itself, successors, or assigns that it will provide any necessary legal representation against all claims, demands, suits or judgments asserted, made or recovered by any and all persons on account of the negligent acts or omissions of the renter, its officers, agents or employees, arising out of the use of the facilities of the Kansas Historical Society as herein provided. The renter further agrees to abide strictly by the regulations governing the use of the facilities.

Signed: _____

Title _____ Date _____



Kansas state agencies and not-for-profit organizations are eligible for a discount off the regular site facility rental rate. Organizations must return a copy of their 501(c)(3) non-profit status certificate with the signed contract to receive the discounted rate. If payment is being made by a STATE AGENCY, it must be submitted on an INTERFUND VOUCHER.

Rental Terms, Conditions, and Regulations

1. The renter agrees to abide by the rules and regulations of the Kansas Historical Society and agrees to abide by, conform to and comply with all the laws of the United States and the State of Kansas including the Americans With Disabilities Act and all the ordinances of the city of Emporia, together with all rules and requirements of the Police, Fire and Health Departments of the city of Emporia, and will not do, or suffer to be done, anything on the premises during the term of this agreement, in violation of any such rules, laws or ordinances, and it is understood that this contract may be terminated and canceled by the Kansas Historical Society for any of these reasons. The Kansas Historical Society reserves the right to change or cancel this contract in the event of a building emergency.
2. The Kansas Historical Society of the State of Kansas shall not be responsible for any injury, loss or damage that may occur to the renter's officers, agents, employees or persons admitted to the premises by the renter, its officers, agents, or employees; or to property, prior to or during or subsequent to the period covered by this contract. All property brought onto the premises by the renter shall be at the risk of the renter. The Kansas Historical Society shall not be eligible for any loss or damage thereto, or for any injury to the renter, its officers, agents, or employees. The renter agrees to provide any necessary legal representation for any loss or danger, which may arise out of the premises described in this rental agreement.
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Authorized Representative (signature)

Kansas Historical Society Representative



Date: _____

Kansas Historical Society

Red Rocks State Historic Site Equipment Set Up Agreement

Complete and return the highlighted copy with the reservation deposit to: Red Rocks State Historic Site,
927 Exchange Street, Emporia KS 66801

Equipment firm: _____ Equipment firm phone: _____
 Equipment contact: _____ Address: _____
 Event contact: _____ Organization: _____
 Event date: _____ Event description: _____
 Access time: _____ Space reserved: _____

Set up procedures	
Arrival Time:	
Unloading location	
Set up site:	
Food service site:	
Clean-up requirements	<ul style="list-style-type: none"> Take down all equipment Remove all trash
Post-event loading location	
Equipment removed by:	

Special needs/disabilities: _____

Additional comments: _____

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Signed: _____

Title _____ Date _____



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2. The Kansas Historical Society of the State of Kansas shall not be responsible for any injury, loss or damage that may occur to the renter's officers, agents, employees or persons admitted to the premises by the renter, its officers, agents, or employees; or to property, prior to or during or subsequent to the period covered by this contract. All property brought onto the premises by the renter shall be at the risk of the renter. The Kansas Historical Society shall not be eligible for any loss or damage thereto, or for any injury to the renter, its officers, agents, or employees. The renter agrees to provide any necessary legal representation for any loss or danger, which may arise out of the premises described in this rental agreement.
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Authorized Representative (signature)

Kansas Historical Society Representative



Date: _____

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Addendum to All Kansas Historical Society Contracts Red Rocks State Historic Site Policies and Guidelines

Rental Times

Contracts are based on access time – this access time is noted on the contract.
Use of the Kansas Historical Society (KSHS) facilities beyond the contractual time may result in additional fees.

Food Policies

Clients may contract with the caterer of their choice but are required to complete and return a food service agreement form with their deposit.

Alcohol Policies

All clients who wish to serve alcohol must complete and return a request to serve alcohol form with their deposit.
A valid liquor license must be posted at the event if a cash bar is provided or if the event requires guests to pay for entry.
If a client provides alcohol to guests at no charge then no liquor license or bartender is required.
No guests under the age of 21 years are allowed alcoholic beverages.
Guests are not permitted to bring their own alcohol.

Set-Up

An event set-up form will be completed through coordination between the client and Historical Society staff.
Set-ups must be confirmed no less than two weeks prior to the event. Major changes to the set-up made less than two weeks prior to the event may result in additional charges.

Decorations

No table or chair coverings are provided.
No tape is allowed on walls, ceilings, or floors.
No confetti is allowed.
All plants/flowers must be treated for pests (this is usually done by the florist).
Candles must be in a container so that the top of the flame is lower than the top of the container.

Museum

If the contract agreement includes tour of museum, this will be included in the price.
A museum monitor will be present to open/close the house.
No food or drink is permitted in the museum.

Rain Back-Up

A foul-weather contingency plan will be made for all events scheduled outdoors. This plan will be completed no less than two weeks prior to the event.
On the day of the event, the client must notify site at least two hours prior to the start of the event if the contingency plan is to be used. To do this, the client should call 620-342-2800 or 620-870-2489.
Clients are charged for the additional contingency space only if it is used.

Signed: _____

Title _____ Date _____

