



## **NEWPORT HISTORICAL SOCIETY (NHS) PERMISSION AND CONDITIONS FOR USE OF SOCIETY PROPERTIES**

### **GENERAL INFORMATION**

These guidelines are designed for any agency or individual wishing to use any one of the Newport Historical Society's properties, whether that property is owned or managed by the historical society. The historical society's buildings are available for meetings, lectures, events, religious services, ceremonies, photo/film shoots, and other approved uses. The Newport Historical Society does reserve the right to deny use of any property under its ownership or management without cause. Commercial activities and fundraisers for other organizations are subject to particular examination.

While the society encourages access to and use of its properties, the first responsibility is to the buildings themselves, and to the collections housed within. Adherence to these guidelines by host agencies, caterers, decorators/designers, photographers/film crews and others will allow for appropriate use of these historic buildings while ensuring that they and their contents are not compromised. Event hosts, caterers and decorators must preview the facility with an NHS representative at least two weeks in advance of the event.

### **GUEST CAPACITY**

The maximum number of guests at an NHS property is determined by local fire code. Attendance will be determined by the capacity of the site and the nature of the event, and will be limited to a number agreed upon by the renter and the Newport Historical Society. Under no circumstances will the attendance exceed capacity as determined by the Newport Fire Department.

### **FUNCTION HOURS**

Most NHS properties are available for functions from 9:00 am until 11:00 pm, weekdays and weekends, except certain holidays. Rentals are for four-hour minimums, including set-up and breakdown time.

### **NHS FACILITATION AND SUPERVISION**

The NHS uses *Events on Land & Sea* to assist with the supervision and facilitation of all events held on NHS property. An appropriate fee for this service for each event will be established and added to the rental fee for any event. *Land & Sea* may in some circumstances also be retained to plan your event; this will require a separate contract. The representative from *Land & Sea* will be responsible for ensuring that all NHS policies are followed and that our historic buildings are protected.

## **DETERMINATION OF FEE**

The rental fee and all extras, plus a fee for facilitation and supervision of the property, will be calculated into a comprehensive fee by NHS after an initial consultation. Fees are generally not negotiable; a non-profit rate may apply for non-profit institutional lessors.

## **APPLICATION, DEPOSIT AND PAYMENT SCHEDULE**

Applications to use NHS properties may be made in writing using the NHS downloadable form. A non-refundable deposit of fifty (50) percent of the full rental fee is required to secure a date. The balance of the rental fee, with a refundable damage deposit of \$150, is due thirty (30) days prior to the event. In the event of cancellation, payments received less a fifteen (15) percent processing fee (calculated at 15% of the total rental fee), will be refunded if written cancellation is received sixty (60) days prior to the event.

## **LIABILITY INSURANCE**

Proof of general liability insurance in the amount of \$1,000,000, naming the Newport Historical Society, and in some cases the State of Rhode and/or the City of Newport as additional insureds is generally required of all providers working or offering services on our properties.

## **FIRE PREVENTION**

Smoking is prohibited in all NHS properties. Open flame –including candles, food warmers, sparklers and the like- whether used for cooking, decoration or any other purpose is expressly forbidden at all times.

## **CHILDREN**

All children under the age of twelve (12) must be supervised at all times throughout an event. There are no baby-sitting facilities or diaper changing facilities at any NHS property.

## **ACCESS TIMES**

Lessee, vendors and their staffs will have access to the property for set up at times agreed to upon execution of the contract. All delivery and pick-up times must fall within the contracted time period, unless otherwise agreed to in writing.

## **CLEAN UP**

NHS properties must be left clean and free of all decorations, trash, rented furnishings and equipment, and all other materials associated with the event. Removal of all such materials must occur within contracted time period, unless otherwise agreed to in writing. If janitorial services are required after the lessee has vacated the property, the damage deposit will be forfeited in its entirety. Should the damage deposit be insufficient to cover the cost of janitorial services, the lessee will be billed for the balance due.

The damage deposit also will be applied to any and all damages to NHS property. Should the damage deposit be insufficient to cover the cost to replace or repair damaged NHS property, the lessee will be billed for the difference.