

# Grinter Event Space Reservation Form

TODAY'S DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

Event Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Event time: \_\_\_\_\_ to:

Payment and deposit for the room must be paid in full in order to hold the rental. A refundable security (damage) deposit is required for all room reservations.

Responsible Person: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

(Please check if applicable) Please email me information about upcoming Grinter opportunities and activities.

Type of Event: \_\_\_\_\_

Will there be Alcohol of any type? Yes \_\_\_\_\_ No \_\_\_\_\_ ([theeventhelper.com](http://theeventhelper.com))

By signing this Rental Agreement, I confirm that I have read, fully understand, and agree to abide by all of the Grinter Place Friends, Inc. rules and regulations as set forth in the policy Rental Agreement which has been given to me and is in my possession. I further confirm by my signing this Rental Agreement that I will be present at all times during the function. I also understand that no release or refund of security will be made until Grinter Place Friends, Inc. approves the condition and cleanliness of the event space.

**This agreement is invalid unless signed by both the Primary Renter & a Grinter Place Friends, Inc. representative.**

RENTER'S SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

AUTHORIZED REPRESENTATIVE: \_\_\_\_\_

**TO BE COMPLETED BY REPRESENTATIVE**

**DEPOSIT \$200**

Paid: \_\_\_\_/\_\_\_\_/\_\_\_\_ Cash \_\_\_\_\_ VENMO \_\_\_\_\_

Payments: \_\_\_\_\_ Date: \_\_\_\_\_

\$100 PER HOUR RENTAL FEE TOTAL = \_\_\_\_\_

TOTAL DUE 30 DAYS BEFORE EVENT: \_\_\_\_/\_\_\_\_/\_\_\_\_

Paid: \_\_\_\_/\_\_\_\_/\_\_\_\_ Cash \_\_\_\_\_ VENMO \_\_\_\_\_

Rent Amount to treasurer: \_\_\_\_\_ date: \_\_\_\_\_ Initials: \_\_\_\_\_

Deposit repayment: \_\_\_\_\_ date: \_\_\_\_\_ Initials: \_\_\_\_\_

# Grinter Event Space Rental Terms

(Please read and initial next to each policy and sign and date at the bottom)

## Grinter Place Friends, Inc. Mission Statement:

The purpose of Grinter Place Friends, Inc. is to promote and support the preservation and interpretation of the Grinter Place State Historic Site as it relates to the interaction of cultures in 19<sup>th</sup> century Kansas. Grinter Place Friends, Inc. shall maintain the grounds and structures at 1400 South 78<sup>th</sup> Street. Grinter Place Friends, Inc. shall provide supplemental funding, volunteer services, advocacy, public relations assistance, community involvement and educational services to support the Grinter Place State Historic Site as well as the location at 1400 South 78<sup>th</sup> Street.

YOUR RENTAL HELPS SUPPORT THE NON-PROFIT GROUP, GRINTER PLACE FRIENDS, INC. THANK YOU FOR YOUR RENTAL!

Contact: 913/334-2500, [Grintereventspace@gmail.com](mailto:Grintereventspace@gmail.com), or 1140 South 78th Street, Kansas City, Ks 66111

Renter : \_\_\_\_\_ Date(s) of Rental: \_\_\_\_\_

\_\_\_\_\_ 1) Renters are required to provide a **\$200.00** damage deposit at the time of the reservation.

Cash or VENMO.

## How to make a Venmo Payment:

**Send to @Grinter-Friends Phone digits: 1553**

VENMO is used as a convenience for our renters. Please use the name or the type of event you are having or an emoji that represents the event. Using words such as "rental" or "event space" can result in a charge to GPF. Examples: Birthday or a cake emoji, Baby Shower or a baby emoji, DO NOT SELECT, "PAYING FOR A GOOD OR SERVICE?" as this can result in a charge to GPF. Any charges incurred by GPF will be deducted from your deposit. Thank You!

The deposit is separate from the rental rate and does not contribute to the total rental fee due. A signed contract along with a refundable deposit is required to reserve the event space. The entire deposit will be returned within 30 days of the day after a rental is complete, unless there are damages, policy violations, or misconduct. In the event that damages to the facility or its equipment should exceed the deposit, the deposit will be retained and the renter will be assessed additional charges. Any additional charges will not exceed the cost of the repair, including labor, or the replacement of the damaged items. The client will be notified of any violations or damages by phone, text, email, or mail. The deposit covers any damage to the room/table/chairs and all other items

\_\_\_\_\_ 2) Rentals must be **paid in full 30 days prior to the rental date** by cash or Venmo.

\_\_\_\_\_ 3) Renter certifies that no alcohol including beer, wine or liquor will be served or brought onto the property by them or any of their guests at this event unless they have secured the necessary EVENT INSURANCE and a copy of their policy must be supplied 30 days before the event. Grinter Place Friends, Inc. must be listed as a beneficiary on this policy. Failure to provide the necessary insurance can result in the forfeiture of the entire deposit. ([theeventhelper.com](http://theeventhelper.com)) The sale of any alcoholic drinks are strictly prohibited.

\_\_\_\_\_ 4) The renter's rental time starts and ends as originally scheduled. Renter is to call upon arrival so that the facility may be opened and the alarm turned off. Please call when ready to depart the building. **Renter must be totally out of the building at the end of their rental time.** At the closing time of the event, the doors will be locked automatically and the alarm will be set even if you have not called. **FAILURE TO CALL CAN RESULT IN DEDUCTIONS FROM YOUR DEPOSIT.** If any alarm charges are incurred or if someone must personally go to the building, charges will be passed along to the renter and withheld from the deposit. **913/334-2500**

\_\_\_\_\_ 5) Cancellation Policy

The fee schedule for cancellations is as follows:

- Cancellations between 30-59 days in advance will receive 50% of amount paid
- Cancellations between 15-29 days in advance will receive 25% of amount paid
- Cancellations 14 days or less will forfeit entire amount paid

\_\_\_\_\_ 6) Grinter Place Friends, Inc. reserves the right to cancel the rental without prior notice to Renter in the event that the facility cannot be opened or used due to fire, plumbing structural or electrical failure; or should severe weather or other acts of God prevent the opening of the facility. In such cases a full refund of the Renter's deposit and paid fees will be made.

- \_\_\_\_\_ 7) Transfer Policy
- a) Change of dates may be allowed, at the discretion of Grinter Place Friends, Inc., and based on availability of facilities and staff. There may be charges for making changes.
  - b) Reservations may not be transferred from one person to another.
- \_\_\_\_\_ 8) Grinter Place Friends, Inc. reserves the right to shut down any event that is not following the rules of the rental agreement or laws of the state and local governments.
- \_\_\_\_\_ 9) The renter signing the agreement must be present during the entire time of the rental.
- \_\_\_\_\_ 10) Reservations require complete cleanup of the room including taking all food/trash out to the dumpster and putting it in the dumpster, cleaning up any spills, sweeping floors (do not mop the hardwood floor), carpet, etc. This is the responsibility of the person who made the reservation. You are responsible for bringing all cleaning supplies you will need to clean. Table and Chairs must be returned to their original set-up. We do not supply any cleaning items. We do supply trash bags.
- Tables and chairs are to be wiped down and put back as they were found. Follow the layout for placement (located on the clipboard). Any tables brought down from the landing, must be returned to the landing. Three chairs are set up under the open side of the table (not against the wall). Extra chairs are to be stacked under the stairs in one direction. If our cleaning crew has to return extra tables to the landing, you will be charged \$25 per table. If our cleaning crew has to deal with unorganized chairs, their fee will be passed along to you.**
- \_\_\_\_\_ 11) All decorating, removal of decorations and cleanup, etc. of the room must be completed within your reservation time. You will not be allowed in earlier or later than designated times on your reservation form.
- \_\_\_\_\_ 12) If you require any extra time, a fee will be charged to you at the hourly rate.
- \_\_\_\_\_ 13) Any decorating, coverings, pictures, or changes to the facilities should be discussed at the time of the rental application. Painters tape or 3M masking tape use is allowed, but must be removed following the event. No duct tape, packing tape, clear plastic tape, nails, staples, screws, etc. are allowed for use on tables, walls or other equipment/facilities. Do not stand on Chairs. Do not stand or sit on tables. Not following these rules can result in charges to your deposit.
- \_\_\_\_\_ 14) NO rice, glitter, confetti, birdseed, sand, silly string, glue, bleach, acid, etc. may be used at any time, in any room. No smoke machines. No bubble machines. No dance wax. No LIQUIDS ON THE HARDWOOD FLOOR. Failure to follow these rules can result in charges to your deposit.
- \_\_\_\_\_ 15) All balloons and balloon arches must be taken with you or totally popped and put in the dumpster. Failure to dispose of balloons properly or if debris is left on the grounds or in our woods it will result in charges to your deposit.
- \_\_\_\_\_ 16) No propane or flames of any kind are allowed in the building. Small, regular sized, birthday candles may be used on a cake. Not following these rules can result in charges to your deposit.
- \_\_\_\_\_ 17) No charcoal or charcoal grills of any kind. Propane grilles may be used in the parking lot only not in grassy areas. Not following these rules can result in charges to your deposit.
- \_\_\_\_\_ 18) Smoking is strictly prohibited in the Event Space. Failure to comply with this rule will result in the forfeiture of your deposit.
- \_\_\_\_\_ 19) No weapons, personal weapons, guns or handguns are permitted at the event center or on the grounds. Not following these rules can result in charges to your deposit.
- \_\_\_\_\_ 20) Do not leave doors open during the event and DO NOT open any windows. If the North door is opened, you must insure it is completely closed and locked before checking out of the building. If the North Door was open, please make sure it is closed and locked. We receive a notice every time this door is opened. If the double doors at the front door are open, you must latch the second door. We receive a notice every time this second door is opened. If an alarm is set off because these doors were not properly secured, you will be charged an alarm fee. Not following these rules can result in charges to your deposit irregardless of an alarm..
- \_\_\_\_\_ 21) Beer kegs, coolers or other sources of moisture MUST NOT be placed on the wooden, parquet floors. Not following these rules can result in charges to your deposit.
- \_\_\_\_\_ 22) Youth functions are required to have one adult chaperone present per 15 minors. A minor is anyone under the age of 21. Not following these rules can result in charges to your deposit.

\_\_\_\_\_23) No Trampolines, No Bounce Houses, No mechanically operated amusement devices or rides, Not following these rules can result in charges to your deposit.

\_\_\_\_\_24) No Fireworks. Not following these rules can result in charges to your deposit.

**Security: Cameras in the hall and on the grounds are for your protection. It is the policy of Grinter Place Friends, Inc. that no firearms or personal weapons are permitted on or in any property owned by Grinter Place Friends, Inc. All events must conclude by 11PM.**

IN CONSIDERATION OF MY BEING ABLE TO USE THE FACILITIES OF THE GRINTER PLACE FRIENDS, INC. FOR MY EVENT, AND FOR AND ON BEHALF OF MYSELF, MY HEIRS, EXECUTORS, ADMINISTRATORS, PERSONAL REPRESENTATIVES AND ASSIGNS, I DO HEREBY WAIVE ALL CLAIMS FOR DAMAGE OR LOSS TO MY PERSON/PROPERTY AND ALL DEMANDS AND LIABILITY WHICH MAY BE CAUSED BY ANY ACT OR FAILURE TO ACT OF AND BY, AND I DO HEREBY RELEASE, DISCHARGE, AND HOLD HARMLESS, THE GRINTER PLACE FRIENDS, INC., THE OWNERS, MANAGERS, AND LEASEES OF ANY REAL PROPERTY ON WHICH SUCH PROGRAM MAY BE CARRIED ON, AND THEIR RESPECTIVE OFFICERS, BOARD MEMBERS, EMPLOYEES, AGENTS, INSTRUCTORS, CONTRIBUTORS TO SUCH PROGRAMS AND TRUSTEES OF AND FROM ANY AND ALL SUCH CLAIMS, DEMANDS, LOSS, DAMAGE, AND LIABILITY ALL OF WHICH ARISE OUT OF OR IN CONNECTION WITH MY PARTICIPATION IN THIS PROGRAM AND FACILITY. I DO FURTHER UNDERSTAND AND AGREE THAT THE ABUSE OR MISUSE OF ANY GRINTER PLACE FRIENDS, INC. FACILITY, OR VIOLATION OF ANY ESTABLISHED RULES AND REGULATIONS OF THE FACILITY, CAN RESULT IN THE CANCELLING OF A FACILITY RESERVATION, FORFEITURE OF MY DEPOSIT AND/OR REFUSING THE USE AT ANY TIME, NOW OR IN THE FUTURE.

SIGNATURE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

VOLUNTEER INITIALS: \_\_\_\_\_ DATE: \_\_\_\_\_

**Assumption of the Risk and Waiver of Liability Relating to COVID-19**

A worldwide pandemic has been declared due to COVID-19 which is an extremely contagious virus which spreads from human to human contact. As a result, as of May 26, 2020, the State of Kansas has designated authority to local officials to determine appropriate restrictions on gatherings and recommendations for social distancing.

Grinter House Friends, Inc. requests that all visitors follow the current local guidelines as designated by the Kansas City Kansas Unified Government to reduce the spread of COVID-19; however, Grinter House Friends, Inc. cannot guarantee that visitors will not be infected with COVID-19. Attending functions at any facility managed by Grinter House Friends, Inc. may increase the risk of exposure to COVID-19.

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By signing this agreement as the renter of any facility managed by Grinter House Friends, Inc., I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that any guests may be exposed or infected by COVID-19 and that such exposure or infection may result in personal injury, illness, permanent disability and death. I understand as the renter, that I am responsible for ensuring that all guests follow the current local guidelines in place at the time of the rental, including limits on group size and social distancing recommendations.

I understand that the risk of becoming exposed to or infected by COVID-19 at any facility managed by Grinter House Friends, Inc. may result from the actions, omissions, or negligence by myself and others, including, but not limited to, guests invited by the renter.

I voluntarily agree to assume the risks stated above and agree to comply with all local guidelines and restrictions as set forth by the Kansas City Kansas Unified Government on the date of rental.

I hereby release, covenant not to sue, discharge and hold harmless Grinter House Friends, Inc., its members, agents and representatives, of and from the Claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any Claims based on the actions, omissions or negligence of Grinter House Friends, Inc., its agents or representatives, whether a COVID-19 infection occurs before, during or after an event at any facility managed by Grinter House Friends, Inc.

\_\_\_\_\_  
Signature of Renter

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Renter

\_\_\_\_\_  
Date of Scheduled Rental