

Kinney Bungalow Rental Packet

Venue Address: 505 Pt. Judith Road, Narragansett, RI
www.kinneybungalow.com

IMPORTANT:

***Please read ALL Policies and Guidelines within this Packet
BEFORE signing & submitting your Rental Application and
required Acknowledgements/Agreements.***



ABOUT THE VENUE

Historic Property...

This gracious venue was built in 1899 during Narragansett's Gilded Age by Francis S. Kinney, a tobacco and real estate millionaire to host parties following polo matches held nearby. Following Kinney's death, the Bungalow was purchased by the Chase/Ewing family and was the site of numerous formal dances, parties and celebrations. In the late 1930s Lucia Chase Ewing, an ardent preservationist and co-founder of the American Ballet Theater, inherited the property and brought the ballet troupe to Narragansett where the Bungalow served for many years as their summer rehearsal site.

In 1991 Kinney Bungalow was acquired by the Town of Narragansett and after major restoration work, was opened to the public for events in 2002. The Bungalow and the adjacent Sunset Farm are managed by the Narragansett Land Conservancy Trust.

The Venue today...

Nestled on a rustic 140-acre working farm complete with vegetable gardens, cornfields, horses and cows, Kinney Bungalow sets a new standard for rustic elegance and simplicity. The unique building boasts 'wow' worthy 20-foot ceilings, original cypress wood-paneled walls and 8-foot by 7-foot windows that wrap completely around the second-floor grand hall, providing sweeping views across the farm, and the most beautiful sunsets. It remains a favorite South County, RI site for wedding ceremonies and receptions, birthday and anniversary parties, company events, fundraisers and happy gatherings for many occasions

- **OPEN** for events from May through October each year – tours can be scheduled all year round!
- **CAPACITY** - up to 150 seated guests with dancing indoors -OR 200-250 guests for cocktail-style events with minimal/no indoor seating, plus access to adjacent lawns for outdoor ceremonies, cocktail hours, etc.
- **CATERING** - our pre-qualified partners offer menu & budget flexibility and help make your day seamless

For Rental Information Call: 401.788.2573 or Email: eventscoordinator@narragansettRI.gov
Mailing Address: Parks & Recreation Dept, 170 Clarke Rd, Narragansett RI

WHAT'S INCLUDED

- **LOCATION:** You are renting the full interior of Kinney Bungalow building (2 floors) and the adjacent lawns on the south and east sides of the building. **Sunset Farm and its property are not included.**
- **PARKING & Accessibility:** Spots for up to 60 cars, handicap spots and interior elevator.
- **TABLES & CHAIRS:** Your rental fee includes use of venue-owned ceremony chairs, dining tables & chairs and variety of banquet, café and hi-top tables (Available Inventory, pg. 6)
- **FURNITURE SETUP:** Our staff provides floor plan samples, personalizes a chart with you, then sets up the venue-owned table and chairs you request prior to your caterer arrival
- **EVENT ATTENDANT:** Our staff member arrives before your event starts, remains onsite to address questions, ensures building and grounds are cared for, and closes the venue after cleanup.
- **ACCESS** to multiple local, reputable and pre-qualified catering partners that work in the venue frequently
- **CHOICE** of 5-Hour Venue Rental - OR - 3-Hour Venue Rental based on your needs

5-HOUR EVENT Timeline

Best for Weddings, Reunions, or ANY food & beverage event with dancing or entertainment

A 5-HOUR Event at Kinney Bungalow includes three (3) hours for setup, followed by five (5) hours of event time, followed by one (1) hour for cleanup. **Your total time of facility use is nine (9) consecutive hours.**

EARLIEST rental timeline		LATEST rental timeline	
10 am - 1 pm	Setup	3 pm - 6 pm	Setup
1 pm - 6 pm	Event Time	6 pm - 11 pm	Event Time
6 pm - 7 pm	Cleanup	11 pm - 12 am	Cleanup

- You may choose *any consecutive (9) hours* in between the samples above to meet your needs
- For on-site Wedding Ceremonies, your event time *starts* when the 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)
- Your specific timeline must be finalized and submitted *no later than 3 months* prior to your event

3-HOUR EVENT Timeline

Recommended for showers, fundraisers, memorials and other shorter-duration gatherings

A 3-HOUR Event at Kinney Bungalow includes two (2) hours for setup, followed by three (3) hours of event time, followed by one (1) hour for cleanup. **Your total time of facility use is nine (6) consecutive hours.**

EARLIEST rental timeline		LATEST rental timeline	
10 am - 12 pm	Setup	5 pm - 7 pm	Setup
12 pm - 3 pm	Event Time	7 pm - 10 pm	Event Time
3 pm - 4 pm	Cleanup	10 pm - 11 pm	Cleanup

- You may choose *any consecutive (6) hours* in between the samples above to meet your needs
- Three-hour event rentals are NOT available for weddings
- Your specific timeline must be finalized and submitted *no later than 3 months* prior to your event.

VENUE RENTAL FEES

The fee schedule in effect when rental applications and deposits are received will apply

5 Hour Event Rental <i>(Venue access/Use for 9 consecutive hours)</i>		
Monday -Thurs	Fridays & Sundays	Saturdays
\$ 1,500.00	\$ 2,850.00	\$ 3,500.00
\$ 950.00 <i>For Narragansett Residents</i>	\$ 1,950.00 <i>For Narragansett Residents</i>	\$ 2,400.00 <i>For Narragansett Residents</i>
<i>Documentation will be required for renter to qualify for Narragansett residency/taxpayer status</i>		

- Additional EVENT TIME can be purchased for \$300.00 per hour. Weddings may add no more than 1 additional Event time hour.
- Additional SETUP TIME can be purchased for \$150.00 per hour.
- **Additional Event and/or Setup Time must be requested and paid for at least 90 days in advance**

3 Hour Event Rental <i>(Venue access/Use for 6 consecutive hours)</i>		
Monday -Thurs	Fridays & Sundays	Saturdays
\$ 750.00	\$ 1,425.00	\$ 1,750.00
\$ 475.00 <i>For Narragansett Residents</i>	\$ 925.00 <i>For Narragansett Residents</i>	\$ 1,200.00 <i>For Narragansett Residents</i>
\$ 400.00 <i>For LOCAL Non-Profits</i>	\$ 700.00 <i>For LOCAL Non-Profits</i>	\$ 1,000.00 <i>For LOCAL Non-Profits</i>
<i>Documentation will be required for renter to qualify for Narragansett residency/taxpayer or Local (Narragansett/So Kingstown) Non-Profit status</i>		

- No Additional Event or Setup Time can be purchased/added to 3-hour event rentals

Additional Fee: - Renters are required to acquire **GENERAL LIABILITY insurance, not included in rental fee.** Instructions provided (Pg 9) to purchase this coverage online within 3 months of your event at a cost not exceeding \$130. Renters can provide evidence of General Liability insurance from different source but policy must indicate covered event, be minimum amount of \$1M and specifically name Kinney Bungalow and the Town of Narragansett as Additional Insured.

PAYMENT SCHEDULE

DUE at time of booking:	\$ 500.00 venue deposit (5-hour event) -Or- \$ 200.00 venue deposit (3-hour event)	NON-REFUNDABLE
	<i>Plus</i> \$ 700.00 security/damage deposit	REFUNDED 3-4 weeks following event, provided no damage to the facility, policies/regulations were adhered to, and no additional fees due.
	Security/Damage deposit becomes NON-REFUNDABLE when an event is cancelled less than 90 days prior to the event.	
	= \$ 1,200.00 total (5- hour event) -Or- = \$ 900.00 total (3-hour event)	Cash or Check Only Mail or Drop off to: Office of Parks & Rec, 170 Clarke Rd, Narragansett, RI
	<ul style="list-style-type: none"> ▪ A completed/signed RESERVATION APPLICATION, Indemnity Agreement, Policy Acknowledgement, and Cancellation Policy page must accompany deposit 	
DUE 90 days prior to event:	<ul style="list-style-type: none"> ▪ Any Rental Fee Balance due (i.e., Base Rental Fee minus \$500 or \$200 deposit paid) ▪ Any fees for additional Event or Setup Time 	Invoice emailed to Renter 3+ months prior to event Payment due upon receipt (no later than 14 days after email date)

CATERING PARTNERS

Kinney Bungalow does not permit the use of outside catering. Renters must contract with one of our pre-qualified partners for food and/or alcohol beverage and cleanup service at the Bungalow. Due to the uniqueness of the venue, exceptions cannot be made.

PRE-QUALIFIED CATERERS		
Arturo Joe's Catering	Narragansett, RI	401-789-3230
Blackstone Caterers	Middletown, RI	401-848-2030
Blue Rocks Catering	Westerly, RI	401-846-9902
B&M Catering Co.	Pawtucket, RI	401-723-4180
Chelo's Banquets and Catering	Warwick, RI	401-737-9009
Cozy Caterers	Providence, RI	401-351-3111
Decadent Catering	Providence, RI	401-421-4114
Emery's Catering	Warwick RI	401-739-6800
Keane's Wood-Fired Catering	Cranston, RI	401-480-1282
McGrath Clambakes & Catering	Newport, RI	401-847-7743
Pranzi Catering & Event Planning	Providence	401-383-3631
Russell Morin Catering & Events	Attleboro, MA	800-552-7822
Tom's Market Catering	Coventry, RI	401-826-0050

PRE-QUALIFIED BARTENDERS		
If renters opt to separate this service from their catering contract.		
Bartending By Dennis, Inc.	Narragansett, RI	401-541-0438
Walter's Bartending Services LLC	Narragansett, RI	401-578-5693

OTHER VENDORS - Renters are free to engage ANY non-catering vendors of their choice for Music, Entertainment, Photography, Flowers, Officiants, Event Planners, etc. however the renter is responsible for reviewing Kinney Bungalow's policies with them and communicating their contracted timeline and setup information. The following non-catering vendors have been hired multiple times and are knowledgeable about working in our venues. Feel free to contact or add them to your list for quotes:

- | | | |
|----------|--------------------------------------|---|
| MUSIC: | Moondance Productions (401-782-4981) | Music Mixers Entertainment (401-779-3889) |
| FLOWERS: | Weedweaver's (401-789-1453) | Flowerthyme (401-792-3440) |

VENUE POLICIES

CAPACITY MAXIMUMS - there are NO exceptions to our guest capacity guidelines, per Fire Marshall. If guest counts exceed capacity on day of, we reserve the right to end/close the gathering and/or request guests to leave.

- Weddings & Events requiring dance floor and entertainment space = 150 guests maximum
- Seated Events with no dancefloor space included = 200 guests maximum
- Standing events – fundraisers, cocktail style events, etc. with minimal or no seating – 250 guests maximum

ALCOHOL and BAR SERVICE

- Serving 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 Event Time.
- 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 - self-service bars, or wine left on tables for self-service, are NOT allowed.
- 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.
- 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 caterer/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 asked to leave the property immediately
- Bungalow Staff reserves the right to call Narragansett Police in the event that Bungalow policies are not followed.

SELF SERVICE ALCOHOL OPTION- Events with 50 guests or less in attendance (no exceptions) may provide and serve beer & wine only without the use of a licensed bartender.

- *Self-Service Bar (5-Hour Rental)*: alcohol service/consumption is limited to 4-hour period and must end **1 hour prior** to the end of the event.
- *Self-Service Bar (3-Hour Rental)*: alcohol service/consumption is limited to 2-hour period and must end **1 hour prior** to the end of the event.
- **Beer and Wine only**. No shots, no canned spirits, no hard alcohol, no kegs.

FURNITURE INVENTORY AND SETUP - Kinney Bungalow staff executes the set-up of venue-owned Tables & Chairs for all events at this venue **prior to Caterer arrival**. A furniture setup chart must be created by a venue staff member for this purpose.

INVENTORY	
Kinney Bungalow owns the following furniture items for renter use:	
150	Natural Wood Folding Chairs w Padded Seats (INSIDE USE ONLY)
90	White Wooden Chairs w Padded Seats (OUTSIDE USE ONLY)
6	Six ft Rectangular Tables
8	Eight ft Rectangular Tables
3	Four ft Rectangular Tables
1	42" Round Table
12	60" Round Dining Tables (seats 8-10)
10	72" Round Dining Tables (seats 10-12)
8	36" Round Café Tables
6	Hi Top Cocktail Tables – 30" W / 42" High
4	High-Chairs (for children)

- Renters indicate their furniture setup *preference* from sample provided 3 months prior to event.
- A DRAFT furniture setup chart is created by the venue coordinator and emailed to renter.
- A FINAL furniture setup chart – including any furniture needed to be placed *outdoors* - is due to the venue coordinator no later than 1 month prior to your event.
- Our pre-qualified caterers can/will make necessary adjustments to quantity and placement of all furniture on the day of, based on guest counts, any seating plans, service and your individual requests.
- Any additional furniture items or equipment to be rented, delivered to and picked up from the Bungalow must be ordered by the renter from the Town of Narragansett’s approved rental company (Pranzi Tent & Rentals - 401-383-3631).
- Any furniture or décor items **brought in by renter or ordered through a different rental company** must be carried in and carried out during your rental period (**same day**) by the renter or alternate rental company. Nothing can be left overnight. Any items found the following day will be disposed of.
- White ceremony chairs used outside on the lawn are not permitted for inside use. Indoor dining chairs cannot be brought outdoors.

WEDDING REHEARSALS at the venue **cannot be guaranteed** and are based upon scheduled events.

- Requests for rehearsal time the day before (or earlier in the week) of your event can be made (3) months prior to your event, then confirmed 4 weeks prior - if and only if another scheduled event is not on the calendar.
- There is no fee associated for courtyard/lawn use for rehearsing and absolutely no indoor/venue access for a rehearsal.

DECORATING DURING SETUP

- The Renter and their service providers may setup and decorate the venue during the contracted setup hours only.
- 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 renter and the renter'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 ONLY. The glass container needs to be at least two inches higher than the flame (i.e., votives) and 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.
- Use of materials such as confetti, rice, glitter, birdseed, etc., are 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"
Main Staircase Number of steps: 17**

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 farmhouse, crop fields, 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.

MUSIC/ENTERTAINMENT

- Music and other entertainment are permitted inside the Bungalow and outside in designated areas. Music can include live bands, DJs, soloists and/or renter-provided speakers & playlists.
- The Bungalow does not have any audio or A/V equipment onsite for use by renters
- No pyrotechnics of any kind from music or entertainment vendors are allowed.
- Music and 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.
- Renters are responsible for the prompt departure of their guests. If they remain in the building past the scheduled time of termination, the renter's security deposit may be forfeited.

SMOKING

The Bungalow is a smoke-free facility. Smoking and vaping are not allowed in any part of the building or lawns. Smokers may use a designated space in the parking lot to use and dispose of smoking materials but must remain away from farm fields and fencing.

ON SITE STAFF

- Event Attendant(s) unlock, remain at 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 do not act as Day of Coordinators and are not responsible for acting as staff for the renter or caterer. Their job is to ensure all rules are being followed.
- It is expected that Renters and their guests treat on site staff with COURTESY and RESPECT. Intimidating or threatening language or behavior toward Attendant or any Bungalow staff will not be tolerated and may be cause for security deposit forfeiture.

PARKING

- Kinney Bungalow has a parking lot on the Sunset Farm property (west side of the building) and includes 60 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.

INCLEMENT WEATHER PLAN

- Kinney Bungalow allows for ceremony/cocktail hour to be hosted indoors on the dance floor if weather does not permit outdoor use. Any decision to move indoors needs to be made and communicated to the venue coordinator 24 hours in advance in order for Bungalow staff to move/adjust furniture setup.
- Moving indoors less than 24 hours before the ceremony will need to be handled by the catering service.

EVENT SHUTDOWN AND CLEANUP

- Music, entertainment, and bar service **must be suspended 30 minutes prior** to the contracted termination of Event Time and/or no later than 10:30 p.m. This allows for guests to depart in an unhurried manner. Renters are responsible for the prompt departure of their guests. If they remain in the building past the scheduled time of termination, the security deposit may be forfeited.
- 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.
- 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 cleanup period following the event.
- Any damage to the facility or failure to meet the standards of cleanliness required will cause part or all of the security deposit to be retained.
- The Bungalow must be left clean, removing all event & bathroom trash, decorating refuse, decorations, equipment, caterer supplies etc. from the facility.

GENERAL LIABILITY INSURANCE

All renters are **required** to acquire general liability insurance within 90 days of their scheduled event.

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 GatherGuard. The premium for a GatherGuard 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.

FOLLOW THESE STEPS TO purchase the special event General Liability Policy through GatherGuard:

- Log onto the website: <https://gatherguard.com/>
- Click "Get Quote" in the middle of the page
- Select the type of event that is planned.
- Answer the yes/no questions that follow. Then Continue.
- Enter the Venue Code: **0501 1242** to name Kinney Bungalow as an Additional Insured to the policy, then press next.
- Under Basic Coverage press Next. (\$1,000,000 per occurrence should be selected)
- Under About your event fill in the following.
 - Write in the name of the event using the names written on the lease agreement
 - The event occurs "One Time"
 - Select the event date on the calendar by clicking on the day of the event. End date will be the same as your start date.
 - For average daily attendance, list the number of guests that are expected. (<150)
 - For the last four questions leave as "0" unless your vendors are not insured.
 - Next
- Under Additional Coverages press Next. (Damage to rented premises should be checked off)
- Click "Checkout"
- To proceed and purchase the coverage, please complete the requested "Contact and Credit Card Information"

Once your purchase is complete, GatherGuard sends us your Certificate of coverage directly - simple and convenient!

Coverage should cost no more than \$130. If you receive a higher quote, please our office.