

# *Kinney Bungalow*

*at Sunset Farm*

*505 Point Judith Road - Narragansett, RI*



*Facility & Event Coordinator*

*Lisa Roy ~ 788.2573 ~ [lroy@narragansett.ri.gov](mailto:lroy@narragansett.ri.gov)*

*[www.kinneybungalow.com](http://www.kinneybungalow.com)*

***Thank you for choosing Kinney Bungalow for your special day! I promise that my staff and I will strive to make your experience with the Bungalow an event to remember.... A BRIEF HISTORY!***

The Kinney Bungalow was built in 1899 by Francis S. Kinney, a tobacco and real estate millionaire, in order to host parties, especially 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). Before it was broken up by government anti-trust laws, the American Tobacco Company had more than ninety percent of the U.S. market. 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, the 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 weddings, birthday and anniversary parties, lawn parties, dances, concerts, ice cream socials, ballet classes, public lectures, and happy gatherings for many occasions.

***Please read all Rules and Guidelines before signing your Reservation Application Form.  
Thank you again for choosing Kinney Bungalow.***

***Kinney Bungalow***  
***USER FEE SCHEDULE***

Effective 12/10/2010

<b><i>Facility Base User Fee</i></b>	<b><i>Mon.--Thurs.</i></b>	<b><i>Fri. &amp; Sun.</i></b>	<b><i>Saturday's</i></b>
<b>Non-resident</b>	<b>\$650.00</b>	<b>\$1,850.00</b>	<b>\$2,500.00</b>
<b>Narragansett Resident</b>	<b>\$550.00</b>	<b>\$1,450.00</b>	<b>\$1,900.00</b>
<b>Local Non-Profit Organization</b>	<b>\$400.00</b>	<b>\$700.00</b>	<b>N/A</b>

- *Facility base user fee includes a five (5) hour event with additional two (2) hours for set up and one (1) hour for take down and clean up. Total time of use is eight (8) consecutive hours.*
- *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.*
- *Your event timeline must be pre-approved by the facility coordinator and submitted in writing on your application.*

**Additional costs associated with your rental:**

- *Tables and chairs are provided through Kinney Bungalow at an additional cost. On a price per each basis according to the attached Table and Chair Rental Order Form.*
- *There are also fixed set up fees associated with your rental. A fee of \$150.00 for the indoor set up and a fee \$50.00 for an outdoor set up will be added to your table and chair invoice.*

**Optional costs:**

- *Additional event time in excess of the 5 hours included in the base fee can be purchased for \$250.00 per hour. (This time must be requested and paid for at least 48 hours prior to your event)*
- *Additional Pre and Post Event access for set up, decorating, clean up and take down can be purchased for \$50.00 per hour. (This time must be requested and paid for at least 48 hours prior to your event)*

**Fee Schedule:**

- *A non-refundable deposit of \$500.00 and a completed and signed application and indemnity agreement are required to secure a date at Kinney Bungalow.*
- *A \$500.00 damage/security deposit along with your remaining rental fees will be due 60 days prior to the scheduled event. **You will receive an email invoice at this time.***
- *Your Floor chart **MUST** be completed two weeks prior to your event, and your table and chair invoice will be emailed at this time. (once the table and chair payment is made there will be no refunds for items not used)*
- *The damage/security deposit will be returned 2-4 weeks following the event, provided there is no damage to the facility, all regulations were abided by and no additional fees are due.*

# ***Kinney Bungalow***

## ***RULES AND GUIDELINES FOR PRIVATE USE***

### **CAPACITY**

Kinney Bungalow's maximum indoor capacity is **150 persons**

### **PAYMENTS, DEPOSITS AND RETURNS**

Should the user cancel more than 30 days prior to their scheduled event, all but the **non-refundable** deposit will be returned. After the 30 days' deadline, any refund will be at the discretion of the Town of Narragansett.

Users and their guests must abide by all laws of the State of Rhode Island, ordinances of the Town of Narragansett, and rules and guidelines of the Narragansett Land Conservancy Trust. Failure to abide by these rules may result in the termination of use and forfeiture of all or a portion of the user's damage/security deposit. Users will be held responsible for any damage and any additional cleaning costs.

### **SMOKING**

The Bungalow is a non-smoking facility. Smoking is permitted outside only and in the designated areas.

### **OUTSIDE SERVICE PROVIDERS**

The selection of a caterer, bartending service, musicians, florist, etc., is made entirely by the user hosting the event. However, caterers and bar service providers must be pre-qualified, and the Bungalow Coordinator must be consulted regarding the pre-qualification process for any caterers/bartenders not on our list prior to commitment. All service providers working at the Bungalow shall abide by the Rules and Guidelines and are subject to oversight by the Bungalow Coordinator and Bungalow staff. The service of any provider may be curtailed if they violate the Rules and Guidelines or reasonable directives of the Bungalow Coordinator and staff.

- ALL DELIVERIES MUST ARRIVE THE **DAY OF THE EVENT** *WITHIN THE 2 HOUR "SET UP" TIME*. If your vendors (linens, china, DJ, florist, etc) are unable to deliver within the 2 hour set up time, you have the option to purchase extra set up time at \$50/hour.
- ALL DELIVERIES MUST BE PICKED UP THE NIGHT OF YOUR EVENT. *ONE Exception: Liberty Rentals* (please inquire with the Event Coordinator for details)
- Caterers/users 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 caterer/user must provide an attendant at all times to guard any warming equipment with an open flame.

The Bungalow must be left clean of all refuse, including bathroom refuse, removed from the facility. Prior to leaving the property, caterer and user must be cleared by the Bungalow staff on duty. *Please see "Event Shutdown and Cleanup" for further detail.*

*If you have any questions, please contact the Bungalow Coordinator  
Lisa Roy at 788-2573 or [lroy@narragansettri.gov](mailto:lroy@narragansettri.gov)*

## **ALCOHOL BEVERAGE/BAR SERVICE**

- Serving of alcoholic beverages must conform to State of Rhode Island law and Town of Narragansett regulations. The Town of Narragansett, The Narragansett Land Conservancy Trust, the Bungalow Coordinator and the Coordinators staff disclaim and the user accepts responsibility for any liabilities arriving from the event. According to state law, an open bar cannot exceed 5 consecutive hours.

**Alcoholic beverages must be served by a licensed bartender; this entails a *Class P License* and a *\$1 million Liquor Liability Policy*.**

### **NO BEER KEGS – are allowed at Kinney Bungalow.**

- Bartenders must be professional and appropriately dressed. They may not smoke or drink while working at the Bungalow, both inside and outside.
- To protect the wood floors, an impervious covering must be provided and used under any beverage-dispensing location or where ice and bar services are located. All ice brought into the Bungalow must be contained in watertight containers and the bar be set up in the designated areas only. Because of the wood interior structure of the Bungalow, spills may easily result in damage to the building. Users will be held responsible for any such damage.
- Alcohol/bar service must be “open bar” unless the user obtains a liquor license from the Town of Narragansett (religious, political or non-profit organizations), and a copy must be provided to the Bungalow Coordinator two weeks prior to the event.

## **PARKING**

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

## **DECORATING SET UP AND TAKE DOWN – KINNEY BUNGALOW**

- The Narragansett Land Conservancy Trust, the Bungalow Coordinator, the Bungalow staff, and the Town of Narragansett are not responsible for the loss 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 (for example, any draped fabric must be Class A fire resistant material. Hay bales and straw are not allowed, etc.) If the Bungalow 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, fish line and florist 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, the fireplace mantle is only 4” deep, etc.).
- Candles are permitted on the tables, on the fireplace mantle, and in the fireplace, as long as the glass enclosure is at least one 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. Also, at the end of the event, please extinguish flames long enough for the wax to harden before moving them (to avoid wax spills).

- Throwing and/or tossing of materials such as confetti, rice, flower petals, birdseed, etc., is prohibited inside and outside of the Bungalow. The use of live animals, including fish and birds, is not allowed.
- NO items of ANY kind are allowed to be “released” from any portion of the Kinney Bungalow property, this includes: fireworks Chinese lanterns, balloons, doves, ect...
- Please do not place loose flower petals or other lightweight material on tabletops, since breezes usually carry them to the floor, and they may stain the wood. Also, please do not use bittersweet or other berries that easily drop and stain.
- Decorating Info:  
Fireplace dimensions: 11’ long, 5’ deep, ledge is 4”  
Arbor dimensions: 80” wide, 52” deep, 7’ high at center of the arch

## **ENTERTAINMENT/MUSIC**

- Entertainment and music are permitted both inside and outside the Bungalow. The Bungalow Coordinator must be informed about the type of entertainment/music to be performed or played. **No pyrotechnics of any kind are allowed.**
- Please keep in mind that the Bungalow is considered to be a “live” room in music circles, and experience has taught us that generally 3 – 6 musicians are the maximum for comfort and noise volume. Large bands, especially those with horn sections, overwhelm the space (and your guests).

## **EVENT SHUT DOWN AND CLEAN UP**

- Music, entertainment and bar service must be suspended 30 minutes prior to the contracted termination of the event. 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.

*If you have any questions, please contact the Bungalow Coordinator  
Lisa Roy at 788-2573 or [lroy@narragansettri.gov](mailto:lroy@narragansettri.gov)  
170 Clarke Road \* Narragansett, RI 02882*

***Kinney Bungalow***  
***RESERVATION APPLICATION***

**Name of requesting individual(s)** \_\_\_\_\_

or organization \_\_\_\_\_

**Email Address** \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone: Day \_\_\_\_\_ Evenings \_\_\_\_\_ Cell \_\_\_\_\_

Proposed Use \_\_\_\_\_ Approx # Ppl \_\_\_\_\_

**Date of Event:** \_\_\_\_\_ **Week Day** \_\_\_\_\_

Month                      Day                      Year

**Set Up Time** \_\_\_\_\_ **Event Start Time** \_\_\_\_\_ **Event End Time** \_\_\_\_\_ **Clean Up** \_\_\_\_\_

**Base Rental Fee** \_\_\_\_\_ **Deposit Amount** \_\_\_\_\_ **Ck #** \_\_\_\_\_

*(please note your deposit is NON- REFUNDABLE no exceptions apply)*

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

Several common event activities require approval of government bodies. Please check any of the following which may apply to your event (you will need to have the appropriate approvals prior to the event).

<u>Activity</u>	<u>Required Approval</u>
_____ Games of chance such as raffles, Las Vegas nights, etc.	Authorized Gaming license from the RI State Police
_____ Open bar	<b>For a cash bar:</b> Religious, non-profit, and political organizations must obtain a Class F (wine and beer only) or Class F1 license from the Town of Narragansett

My application for use of The Kinney Bungalow at Sunset Farm is submitted to the following: My application is subject to review and approval of the Kinney Bungalow Coordinator and the Director of Parks & Recreation. I have visited the 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 the Kinney Bungalow (attached). My actual user fee will be calculated in accordance with the attached schedules. In case of catastrophic damages to the 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 The Kinney Bungalow.

**I have read and understood the conditions governing the use of the Kinney Bungalow and accept the responsibilities imposed as detailed in the "Event 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 the \$500 security/damage deposit.**

**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_

*Date Application Received:* \_\_\_\_\_ *Fee Paid* \_\_\_\_\_

*Usage approval (rejected)* \_\_\_\_\_ *Date* \_\_\_\_\_

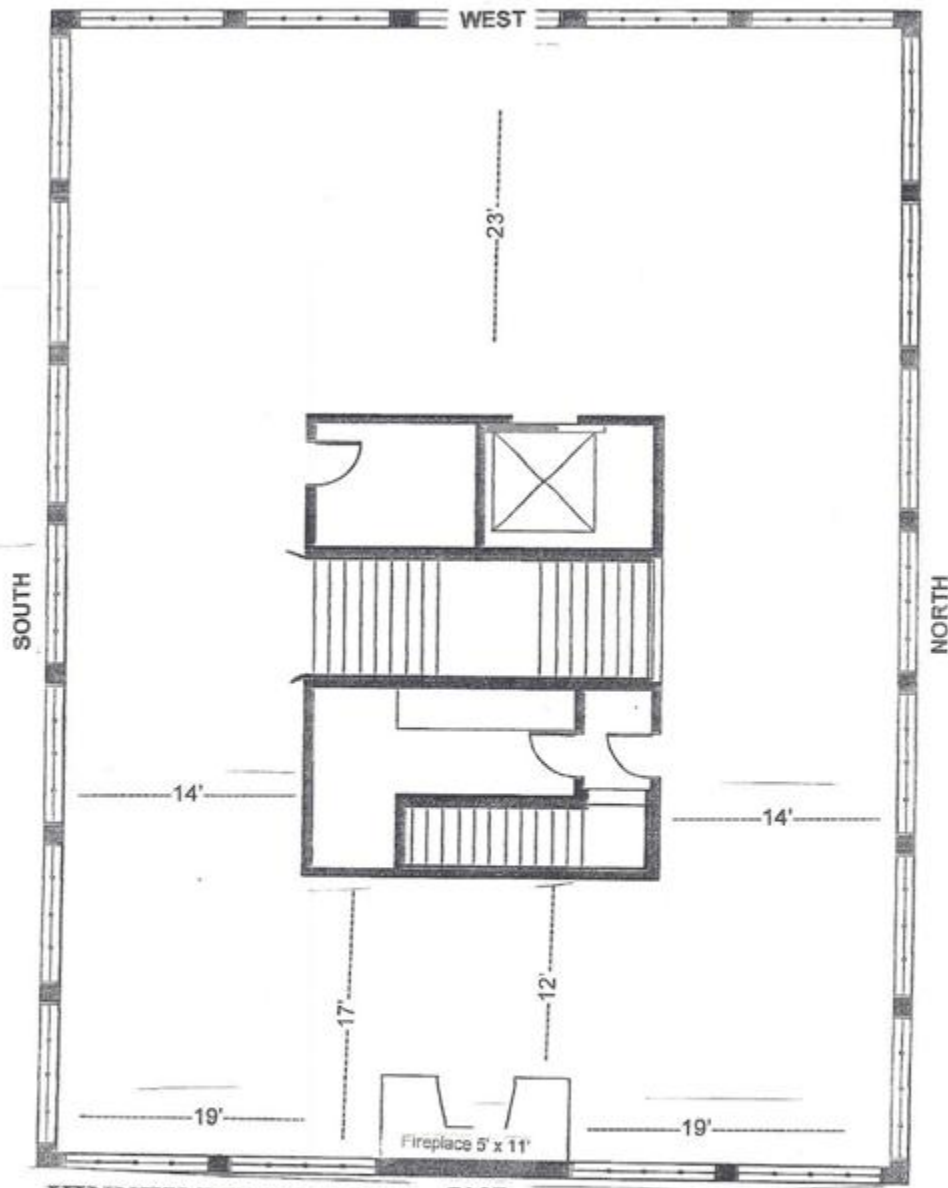


## ***Table and Chairs***

*Kinney Bungalow has the following items available for rent.*

*Any additional items need to be pre-approved by the event coordinator. All approved items are the renter's responsibility to order and must be ordered through Liberty Rentals, Peace Dale:*

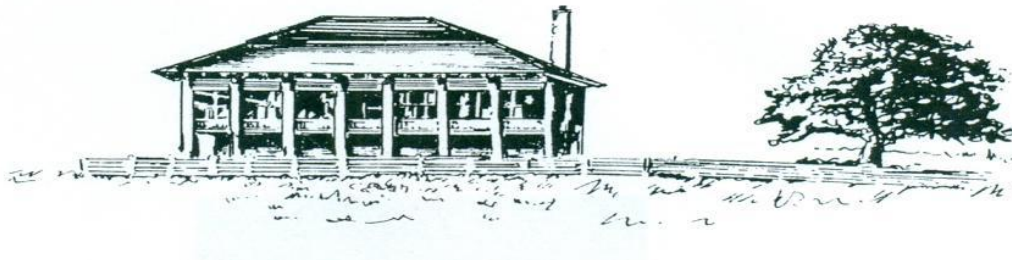
<i>160</i>	<i>Natural Wood Folding Chairs w/Padded Seat's</i>	<i>@ \$3.00 per chair</i>
<i>30</i>	<i>White Wooden Chair w/padded seat's</i>	<i>@ \$3.00 per chair</i>
<i>6</i>	<i>Six foot Rectangular Tables</i>	<i>@ \$6.00 each</i>
<i>7</i>	<i>Eight foot Rectangular Tables</i>	<i>@ \$6.00 each</i>
<i>17</i>	<i>60" Round Tables</i>	<i>@ \$6.00 each</i>
<i>2</i>	<i>72" Round Tables</i>	<i>@ \$6.00 each</i>
<i>8</i>	<i>36" Round Café Tables</i>	<i>@ \$6.00 each</i>
<i>2</i>	<i>30" High Cocktail Tables 42"high</i>	<i>@ \$6.00 each</i>



**KINNEY BUNGALOW EAST**

**FLOOR PLAN**  
**SCALE: 1/8" = 1'-0"**  
**(PRINTED ON 8-1/2" x 11"**  
**SHEET SIZE PAPER ONLY)**

Interior dimensions approx 49' x 69'  
 Interior core 21' x 28'



## **PRE-QUALIFIED CATERERS**

The following is a list of pre-qualified caterers that have provided services at Kinney Bungalow.

- B & M Catering/Bar Services*** (Tim Walker) 800-722-2526 [www.clambakeco.com](http://www.clambakeco.com)
- Blackstone Caterers*** - Middletown, RI 02842 (Danielle Costa) 848-2030 [www.blackstonecaterers.com](http://www.blackstonecaterers.com)
- Catering Collaborative*** - Providence, RI (Carol, Amy) 421-9431 [www.cateringcollaborative.com](http://www.cateringcollaborative.com)
- Cozy Caterers*** – Providence, RI (Dennis Labossiere) 383-3801 [www.cozycaterers.com](http://www.cozycaterers.com)
- Decadent Catering*** – Providence, RI (Dean Mistretta) 421-4114 [www.decadentcateringri.com](http://www.decadentcateringri.com)
- Fine Catering by Russell Morin*** - Providence, RI & Attleboro, Ma. (Russell Morin, Laura Goforth) 1-800-552-7822 [www.morins.com](http://www.morins.com)
- Glorious Affairs, Ltd.*** - Middletown, RI 02842 (Barbara) 842-0404 [www.gloriousaffairs.net](http://www.gloriousaffairs.net)
- Markos Catering*** – Narragansett, RI 02882 (Ami) 783-9083 [www.markoskabob.com](http://www.markoskabob.com)
- McGrath Clambakes*** - Newport, RI. (TR McGrath, Melissa) 847-7743 [www.riclambake.com](http://www.riclambake.com)
- Plantation Caterers*** - Newport, RI (Todd Eads) 846-4794 [www.plantationcateringofnewport.com](http://www.plantationcateringofnewport.com)
- Pinelli's Catering*** – West Warwick, RI (Bill Pinelli) 821-8828 [www.pinellisdining.com](http://www.pinellisdining.com)
- Pranzi Gourmet Catering*** - Providence, RI (Lisa Mattiello) 383-3631 [www.pranzi.com](http://www.pranzi.com)
- Tom's Market*** - Coventry, RI 02816 (Glenn) 826-0050 [www.tomsmarket.com](http://www.tomsmarket.com)
- West Bay Gourmet*** - Narragansett, RI (K.C. Bishop) 789-WBAY [www.westbaygourmet.com](http://www.westbaygourmet.com)