

Kinney Bungalow

at Sunset Farm

505 Point Judith Road ~ Narragansett, RI

Daisy MacLeod, Event Coordinator
401.788.2573 ~ dmacleod@narragansettri.gov
www.kinneybungalow.com



Thank you for choosing Kinney Bungalow for your special day! My staff and I will strive to make your experience at the Bungalow an event to remember...

Kinney Bungalow was built in 1899 by Francis S. Kinney, a tobacco and real estate millionaire, in order to host parties 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). 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, 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 wedding ceremonies and receptions, birthday and anniversary parties, cocktail parties, corporate events and happy gatherings for many occasions.

***Please read all Rules and Guidelines before signing your
Reservation Application and Indemnity Agreement.***

Thank you again for choosing Kinney Bungalow.

www.kinneybungalow.com

Kinney Bungalow USER FEE SCHEDULE

Rates effective as of 12/10/2010

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

Hours and Location of Use:

- Facility base user fee includes two (2) hours for setup, followed by five (5) hours of event time, followed by one (1) hour for cleanup. Total time of use is eight (8) consecutive hours. Setup hours can start as early as 11:00a.m., with the event time starting as early as 1:00p.m., or your event hours can end as late as 11:00p.m., with cleanup from 11:00p.m.-12:00a.m.
- 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 submitted in writing on your rental application. Any change must be pre-approved by the Bungalow Event Coordinator.
- Your event time starts when your guests arrive. On site ceremonies must be scheduled at least 15-30 minutes after the event start time.

Additional Costs Associated with your Rental:

- Tables and chairs are provided through Kinney Bungalow on a price per piece basis according to the Table and Chair worksheet on page (8).
- There are also fixed setup fees associated with your rental. A fee of \$150.00 for the inside setup and a fee of \$50.00 for the outside setup will be added to your table and chair invoice.
- All renters are required to acquire general liability insurance for their event. Please see the General Liability Insurance section on page (2) of this packet. The “tulip” policy outlined in this packet will cost approximately \$135.00

Optional and Additional 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 three months prior to your event.)
- Additional Pre and Post vendor access or decorating access can be purchased for \$50.00 per hour. (This time must be requested and paid for at least three months prior to your event date.)

Fee and Payment Schedule:

- A non-refundable deposit of \$500.00 and a completed and signed Reservation 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 90 days prior to the scheduled event. You will receive an email invoice at this time.
- Your table and chair rental invoice must be paid in full no later than 2 weeks prior to the event date. (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 your event, provided there is no damage to the facility, all regulations were abided by and no additional fees are due.

RULES AND FEE SCHEDULE ARE SUBJECT TO CHANGE WITHOUT NOTICE

Kinney Bungalow

RULES AND GUIDELINES FOR PRIVATE USE

GENERAL LIABILITY INSURANCE (Required for Renter)

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 a Special Event General Liability TULIP (Tenant User Liability Insurance Program) policy for purchase through HUB International New England. The premium for a TULIP 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. Also taken into consideration are special requirements of the event such as alcohol liability, food service, etc.

To purchase the special event General Liability Policy through the TULIP program, please follow the following steps:

- Log onto the website: www.ebi-ins.com/tulip.
- Enter the ID Code: **0501 A64** to name the Town of Narragansett as an Additional Insured to the policy, then press enter.
- Select the type of event that is planned from the drop down menu.
- Answer the yes/no questions that follow.
- Select the event date on the calendar by clicking on the day of the event.
- Write in the name of the event using the names written on the lease agreement.
- For average daily attendance, list the number of guests expected, not to exceed the maximum capacity.
- If you would like to proceed and purchase the coverage, please complete the requested "Contact and Credit Card Information".

ALCOHOL BEVERAGE/BAR SERVICE

- Serving of 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 arising 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 the event. (See event shutdown on page 4 for more information.)
- 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.
- No self-service bars or wine left on tables for self service. Shots, shot bars, home brewed/fermented alcoholic beverages; 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 F1 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 adjacent lawn.**

SELF SERVICE ALCOHOL POLICY

Available January 1st, 2017- December 31st 2017

- Meetings, birthday parties, reunions, anniversaries, etc. with 50 people or less
- This policy will allow the renter to provide and serve alcohol without the use of a licensed bartender.
- Renters will need to purchase HOST LIQUOR Liability INSURANCE, **in addition to** the General Liability insurance.
 - When purchasing the TULIP INSURANCE POLICY, renters will ‘check’ the option for LIQUOR LIABILITY. (See above for directions to purchase the TULIP Policy)
- ***Time constraints***: within a typical 5 hour event, alcohol service/consumption will be done within a 2 hour time frame. All alcohol services must end 1.5 hours prior to the end of the event.
- **Beer and Wine only**. No shots, no hard alcohol, no kegs.
- Alcohol is permitted within the footprint of the building only. No alcohol in the parking lot.
- Option not applicable to events where a Class P or Class F/F1 license is required.

****OPTION NOT AVAILABLE FOR WEDDINGS****

OUTSIDE SERVICE PROVIDERS

We are passionate about working with the best local wedding artisans. Our partners include caterers, florists, photographers, entertainers and bakers. Provided in this packet is our list of pre-qualified caterers. Additionally, we can provide lists of pre-qualified music vendors, photographers, florists, officiants and bakers, upon request.

- **All Non, Pre-Qualified Vendors** must submit their general (and liquor if applicable) liability insurance policy, listing the Town of Narragansett as Additionally Insured. Each vendor must also complete and sign a Service Providers form found on page (5) and submit it to the Bungalow Coordinator upon contractual agreement with the renter. It is the responsibility of the renter to provide each service provider with a copy of the rental packet outlining the rules and regulations.
- **Outside Cooking at the Bungalow** is only allowed in the parking lot tucked behind the west side of the privet hedge. This includes caterer tent, outdoor stoves, grills etc.

DECORATING SETUP AND TAKEDOWN

- The Bungalow Event Coordinator, 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 user and the user’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. The glass container needs to be at least two 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. 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.

- Throwing and/or tossing of materials such as confetti, rice, birdseed, etc., is 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”

Outside Arbor dimensions: 80” wide, 52” deep, 7’ high at center of the arch

PHOTOGRAPHY

- We understand and appreciate the lure of wanting to have farm related photos taken while renting the Bungalow, especially for weddings. Even though your rental of the Bungalow does NOT include Sunset Farm property, the Farmer and his wife who run Sunset Farm, are very agreeable to having Bungalow renters use certain portions of their property for photo ops. However this must be **discussed in advance** of your event date with the farmer and you must gain permission by the farmer to do this.

ENTERTAINMENT/MUSIC

- Entertainment and music are permitted inside the Bungalow and outside in designated areas. The Bungalow Event 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.

GENERAL INFORMATION

- 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.
- **Prior to contracting with a limo, bus or any other transportation services, please contact the Bungalow Coordinator for approval.**
- Smoking – The Bungalow is a non-smoking facility. E-cigarettes are prohibited inside the building. Smoking is permitted outside in designated areas only.
- **Capacity – Kinney Bungalow’s maximum capacity is 150 persons.**
- Two event attendants will unlock, lock and remain at the Bungalow for the duration of your event.
- Attendants are not responsible for any items the renter brings in or any items left behind- Nor is it their responsibility to act as staff for the renter or caterer. Their job is to ensure all rules are being followed.
- The caterer/user must provide an attendant at all times to guard any warming equipment with an open flame.

EVENT SHUTDOWN AND CLEANUP

- **Music, entertainment and bar service 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. 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.
- 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 Bungalow must be left clean, removing all event & bathroom trash, decorating refuse, decorations, equipment, caterer supplies etc. from the facility. Prior to leaving the property, caterer and/or user must sign a checklist with the Bungalow staff on duty.

***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: _____ **Weekday** S M T W Th F Sa. (circle one)
Month Day Year

Vendor 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

Residency Certification
Check the statement that pertains to the Renter:

_____ I hereby certify that **I am not** a resident and/or taxpayer of Narragansett, Rhode Island

_____ I hereby certify that **I am** entitled to status as a resident and/or taxpayer of Narragansett, Rhode Island, thereby qualifying me for the appropriate rental fee based on residency.

If “yes”, the renter must provide proof of Narragansett taxpayer/resident status if applying for the reduced Narragansett resident rental fee. **A Narragansett taxpayer/resident is not permitted to rent or sponsor an event at this facility for a non-resident or business/organization not based in Narragansett, Rhode Island.**

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

I have read and understood the conditions governing the use of Kinney Bungalow at Sunset Farm and accept the responsibilities imposed as detailed in this “Rental 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 my \$500 security/damage deposit.

Signature of Applicant _____ Date _____

Signature of Event Coordinator _____

(Office use only) Confirmation Email Sent _____ Initials _____

Kinney Bungalow
INDEMNITY AGREEMENT and WAIVER

Agreement made and entered into this _____ day of _____, 20____, by and between the Town of Narragansett (the "Town") and the undersigned Lessee ("Lessee") of property owned by the Town;

WHEREAS, the Town is the owner of certain properties which are rented to members of the public for the purpose of holding a variety of functions such as weddings, parties and meetings ("Town Property"); and

WHEREAS, in some cases Lessee asks for permission to serve alcoholic beverages at the functions that are located on Town Property; and

WHEREAS, the Town, under certain circumstances, will allow for the service of alcoholic beverages on Town Property;

NOW, THEREFORE, in consideration of the Town permitting the use of the premises, and for other good and valuable consideration, that during the term of the lease, the parties hereto agree as follows:

1. Lessee agrees to indemnify and save harmless the Town, and its affiliates, officers, employees, agents and/or assigns from and against any and all claims of whatever nature and arising from or related to the service of alcohol by Lessee or Lessee's agents on Town Property and leased to the Lessee. Included within this scope of this indemnity shall be any and all claims for personal injury, property damage, negligence, punitive damages, attorney's fees, and other costs of litigation.
2. I agree to indemnify and hold harmless the Town, and its affiliates, officers, employees, agents and/or assigns from any and all loss, damage or injury to both property and persons including, but not limited to, personal injury and damage to or theft from automobiles parked at Kinney Bungalow incurred or suffered by myself or anyone else using the Kinney Bungalow facility.
3. I further agree that I will bring no claim for either personal injury or property damage against the Town of Narragansett. I further agree to release and hold harmless the Town, its affiliates, officers, employees, agents and/or assigns from any and all such claims.
4. In consideration of the Town permitting access and entry to the Kinney Bungalow facility during times when there are no other personnel on duty, I hereby acknowledge on behalf of myself and any other person using the Kinney Bungalow that any use of the Facility during these times shall be at my own risk and that I agree to indemnify and hold harmless the Town, its affiliates, officers, employees, agents and/or assigns from any and all losses, damage or injury resulting from or arising out of my use of the Narragansett Town Facility.

RULES AND FEE SCHEDULE ARE SUBJECT TO CHANGE WITHOUT NOTICE.

LESSEE
(Authorized Agent if LESSEE is an Entity/Org.)

TOWN OF NARRAGANSETT

Signature

Signature

Print Name

Date

Date

***Kinney Bungalow at Sunset Farm
505 Point Judith Road, Narragansett, RI***

***OUTSIDE SERVICE PROVIDERS FORM
For all Vendors to Submit***

Business Name _____

Contact Person _____ Title _____

Phone # _____ Email _____ Website _____

Event Date _____ Client Name _____

Vendor Type (please circle one)

Band/DJ

Bar Service

Event Planner

Photographer

Photo Booth

Other _____

I have read and understood the conditions governing the use of Kinney Bungalow at Sunset Farm and accept the responsibilities imposed as detailed in the "Rental Packet". My signature below is acknowledgment that I have read and understand the rules. Failure to comply with any or all of these rules could result in the loss of the renter's \$500 security/damage deposit.

Authorized Signature (vendor)

Date

Approved by

Date

***All outside service providers must complete this form upon contractual agreement with the renter and submit it to the Bungalow Coordinator
Send to the attention of Daisy MacLeod, Parks and Recreation Department
170 Clarke Road, Narragansett, RI 02882 or dmacleod@narragansetttri.gov***

Kinney Bungalow at Sunset Farm

Table & Chair WORKSHEET

Quantity Available	Description	Fee/per piece	# Ordered	Total \$
150-	<i>Natural Wood Folding Chairs w/Padded Seats INSIDE USE ONLY</i>	@ \$3.00 per chair	_____	_____
30-	<i>White Wooden Chair w/Padded Seats OUTSIDE USE ONLY</i>	@ \$3.00 per chair	_____	_____
4-	<i>Six foot Rectangular Tables</i>	@ \$6.00 each	_____	_____
5-	<i>Eight foot Rectangular Tables</i>	@ \$6.00 each	_____	_____
17-	<i>60" Round Tables</i>	@ \$6.00 each	_____	_____
2-	<i>72" Round Tables</i>	@ \$6.00 each	_____	_____
8-	<i>36" Round Café Tables</i>	@ \$6.00 each	_____	_____
2-	<i>High Cocktail Tables 30"wide / 42"high</i>	@ \$6.00 each	_____	_____
3-	<i>High Chairs</i>	@ \$3.00 each	_____	_____

PLEASE NOTE:

- *There will be an inside setup fee of \$150., an outside setup fee of \$50., and 7% state tax added to your table & chair invoice.*
- *All Additionally Rented Items to be delivered to and picked up from the Bungalow must be ordered from the Town of Narragansett's approved rental company. If you prefer to order through a different rental company all items must be carried in and carried out during your rental period by the renter and/or caterer. **No items brought in by the renter, caterer or other vendors are to be left overnight. Any items found the following day will be disposed of.***
- *All floor charts must be created by a Kinney Bungalow staff member.*
- *Any furniture used outside on the lawn is not permitted for inside use.*

Kinney Bungalow at Sunset Farm ***505 Point Judith Road, Narragansett, RI***

All events at Kinney Bungalow must be professionally catered by licensed and insured caterers.

The caterers listed below are pre-approved and already have their license and insurance on file with the Bungalow. They are prepared to help you with the planning of your event as they understand the rules and regulations of working at the Bungalow. They are familiar with the workings of the kitchen and the flow of the venue. Choosing one of the below caterers will ultimately enhance your rental experience.

Pre-Approved & Preferred Caterers List

<i>Amalfi Catering</i> - Narragansett, RI (James) 401-792-3539	www.amalficaterers.com
<i>Arturo Joe's</i> - Narragansett, RI (Joe) 401-789-3230	www.arturojoes.com
<i>B & M Catering/Bar Services</i> - Pawtucket, RI (Tim) 800-722-2526	www.clambakeco.com
<i>Blackstone Caterers</i> - Middletown, RI (Danielle) 401-848-2030	www.blackstonecaterers.com
<i>Cozy Caterers</i> - Providence, RI (Mark) 401-351-3111	www.cozycaterers.com
<i>Decadent Catering</i> - Providence, RI (Dean) 401-421-4114	www.decadentcateringri.com
<i>Emery's Catering</i> - Central Falls, RI (Elizabeth) 401-725-5680	www.emeryscatering.com
<i>McGrath Clambakes</i> - Newport, RI (Allie) 401- 847-7743	www.riclambake.com
<i>Pranzi Catering & Events</i> - Providence, RI (Lisa) 401-383-3631	www.pranzi.com
<i>Russell Morin Catering & Events</i> - Providence, RI & Attleboro, MA (Aaron) 508-226-6600	www.morins.com
<i>Tom's Market Catering</i> - Newport, RI (Glenn) 401-619-3310	www.tomsmarket.com
<i>West Bay Gourmet</i> - Narragansett, RI (K.C.) 401-789-9229	www.westbaygourmet.com

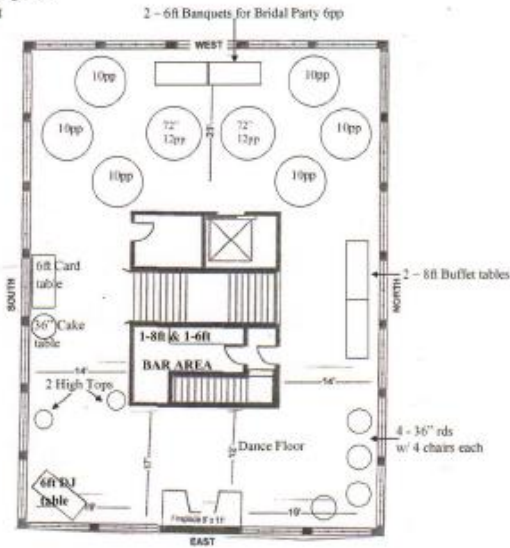
The Kinney Bungalow staff is available to help you every step of the way during the planning process of your event. Please don't hesitate to contact us with any questions you might have.

www.kinneybungalow.com

Daisy MacLeod, Facility & Event Coordinator

Email: dmacleod@narragansettri.gov

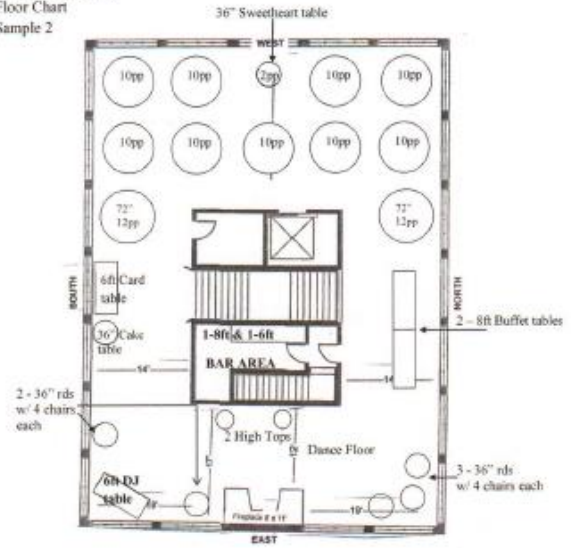
Kinney Bungalow
Floor Chart
Sample 1



OUTSIDE
30 White Garden Chairs for Ceremony

All Floor Charts are to be created by the Bungalow Staff.
Please work with us to modify a sample to suit your special day.

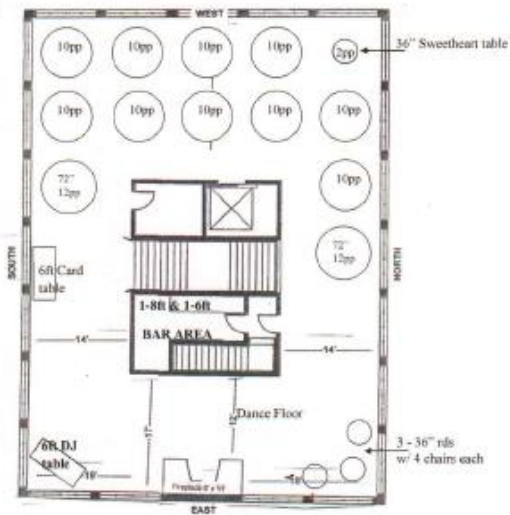
Kinney Bungalow
Floor Chart
Sample 2



OUTSIDE
30 White Garden Chairs for Ceremony

All Floor Charts are to be created by the Bungalow Staff.
Please work with us to modify a sample to suit your special day.

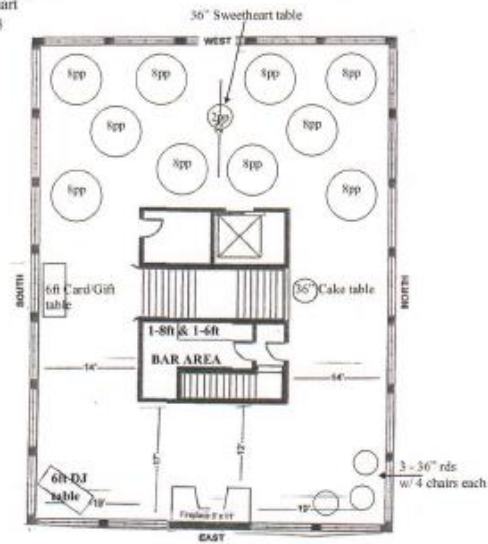
Kinney Bungalow
Floor Chart
Sample 3



OUTSIDE
30 White Garden Chairs for Ceremony

All Floor Charts are to be created by the Bungalow Staff.
Please work with us to modify a sample to suit your special day.

Kinney Bungalow
Floor Chart
Sample 5



OUTSIDE
30 White Garden Chairs for Ceremony

All Floor Charts are to be created by the Bungalow Staff.
Please work with us to modify a sample to suit your special day.