



KELL HOUSE MUSEUM RENTAL GUIDE

Wichita-Heritage.org/Kellhousemain.htm
(940) 723-2712

The Kell House Museum offers a window into Wichita Falls' past. Located on little over an acre in the downtown area, the Museum and Gardens are available for rental for parties and special events. This Guide serves as a framework for all the Museum's rentals.

CAPACITY:

Gardens Capacity – 250

Kell House Seated Capacity – 25

Kell House Standing Capacity – 95

RENTAL HOURS:

The Kell House and Gardens are available for rental between the hours of 7:00 a.m. and 12:00 midnight, including any setup and cleanup necessary for the event.

RENTAL FEES:

Rental of the Kell House and Gardens are on an hourly basis as outlined below:

Charge	Time	Grounds & Carriage House	Kell House & Properties
Weekday (Mon-Thurs)	First hour	\$100	\$150
	Each additional hour	\$50	\$75
Weekend (Fri-Sun)	First hour	\$150	\$250
	Each additional hour	\$50	\$75
Security Deposit		\$200	\$500
KH Upstairs Tours			\$25/hour

Rental of the Kell House only includes use of the first floor of the building. Second floor tours may be scheduled for an additional fee upon request.

All set up and clean up must be completed during the hours of rental.

A security deposit must be made to secure the event date; the rental fee is due 30 days prior to the event. Any deposit, minus any cleaning fees and any damages, will be refunded no later than 30 days after the rental date.

Wichita County Heritage Society Members are eligible for a 10% discount on all rentals; deposits are not discounted.

CANCELLATION POLICY:

All cancellations must be made in writing. Cancellations made more than 30 days out are eligible for a deposit return, minus a \$100 service fee. Cancellations made within 30 days will result in the forfeiture of the entire deposit.

LIABILITY:

All renters agree to pay for any damage done to the Kell House property by themselves, their guests, caterers, employees, or other contractors during or pertaining to their rentals. If damage should occur, notification will be given to the renter as soon as damages and replacement, repair, and/or clean up costs have been determined. If replacement, repair, and/or clean up is required by the Kell House, the renter will be financially responsible for any costs not covered by the deposit. The Wichita County Heritage Society and the Kell House Museum are not responsible for anyone injured on premises, personal property left on site, or rental equipment.

SECURITY:

A Kell House representative will be present during all rentals, but is not responsible for security. Renters may wish to provide security through a private agency to monitor the event and parking area. In the event a situation should arise requiring security intervention, 911 or the Wichita Falls Police Department will be called.

INCLEMENT WEATHER POLICY:

The Kell House will do its best to accommodate any outdoor event threatened by the possibility of rain. The renter may be offered the possibility of changing the date or moving inside the Museum, depending upon capacity and availability. However, the renter needs to understand that outdoor rentals are subject to the unpredictable forces of nature. The Kell House will cancel, reschedule, or move outdoor event rentals due to inclement weather and, if cancelled, return the full deposit and rental fee. Determination of cancellation will be made:

48 HOURS IN ADVANCE OF THE EVENT if that National Weather Service predicts an 80% chance of precipitation.

-OR-

24 HOURS IN ADVANCE OF THE EVENT if the National Weather Service predicts a 60% chance of precipitation

-OR-

THE DAY OF THE EVENT if precipitation is present.

-OR-

PRECIPITATION 24 HOURS PRIOR TO THE EVENT causes significant saturation of the Kell House Gardens, making them unusable for the event.

SET UP, BREAK DOWN, AND CLEAN UP:

The Renter is responsible for set up and break down of all tables and chairs as well as any decorations. Set up, decorating, and break down/clean up should occur during the rental time agreed upon by the Renter and the Kell House. A cleaning checklist will be provided to the renter to ensure the Kell House is left as expected. No interior furnishings may be moved, rearranged, or utilized by the renter. Concerns about furniture placement must be brought to the attention of the Museum's Curator at least two weeks in advance of the event, so a detailed plan can be developed to accommodate both the renter and the Kell House.

CLIMATE CONTROL:

Due to the fragile nature of the objects housed within the Kell House, the heating and air conditioning are closely monitored. Staff and volunteers have been trained regarding the needs of the Museum's collections, and can adjust thermostats within a certain range. Tampering with thermostats will forfeit the Renter's right to receive a security deposit refund.

DECORATIONS:

- A limited number of tables and chairs may be available during the rental – contact the Kell House for more information and to reserve these items.
- The Kell House does not have any tablecloths or decorations for use by renters.
- Any decorations that could damage the Kell House property and Gardens are prohibited, including heavy equipment and stages.
- No tape, staples, tacks, nails, or screws may be used to secure decorations; only ribbon, covered floral wire, or white sticky tack may be used.
- The throwing of rice, confetti, birdseed, or silk flower petals is not allowed.

- Bubbles may only be used outdoors.
- Crepe paper decorations and balloon releases are prohibited.
- No candles, open flames, or fireworks will be permitted.
- All fresh arrangements must have a dish underneath them to protect the Kell House furnishings, and staff must be consulted on placement prior to the event.

FOOD:

- All food must be provided by a licensed caterer.
- The planned menu, including beverages, must be reviewed by the Curator or Director at least one month in advance.
- It is recommended that caterers make an appointment to view and assess the Kell House's facilities prior to the event.
- There is no running water within the Museum itself. All kitchen and restroom facilities are located within the Carriage House.

ALCOHOL:

- Wine, beer, and champagne served by a TABC certified bartender are allowed with food service. No hard liquor may be served.
- A ceremonial toast without food service may be allowed with preapproval from the Curator or Director.
- Cash bars may be permitted at the discretion of the Curator or Director.
- Any event serving alcohol will require the renter to take out event insurance and provide proof to the Museum.
- Alcoholic beverages will not be permitted at any event where the attendees will predominantly be under the age of 21.
- Alcohol service must be ceased ½ hour before the end of the event, not including clean up.

ENTERTAINMENT/MUSIC:

Music is allowed during rentals. Due to space restraints, only small live groups are allowed inside the Kell House. Outdoor events may utilize larger groups or a DJ. All music must be played at a considerate volume.

DRESSING AREA:

The Bride's Room in the Carriage House is the designated dressing area for all rentals. No room inside the Kell House may be utilized as a dressing area.

PARKING:

There is no parking on the Kell House property. All cars must be parked on the street or in the First Baptist Church lots located on 9th Street and Bluff Street.

REHEARSALS:

A one-hour wedding rehearsal is included in any wedding rental, but must be scheduled at least one month in advance.

PHOTOGRAPHY:

The Kell House is available as a photography location by appointment only.

Wedding rentals may utilize the Kell House and Gardens as a photography location one time before the event. Photographers whose clients have not reserved the Kell House or Gardens for an event rental may still utilize our location as a backdrop for a \$100 annual fee. No furnishings may be moved for a photography shoot. No furnishings or objects may be used for sitting upon or handling.

KELL HOUSE MUSEUM RENTAL CLEANING CHECKLIST

*Kell House Museum
Carriage House
Gardens*

- _____ All decorations removed.
- _____ All party favors removed.
- _____ Sweep hard floors, porches, and paved areas.
- _____ Bag all trash and remove to dumpster in alley.
- _____ Wipe up all wet and dry spillage from floors, walls, cabinets, and counters and notify staff.
- _____ Wipe down all kitchen counters in both buildings.
- _____ Remove all left over food items.
- _____ Survey restrooms and party areas for personal items.
- _____ Stack all rental equipment for pick-up.

Reminder:

- Only ribbon, covered floral wire, or white sticky tack may be used to affix decorations.
- No candles, fireworks, or open flames of any kind.
- DO NOT move Kell House furnishings.
- No rice, confetti, birdseed, or silk flower petals may be thrown.
- Bubbles may be used outdoors only.
- No crepe paper decorations or balloon releases.
- A protective barrier must be placed between all fresh arrangements and any Kell House furnishings.
- Do not adjust any thermostats.

Cleanup Completed: Renter: _____ Kell House Representative: _____

GENERAL STATEMENT OF UNDERSTANDING

The Kell House Museum is operated by the Wichita County Heritage Society for the benefit of the general public. Permission for private use of the Kell House is a privilege given by the Wichita County Heritage Society. Because the Museum was formed, maintained, and operated for the general public, it is necessary that certain rules and regulations be established to protect its best interest in preserving the historical items entrusted to its care.

HOLD HARMLESS AGREEMENT

In consideration of the Wichita County Heritage Society allowing me to rent the facilities at the Kell House, I/we voluntarily assume all risk of loss, damage, or injury and agree to fully indemnify, release, and hold harmless the Wichita County Heritage Society and its officials, employees, and/or agents, jointly and/or severally, from every claim because of loss, damage, or injury of any kind because of such activity, regardless of whether such loss, damage, or injury is caused by the negligence of the Wichita County Heritage Society, its officers, agents, and employees or by any other cause.

Therefore, the following understanding must be agreed upon before permission to use the facility is granted:

I have read the Kell House Museum Rental Guide, General Statement of Understanding, and Hold Harmless Agreement and I agree to abide by these conditions. Non-adherence may result in forfeiture of all or portions of the deposit. Renter will be held responsible for damage and non-adherence to regulations.

Signed: _____ Date: _____

Printed Name: _____ Phone: _____

Address: _____

Contact E-mail: _____

Rental Date: _____ Rental Time: _____

Rental Facilities: _____

Kell House Representative: _____ Date: _____

Staff Notes: _____