

## Hunt-Morgan House Rental Policies

Rental Fee	Public Rate	BGT Member Rate
<i>Ground Floor:</i>	\$550	\$475
<i>Ground Floor &amp; Garden:</i>	\$650	\$575
<i>Garden Only:</i>	\$425	\$350

*Everybody is eligible and is encouraged to become a member of the Blue Grass Trust. The membership fee is \$50 and is tax deductible.*

**Times:** All rates reflect a 5 hour time window, including set up and take down. Additional time may be purchased for \$80 an hour. Events must end by 11:15pm because the Hunt-Morgan House is located within a residential neighborhood.

**Ground Floor:** The Parlor, Dining Room, and Dr. Thomas Hunt-Morgan Room as well as the Foyer are included in rental. The Ground Floor can accommodate approximately 120 guests for a reception style event and 60 for banquet style events.

**Garden:** The entire grounds of the Hunt-Morgan House are available for rental. The Garden can accommodate approximately 150 guests for reception style events and can hold approximately 100 chairs for theatre style seating. Tents with stakes are permitted in the parking lot.

*If the Ground Floor and the Garden are rented together, a maximum of 150 guests are permitted. All rentals include use of the kitchen and upstairs bathroom. Please note that the second floor is not handicap accessible at this time.*

### **Reservation Deposit**

A \$500 damage deposit as well as 50% of the rental fee and signed contract are required to hold a date. The remainder of the rental fee will be invoiced 30 days prior to the event. The damage deposit will be refunded within 14 days after the event if no damages occur or excessive cleanup is required.

### **Host/Hostess**

Each event at the Hunt-Morgan House is monitored by a host or hostess. They are a representative of the BGT are there to make sure the event goes smoothly. The host or hostess is paid separately from the Rental Fee at a rate of \$8 per hour. They are paid at the end of the event, directly to the host or hostess.

### **Caterer**

The BGT does not require a professional caterer for events unless liquor is served. The Lessee is free to choose the caterer of his or her choosing, but they must be approved by the BGT prior to the event.

### **Equipment**

The Lessee must provide, at his or her own expense, all linens, glassware, cooking/serving utensils, silverware, dishware, barware, and folding tables and chairs. The glassware, silverware, dishware, and barware in the kitchen is not for use by the Lessee as it is the property of the BGT and its tenant.

Lessee will be responsible for arranging set-up and takedown of all rental furniture or equipment. All rental furniture or equipment used outdoors must be taken down immediately following the event unless prior arrangements have been made with the BGT.

The Blue Grass Trust has (2) 6x2.5ft tables and (1) 8x2.5ft table as well as approximately 30 chairs the lessee is welcome to use. The Dining Room table may also be used with appropriate table pads provided by the BGT. The Dining Room table is 8x4ft.

### **Delivery**

Please make arrangements with the BGT regarding rental delivery. Rental equipment delivered prior to an event or stored after an event is the responsibility of the Lessee. The BGT will not be responsible for damaged, lost or misplaced rental equipment. Rental equipment may only be delivered within 24 hours of the event and must remove within 48 hours after the event.

### **Alcoholic Beverages**

Beer and wine are allowed to be served at the Hunt-Morgan House. Liquor must be served by a licensed caterer with a valid KY Liquor License. Lessee shall not sell, give away or deliver, or cause or permit any caterer to sell, give away or deliver, any alcoholic beverages to any minor or any person actually or apparently under the influence of alcohol. Lessee shall comply with the requirements of KRS 244.080.

No champagne fountains are allowed inside the Hunt-Morgan House. However, they may be used outside the house.

### **Decorations**

Subject to the supervision and approval of the BGT, Lessee may decorate the reserved rooms, but without the use of nails, tacks, screws or other fasteners, or tape or other adhesives, on wood or plaster walls or surfaces, and without defacing the premises. No decorations or other material may be attached to mirrors or light fixtures. *Candles must be enclosed by glass (no open flame). Only dripless and beeswax candles are allowed.* Lighted candles may not be used on the mantles. Glitter or confetti is prohibited. Lessee shall not permit explosives, fireworks, or highly inflammable substances to be brought onto the grounds or into the Hunt-Morgan House.

Flowers, floral containers and all other decorations must be provided by the Lessee at his own expense.

### **Signage**

In order to maintain the integrity and aesthetic quality of our facility nothing shall be posted, nailed, screwed, or otherwise attached to walls, floors, or other parts of the building or furniture. Lessee agrees to cooperate with the efforts of the BGT to maintain the integrity and aesthetic quality of our properties.

**Birdseed/Rice/Rose Petals**

Absolutely no birdseed, rice, popcorn, confetti or rose petals shall be dispensed or dispersed in any manner anywhere on the premises.

**Music/Dancing**

Music amplifiers and disc jockeys are not permitted either inside the house or on the grounds. Pianos are not permitted inside the house. Musical groups are limited to 6 people. Lessee bears all the responsibility for compliance with the Lexington-Fayette Urban County Government Noise Ordinance. Dancing is not permitted in the house.

**Clean Up**

The Lessee is responsible for clean up of the kitchen and grounds. The Lessee is responsible for removing all food, service equipment, and supplies. All items must be removed after the event has ended. This includes linens, decorations, lights, etc... The kitchen should be left in the same condition as it was found, if this does not occur, the damage deposit may be retained.

The lessee is responsible for cleaning the Hunt-Morgan House and picking up any outside debris or trash left by the event. It is the responsibility of the lessee to take down and store any outside decorations or equipment. The lessee is responsible for proper bagging, fastening, and removal of all trash throughout and at the end of the event. All ice should be dumped in the street and not in the garden.

The Lessee will leave the property and grounds of the Hunt-Morgan House (including all its parts and contents both inside and out) entirely clean and orderly, with no damage to the property. Should the Lessee leave the property/grounds of the Hunt-Morgan House unclean or disorderly or if any property is damaged, the BGT shall retain part or all of the \$500.00 damage deposit.

If the premises or contents of the Hunt-Morgan House are damaged in any part by an act of negligence on the part of the Lessee or any person permitted on the premises by the Lessee during the event or in preparation for the event, the BGT may require the Lessee to reimburse the BGT for such sums as shall be necessary to restore the said premises or contents to their original condition including replacement

*The Blue Grass Trust does not provide cleaning supplies. This is the responsibility of the Lessee and the caterer.*

**Smoking Policy**

The Hunt-Morgan House is a smoke-free facility. Smoking is not permissible anywhere on the property. *Any evidence of smoking on the grounds will constitute forfeiture of the damage deposit!*

**Failure to Pay Rental Balance, Damage Deposit or Security Fee**

In the event that the Lessee shall fail to pay the balance of the Rental Fee, Damage Deposit or Security fee on or before the date payment is due, the reservation shall automatically be cancelled, and BGT shall retain the Reservation Deposit.

**Cancellation Policy**

The Lessee may cancel the reservation in writing 60 days in advance of the Event and receive a full refund. If the Lessee cancels the reservation in writing less than 60 days in advance of the Event, BGT shall refund the damage deposit and half of the rental fee. If the Lessee cancels in writing less than 30 days in advance of the Event, the Lessee shall forfeit the Rental Fee. *The BGT membership is non-refundable!*

**Impossibility**

Should occurrence of conditions such as strikes, acts of God, or civil disturbances which are beyond the control of the BGT render the requested facilities inoperable, unavailable, or unsuitable for their intended purpose the BGT will have no responsibility for providing alternative facilities, electricity, housing, or meal service and will not be liable for any damage, loss, or other services.

**Parking**

Parking is allowed in the parking lot adjacent to the Hunt-Morgan House. The Lessee is responsible for any damage to the grounds or landscaping caused by guests, invitees, licensees, permittees, employees, caterers, florists, decorators, photographers, musicians, security and parking personnel, or agents.

**BGT Access to Facility**

Lessee understands and agrees that the BGT shall be entitled to have its representative present at all times during the Event, and such representative shall have access to the entire Facility at all time. Lessee must comply with all requests of the host or hostess. Lessee and the host or hostess are responsible for final housing check after the event using the Hostess Checklist.

One adult chaperone is required in the room at all times for events where ten minors are congregated. College groups must be chaperoned by four (4) adult faculty/parent adults.

**Tours**

The Hunt-Morgan House is open for tours Wednesday-Friday from 1-4pm, Saturday from 10-3pm, and Sunday from 1-4pm Mid-April through November. When the Hunt-Morgan House is rented, the house will close to accommodate Lessee. If dropping off items of the day before, please be mindful of our Docents and Guests.

**Please contact the BGT offices if you have any questions regarding this contract or rental of the house.**

**Blue Grass Trust Office:**

*Blue Grass Trust  
253 Market Street  
Lexington, KY 40507  
(859) 253-0362  
(859) 259-9210 fax*

**Property Address:**

*Hunt-Morgan House  
201 North Mill Street  
Lexington, KY 40507  
(859) 233-3290*