



Liberty Hall Historic Site

Rental Agreement 2026-2027

Event Name: _____ Contact Person: _____

Address: _____ City/State/ZIP _____

Phone (H/C/W): _____ Email _____

Type of Event: _____

Date of Event: _____ Start Time of Event: _____

End Time of Event: _____ Expected attendance: _____

Host or Bride & Groom: _____

Special Notes or Request: _____

DAILY & HOURLY RATES

Liberty Hall Historic Site

This full site rental includes access to Liberty Hall, Ornamental Gardens, River's Edge & Restrooms (non- wheelchair accessible. The Orlando Brown House (see below) also included.

Full Day: \$3,500.00

Hourly: \$300.00* for events 4 hours or less including setup and breakdown times.

Orlando Brown House

Rental includes Orlando Brown House Parlor, Patio, Lawn, & Restroom (wheelchair accessible).

Full Day: \$2,000.00

Hourly: \$170.00* for events 4 hours or less including setup and breakdown times.

Capacity

250 people maximum capacity outdoors

50 people maximum capacity for inside Orlando Brown House Parlor

Liberty Hall Historic Site reserves the right to modify rates on a case-by-case basis. Further information pertaining to rates, restrictions, and use of rental space to be provided by Liberty Hall Historic Site



Equipment and Supplies

Liberty Hall Historic Site offers guests the opportunity to rent tables, chairs, and tablecloths. LHHS can accommodate equipment and supply rentals for events of 160 guests or fewer.

- 6-foot rectangular tables (seats 6-8 guests): \$10.00/table
- 47-inch circular tables (seats 4 guests): \$7.00/table
- 32-inch high-top tables: \$10.00/table
- White Resin Folding Chairs (160 total): \$2.00/chair
- Linens (to accommodate seating for 160 guests): \$10.00/linen

Liberty Hall Historic Site maintains a liquor license to purchase and serve alcohol. Cost of alcohol and bar supplies determined on a case-by-case basis. **Please reference bar service packages & site use rules below.**

FEES

50% Non-refundable Damage Deposit:	\$ _____	Date paid: _____
Rental fee (deposit taken out of this total):	\$ _____	
Bar service fee (\$250/\$500):	\$ _____	
Cost of alcohol & Bar Supplies:	\$ _____	
Furniture Rental: (variable for 160 guests or fewer)	\$ _____	
Sales Tax 6% of Total Cost:	\$ _____	
*Credit Card Processing Fee – 3% of Total Cost:	\$ _____	

	Subtotal: \$ _____	
<i>*Balance due 30 days before the event*</i>	Total Due: \$ _____	Date due*: _____

Date balance paid: _____ Balance received by: _____ Payment type: _____

By signing below, I agree to be responsible for and abide by the policies of use of Liberty Hall Historic Site grounds/spaces as stated above and as delineated in the Site Use Rules attached. I understand the deposit paid to hold this reservation is non-refundable. I understand LHHS is not responsible for interruptions, changes, or cancellations as a result of weather or other acts of nature.

Renter Signature: _____ Date: _____

Staff Signature: _____ Date: _____



Bar Service

Liberty Hall Historic Site offers a variety of bar service packages. These include options that emphasize local vendors, engage with regional bourbon distillers, and offer complete customization. Couples can also create signature cocktails that showcase their taste and personality!

Looking for non-alcoholic options? Ask the Liberty Hall staff for more information.

Standard Bar Fees:

- \$250 set up fee for one bar & bartender.
- \$500 set up fee for two bars & multiple bartenders.
- \$5/guest/hour for beer and wine open bar (domestics/ LHHS standard wines).
- \$6-\$8/guest/hour for beer, wine, & liquor open bar (domestics/standard wines & liquor).
- Drink tickets and bar deposits are available in place of a fully open or cash bar.

Expanded Bar Service Packages:

- +\$1/guest/hour for craft beer packages (local West Sixth Brewery preferred).
- +\$2/guest/hour for regional bourbon packages (local Buffalo Trace preferred).
- Non-alcoholic options are provided at minimal cost to the guest. Ask LHHS Staff for more information.
- Signature cocktails and other customizations are available on a case-by-case basis.

Notes on Bar Service Packages (Please Read):

- Outside alcohol is not permitted on site.
- Liberty Hall Historic Site staff and bartenders reserve the right to refuse service to individuals who create a disturbance or present a risk to onsite guests.
- Liberty Hall Historic Site has the right to charge for violation of our policies.



Complimentary Services & Partnerships

Liberty Hall Historic Site is proud to offer a variety of complimentary experiences and spaces to our guests. Renting parties may also make use of several community partnerships!

Embrace all that downtown Frankfort has to offer with premium experiences at the Ashbrook Hotel and The Foundry. Liberty Hall is a proud community partner - allow us to pass along those connections and savings to you!

Introducing the Liberty Hall Rental Suite

- Liberty Hall is excited to introduce a brand-new rental suite. This space is available at no charge and is the perfect space for bridal parties or one-on-one meetings.
- The rental suite is designed for comfort and impact - the perfect venue for pre-wedding photographs or intimate family moments.
- Ask a Liberty Hall Staff member about utilizing this complimentary space.

Hotel Accommodations at the Ashbrook Hotel

- The Ashbrook Hotel is a boutique hotel in Frankfort. Just two blocks from LHHS!
- Enjoy elegantly appointed rooms, a charming courtyard, & onsite food and drink.
- Friends of Liberty Hall can receive a discounted stay using the Corporate Code "LIBERTYHALL."
- Competitive block rates available - Just ask the Liberty Hall Staff for more information.

Scan the QR Code to visit the
Ashbrook Hotel Website!



Expanded Service at The Foundry

- Enjoy modern touches and Southern hospitality at The Foundry!
- Located just steps away from Liberty Hall, this community partner offers a convenient indoor oasis. Perfect for large weddings and private parties.
- Ask the Liberty Hall Staff for more information!



Site Use Rules

These rules are in effect for any rental of Liberty Hall Historic Site, including the Orlando Brown House and all gardens and grounds on the property, unless otherwise noted by the Executive Director of Liberty Hall Historic Site.

Availability

- All sites are available Monday-Sunday, 9:00 a.m. - 9:00 p.m.
- LHHS events and activities take priority over the rental of the grounds and facilities. Therefore, some dates will not be available for rentals to outside groups and/or individuals.
- Renters will specify the window of time within which they plan to have their event. Renters who exceed this pre-specified window will be charged an additional \$200 per hour.

General Rules

- As a National Historic Landmark, Liberty Hall Historic Site is first and foremost a historic site and museum and shall always be treated as such.
- Fixtures and Features within Orlando Brown House may not be moved or altered in any way.
- All indoor decorations must have prior approval to ensure that the historic nature of the home and artifacts are not disturbed, moved, or altered in any way.
- A LHHS staff member or designated volunteer will be present onsite to assist with questions, and to serve as stewards of the site.
- Any unplanned changes must be approved by the staff member at least five (5) business days prior to implementation.
- Fixtures and features in the garden and grounds (chairs, benches, planters, etc.) may not be moved in any way.
- No plant material in the gardens or grounds may be altered, moved, or physically affected by the rental event (I.e., for the purposes of decoration.)
- The throwing of rice, popcorn, and non-natural materials (like confetti) are strictly **prohibited**.
- For the purposes of weddings, birdseed, real flower petals, and bubbles are allowed.
- All events must be completed, picked up, and off the grounds (except rental materials which may be picked up later at a pre-arranged time) by 9 p.m.
- **Smoking is not permitted** anywhere on the grounds of Liberty Hall Historic Site. Renter is responsible for enforcing this rule with guests.

Payment

- Check is our preferred method of payment and can either be dropped off or mailed to our offices at: 202 Wilkinson Street, Frankfort, KY 40601
- A date requested for an event is not secured until a deposit is received
- All major credit cards are accepted but will incur a 3% card processing fee for the total amount on the invoice and/or deposit.



- All payments for outstanding invoices must be made the same day of the event date at the conclusion of the event. If arrangements need to be made to drop off checks or complete invoice payments after an event, prior written approval from the Executive Director must be provided at least 7 days before the date of the event.

Equipment and Supplies

- LHHS provides no equipment or supplies beyond what has been previously agreed upon between the renter and LHHS. Additional tables, chairs, tents, arches, sound systems, lights, decor, extension cords, etc. must be provided by the renter or a rental company.
- LHHS staff will not be responsible for setup or takedown of any equipment brought onsite.
- All large equipment such as tents must be approved by LHHS staff prior to the arrival and installation of equipment. Staking into the ground is **prohibited**.
- Staff must be present during setup.
- Bar Supplies, Bartender Fee, Alcohol, KY State 6% Tax, and any other requested items cost will be reflected on the final invoice.

Entertainment

- Amplified music (electrical sound systems) is allowed with prior approval from LHHS staff.
- Please be considerate of those private property owners around LHHS. LHHS Staff reserve the right to request that volume be turned down to accommodate neighboring residences.
- Fireworks and sparklers are not allowed.

Photography

- Use of LHHS Gardens for photographs for the duration of the event is included in rental price.
- Those wishing to use the grounds for engagement or other photographs prior to the rental should contact LHHS staff to determine availability.
- Do not move, disturb, or remove any manmade or natural features of the property for photographs. This includes but is not limited to - benches, chairs, tables, signs, planters, flowers, produce, tools, and safety cones. Cutting or pruning of flowers, shrubs, and trees is **prohibited**. Do not walk in or
- trample any planted beds. Stay on the lawn and brick paths.
- Liberty Hall Historic Site retains usage rights to professional photos taken during the event for marketing purposes. (Photographer will be credited.)

Food and Beverage Service

- All served food must be provided by a licensed caterer.
- Kitchens on LHHS property are not available as catering kitchens. If food needs to be cooked onsite, renter must make mobile arrangements with caterer in order to use outside hook-ups. Food Trucks are allowed if licensing is provided. Staff will instruct where they can park at property.
- Alcoholic beverages may not be brought onto LHHS property. Liberty Hall Historic Site maintains a liquor license to purchase and serve alcohol. Only Liberty Hall Historic Site may serve alcohol on its property. Renter is responsible for making sure intoxicated persons leaving the event are provided safe and suitable transportation. Any unconsumed products must remain



on the property per ABC regulations.

Clean-Up of Grounds and/or Patio after the Event

- Renter is responsible for the take down and removal of equipment immediately following the event unless special arrangements have been made with LHHS staff in advance.
- All trash must be removed from the site by the Renter at the end of the event.
- The grounds and patio must be left clean and free of any decoration, debris, or trash.

Adherence to Contracted Hours and Size of Groups

- Staying past the contracted time will result in a fee of \$200.00 per hour for each additional hour.
- LHHS reserves the right to stop the event with no refund in the event capacity is exceeded, behavior is unruly, or there is damage to the site.

Liability for Debts Incurred by Renter

- LHHS is not responsible for any debts, property damage, or personal injuries generated by the Renter in carrying out the event. The Renter shall hold LHHS harmless from any liability to guests or third parties for money owed, personal injuries, or property damage.

By signing this document, the renter acknowledges the policies as written in the Site rules and agrees to be responsible for and abide by the terms within.

Renter: _____ Date: _____

Credit Card Authorization

Name on Card: _____ Card Type: _____ (AmEx not accepted)

Card #: _____ Exp. Date: _____ Code: _____

Authorized Signature: _____

By signing above, you authorize Liberty Hall Historic Site authorization to charge your credit card for any incidental or additional charges not covered in this agreement. Examples of these charges include rental period overages, bar service charges, etc.