Allandale Mansion – Rental Guidelines

Hours & Access
Office hours are Monday–Friday, 8:00 AM–5:00 PM (by appointment). Rental availability is from 10:00 AM–11:00 PM. Access is limited to the time specified in your contract. All deliveries, vendor arrival, setup, and breakdown must occur within reserved hours. Additional time must be booked in advance. All items must be removed at the end of the event (no overnight storage).

Rental Approval
All rentals are subject to approval by the City of Kingsport. Allandale reserves the right to require an off-duty police officer or fire inspector. Events open to the public may have additional requirements.

Payments
Checks payable to the City of Kingsport should be mailed to Allandale Mansion with the renter's name and event date. For cash or card payments in person, or to pay online, please contact the office.

Tables and Chairs
The Mansion includes six (6) tables and fifty (50) white folding chairs set up indoors. Outdoor items may be set up in designated locations by renter, or by Allandale staff for a fee. Renter-provided items must be set up and removed by the renter during rental hours. Notify staff of table/chair needs at least four (4) weeks in advance.

Setup, Décor & Prohibited Items
No tape, tacks, staples, glue, Command Strips, nails, or attaching items to walls, woodwork, furniture, fixtures, or décor.
Nothing may be hung from trees or bushes.
Linens may not be steamed or sprayed indoors.
No furniture, floral arrangements, or other Mansion items may be moved.
Prohibited: rice, confetti, loose glitter and rhinestones, table scatter, silly string, balloon releases, helium tanks, chocolate or punch fountains, candles, sparklers, fireworks, tiki torches, sky lanterns, cold spark showers, smoke machines, or flammable/explosive items. Floor coverings may be required.

Scattered Petals
Only silk loose petals are allowed inside the Mansion. Only natural loose petals are permitted on the grounds. Flowers in arrangements may be real or artificial.

Music & Noise
Please be considerate of surrounding residential areas and other renters. The Facility Host has authority to control excessive noise levels and may shut off music if necessary. Live music must be approved in advance.

Parking
Use the Mansion entrance. Limited parking is available behind the Mansion at the renter's discretion. All other guests must park in the circular driveway or on the lawn below. Allandale does not provide a parking attendant and is not responsible for parked vehicles. The renter is responsible for managing parking.

Food & Beverage
Food and beverages must be served in designated area. Chafing dishes and Sterno are allowed in this area on cloth table covers (no plastic). No plug in warmers by order of the Kingsport Fire Marshal. Tablecloths (provided by renter) are required on all dining/service tables.
Grills/smokers require advance approval, must be attended and roped off for safety, and placed in designated areas only. No frying of any kind is permitted, indoors or outdoors. Food trucks must be approved, properly inspected, and parked in designated areas.

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Tents
All tents must be approved by Allandale. A permit is required through the Kingsport Building Inspector's Office (415 Broad Street, 423-229-9393). Improperly installed tents will be removed at the renter's expense. Due to the nature of tent setups, tents will often remain on the grounds for several days. A tent may be present on the grounds during your rental.

Cleanup
At the end of the rental period, all items must be removed. Trash must be collected, bagged, and placed in the designated dumpster. Excessive cleanup required by staff will result in additional fees.

Grounds & Environment
Do not pick or cut flowers or greenery. Allandale is a natural park setting; conditions such as leaves, limbs, or wildlife may occur in parks.

Smoking & Vaping
All City of Kingsport facilities are non-smoking and non-vaping. Smoking is not permitted inside any Allandale facility. Guests must use designated outdoor areas or return to their vehicles.

Damages
The renter is responsible for all damages to the facility, furnishings, equipment, and grounds, including those caused by vendors or guests.

Pets & Service Animals
Pets are not allowed inside the Mansion. Only ADA-defined service animals are permitted.

Facility Restrictions
The living room French doors may not be opened. Mansion antiques, furniture, and décor may not be moved or rearranged. Mansion showers may not be used.

Fire Safety & Weather
All hanging fabrics must be flame retardant per the Kingsport Fire Marshal.
Renters are strongly encouraged to establish a rain plan in advance and must notify staff of any weather-related changes at least three (3) days prior to the event. Tables and chairs will only be set up once.

Piano Rental
The black baby grand piano in the Parlor is available for $50 per event and must be reserved in advance. The piano may not be moved. Moving the piano will result in a tuning fee.

Facility Host
A Facility Host will be onsite to open and close the venue, ensure guidelines are followed, and assist with any issues. All questions or concerns during the event should be directed to the Host.

Lost & Found
All items must be removed after the event. Lost items must be reported within 30 days. Allandale is not responsible for items left behind.

These guidelines are intended to cover most commonly asked questions but may not be exhaustive. Allandale reserves the right to disallow items or activities not listed. Please consult staff with any questions. Thank you for helping make your event a successful and pleasant experience.

Revised 5/8/26