

Allandale Mansion – Rental Guidelines

- **Allandale Hours:** All visits must be scheduled during normal office hours (*Monday – Friday, 8:00 AM - 5:00 PM*). Facilities may be rented between the hours of 11 AM and 11 PM.
- **Rental Approval:** All facility rentals are subject to approval by the City of Kingsport and the Allandale Advisory Council. Allandale Mansion reserves the right to require the renter to hire an off duty City of Kingsport police officer or fire inspector during your event. Events open to the public have additional guidelines.
- **Payments:** Check payments should be made payable to the City of Kingsport and mailed to Allandale Mansion. Please include your party's name and rental date on all mailed payments. If you need to make a payment by cash or card, call our office to schedule a time.
- Your booking includes venue access for a designated number of hours, specified in your contract. To ensure a smooth experience for all parties, access to the venue outside of these hours is not permitted. Additional time must be booked in advance. Deliveries, arrival times of vendors, setup, and break down must all be considered in your planning of time. All items must be removed from the Allandale property after your event (no overnight storage).
- **Courtesy Items:** The Mansion rental includes 6 tables and 50 white folding chairs for indoor use. No furniture, floral arrangements, or other Mansion items may be moved for any reason. Tables/chairs may only be set up in designated areas of the Mansion. Additional tables/chairs may be rented for outside use.
 - **Tables/chairs rented from Allandale will be onsite when you arrive for your rental.** Tables and chairs brought in by the renter must be set up and taken down by the renter.
 - Please let Allandale Mansion know about table/chair needs at least 6 weeks ahead of your event.
- **Prohibited Items:** No tape, tacks, staples, glue, Command Strips, or nails may be used. No rice, confetti, loose glitter, loose sand or soil, loose rhinestones, table scatter, or silly string. No balloon releases, chocolate fountains, or punch fountains. No candles, sparklers, fireworks, tiki torches, sky lanterns, or other explosive/flammable items. No cold spark showers or smoke machines. No decorations, dresses/clothing, signs, etc. may be hung from the walls, woodwork, pictures, furniture, or light fixtures in the Mansion. Allandale may require rugs/floor coverings for certain activities.
- **Scattered Petals:** Only SILK loose petals are allowed inside the Mansion and only NATURAL loose petals are allowed on the grounds. (Flowers contained in arrangements may be either real or artificial.)
- **Loud Music:** Please be kind to surrounding residential areas and other Allandale renters with music volume. The facility host has authority to control excessive noise levels and is authorized to shut off music if requests are not adhered to. Live music must be approved by Allandale staff.
- **Parking:** Use Mansion entrance. Limited parking is available behind the Mansion is at the discretion of the renter. All other guests must park either in the circular driveway or on the lawn below the driveway. Allandale does not provide a parking attendant and is not responsible for parked cars. It is the renter's responsibility to control parking during their event.
- **Food & Beverage:** Food, beverages, and other equipment may be set up only in designated areas. **Tablecloths (provided by renter) must be used on all food service/dining tables.**
 - **Grills/smokers must be approved by Allandale staff and placed in predesignated locations.** Grills and smokers may not be left unattended, and fire safety is to be observed at all times.
 - **No frying of any kind** by order of the Kingsport Fire Marshal's office. This includes pan/shallow frying, deep frying, and outdoor fryers.
 - **Food trucks** must be parked in designated locations and have a current inspection sticker on file from the Kingsport Fire Marshal's office. It is the renter's responsibility to ensure the truck has been approved ahead of the event.
- **Tents:** Larger parties at the Mansion may wish to obtain a tent from an outside vendor. Allandale MUST approve all tent rentals, and are not responsible for improperly scheduled tents. A tent permit must be obtained from the Kingsport Building Inspector's office at Kingsport City Hall (415 Broad Street, 423-229-9393). Tents set up inappropriately will be removed at the renter's expense.

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- Due to the nature of tent setups, tents will often remain on the Allandale lawn for several days. A tent may be present on the side lawn during your rental.
- **Cleanup:** Upon conclusion of the rented hours, the renter is responsible for ensuring that all food, equipment, supplies, décor, and personal items have been removed. The renter is responsible for ensuring all trash is picked up, bagged, and taken to the designated dumpster. Any unusual amount of cleanup required by Allandale staff will involve an hourly cleanup fee equal to additional hours of rental time.
- Renters and their guests are not permitted to pick or cut Allandale's flowers or greenery. Nothing may be hung from any trees or bushes.
- **Smoking / Vaping:** The City of Kingsport has a **no smoking or vaping** policy for all City facilities. No smoking is allowed in any Allandale facility. Guests must return to their vehicles or use designated areas only.
- **Damages:** Renters of any Allandale facility are liable for all damages to the facility, furnishings, equipment and grounds. The renter is also responsible for damages incurred by their contract labor (i.e. caterer, florist, decorator, photographer, DJ, musicians, rental company, etc.) and their guests.
- **Pets are not** permitted inside the Mansion, only service animals. A *service animal* is defined by the ADA as a dog that has been individually and specifically trained to do work or perform tasks for an individual with a disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA.
- The French doors in the living room may not be opened. Allandale antiques, furniture, and other items may not be moved or rearranged.
- Hanging fabrics must be flame retardant per the Kingsport Fire Marshal's office.
- Mansion showers may not be used.
- **Wedding Rehearsals:** Depending on availability, each rental is allowed a one hour time block for an **OUTDOOR ONLY** rehearsal during our office hours (Monday – Friday, 8-4) at no charge. As these rehearsals are scheduled around our events calendar, we do not guarantee this rehearsal may take place the day before your event. Additional charges will take place if you require venue/restroom access or need a rehearsal after hours.
- **Rain Plan:** Allandale highly recommends setting an advance rain plan. It is the renter's responsibility to notify Allandale of any anticipated weather-related changes within three (3) days of your event date. Allandale staff will only set up tables and chairs one time.
- Allandale Mansion is located in a beautiful natural setting, and we ask for your understanding regarding elements beyond our control. While we do take proactive measures to clean walkways, patios, and other outdoor areas prior to the rental, we acknowledge the possibility of downed limbs, leaves, or wildlife leaving droppings in these spaces after cleaning. This is a part of hosting events in an outdoor environment and is something that can occur despite our best efforts.
- **Piano Rental:** The black baby grand piano in the Parlor rents for \$50 per event and must be booked in advance. The piano may not be moved, and attempts to do so will result in a tuning fee applied to your Allandale bill.
- **Facility Host:** The Facility Host ensures all the guidelines are followed and will open/close the venue at the predesignated times. They are in charge of the facilities during events and are well-versed in Allandale's policies. If any questions, problems, or concerns arise during the event, renters should contact the Host on duty at the venue.
- **Lost and Found:** It is the renter's responsibility to remove all items after the event and call for lost items within 30 days. Allandale is not responsible for items left on the premises.

Guidelines are intended to cover most commonly asked questions, but may not be exhaustive. Please consult with Allandale staff with any questions. Allandale reserves the right to disallow items or activities not listed here.

Thank you for your cooperation in helping make your event a successful and pleasant experience.