



**RENTAL CONTRACT** – Chester Inn Board Room and Kitchen  
 Heritage Alliance. 212 East Sabin Drive. Jonesborough, TN. 37659  
 Phone: 423-753-9580 Email: info@heritageall.org  
 www.heritageall.org

**Date of Event:** Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

**CONTRACT INFORMATION**

Renter Name/Organization: \_\_\_\_\_  
 (This person must sign any and all changes or additions to this contract)

Contact Person: \_\_\_\_\_ Affiliation: \_\_\_\_\_

Phone (Day): \_\_\_\_\_ Phone (Evening): \_\_\_\_\_ Cell phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Event Coordinator: \_\_\_\_\_

Coordinator's Phone: \_\_\_\_\_ Coordinator's Cell phone: \_\_\_\_\_

**Rental Start Time:** \_\_\_\_\_ **Rental End Time:** \_\_\_\_\_

EVENT SETUP AND BREAKDOWN MUST BE INCLUDED IN YOUR RENTAL  
 START AND END TIMES.

**Expected Number of guests:** \_\_\_\_\_ **(40 Person Maximum Occupancy)**

Caterer: \_\_\_\_\_ Phone: \_\_\_\_\_

Equipment Vender(s) such as entertainment and florist

Name: \_\_\_\_\_ Equipment: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Equipment: \_\_\_\_\_ Phone: \_\_\_\_\_

Delivery Time: \_\_\_\_\_ Pick Up Time: \_\_\_\_\_

**PAYMENT FOR RENTAL (Office Use Only)**

**If renting the space for 4 hours or less, the charge is \$25 per hour and NO Damage Deposit is due.**

**If renting the space for 5 or more hours, the standard rental fee for the Chester Inn Board Room is \$100.00. If additional set-up is required, a “set-up” fee will be determined by the Heritage Alliance and added to the total rental fee.**

**Damage Deposit – Due When Contract is Signed, Refundable 10 Business Days after Event**

\$50.00 Amount \_\_\_\_\_ Check # \_\_\_\_\_ Date Rec'd \_\_\_\_\_

**Rental Cost – Due 10 Days Prior to Event, Non-Refundable**

Board Room and Kitchen	\$ _____	<b>Rental Payment</b>
Set Up Fee	_____	Amount _____ Check # _____ Date Rec'd _____
<b>Total Rental Amount</b>	_____	

Payment must be made in cash or check only. Credit cards will NOT be accepted.

The renter shall indemnify (be responsible) and 'hold harmless' the Heritage Alliance, the Tennessee Historical Commission, and the staff, officers and directors, thereof, for any and all claims raised out of the use of the grounds and facilities at the Chester Inn and all activities conducted there upon by the renter, the renter's guests and the renter's contracted labor. Indemnification shall include, but not be limited to, all defined acts, including attorney fees, court costs and cost incurred through litigation and/or claim processing. All rental contracts are subject to approval by the administrative staff of the Heritage Alliance and may not be changed unless agreed to in writing by both parties.

All deliveries and pickups by vendors must be made within designated contract hours. \_\_\_\_\_ **Initial**

By signing below I, the renter, acknowledge that I have read, understand, and agree to abide by the terms of this contract, the Rental Policies Agreement as written, including all terms required therein and all charges incurred during the course of the rental. I agree to always respect and uphold the historical integrity of the Chester Inn in all manners regarding my rental of the property. I understand that if I or anyone in attendance at my event fails to meet the terms of this contract, including any and all rules or regulations set forth by these documents which pertain to my rental of the property, I personally, or my organization, will be financially responsible, up to and beyond the amount of my Rental Payment, for all charges incurred due to damage or negligence on the day of my event.

**Renter:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Heritage Alliance Representative:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Any changes or additions to this contract and its related documents must be made in writing, and signed by both parties above.

Written correspondence may be sent:

Email: [info@heritageall.org](mailto:info@heritageall.org) Mail: Heritage Alliance 212 East Sabin Drive Jonesborough, TN 37659



## Rental Terms & Conditions

The following **Rental Terms & Conditions** outlines terms and conditions required by all renters, their assisting personnel, guests, and all other persons in attendance at or before the rental of the Chester Inn Board Room and Kitchen and facilities.

**First and foremost, be aware that the Heritage Alliance's priority and focus is to honor the historic value of this site through preservation, conservation, education and community awareness. The rental of this historic property should be considered an honor and a privilege and will require commitment to rules that may not be found at other rental facilities.** In order to ensure that this Tennessee treasure is preserved for future generations we expect that you, the renter(s), your assisting personnel, guests, and all other persons associated with your rental always respect the historical integrity of the Chester Inn, its name and its property throughout the duration of your rental. The renter(s) is defined as that person or persons whose signature(s) appear on this document as the responsible party(ies) for any and all activities taking place on the property during the outlined duration of the rental period. Renter(s) should carefully consider whether he/she/they are prepared to meet **ALL** of the guidelines set forth in these Rental Terms & Conditions for rentals of the Chester Inn Board Room and Kitchen before signing and agreeing to these policies, terms, and conditions.

If you or any of the persons associated with your rental need additional copies of the Rental Terms & Conditions, they are available at no additional charge. However, you, the renter(s), are responsible for communicating these Rental Terms to any and all persons involved with your event.

### **SECTION I Contract Negotiation, Damage Deposit, & Rental Payment**

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#### **Article I: Contract Negotiation**

Following an initial discussion with the Heritage Alliance staff, the date of your proposed event will be tentatively held for a period of ten (10) days. Within this designated period, you will receive a contract,

which shall be signed and returned to the Heritage Alliance. Receipt of the signed contract will confirm and reserve your date and time of the proposed event.

#### **Article II: Damage Deposit**

A damage deposit of \$50.00 is due upon receipt of the signed contract. Payment must be made in cash or check only. Credit cards will not be accepted. You may mail your payment to the office at 212 East Sabin Drive Jonesborough, TN, 37659 or come by our office during regular business hours (Monday – Friday 9 am – 5 pm). Should no damages to the historic structure be incurred, this refundable deposit will be returned to the renter(s) in full 10 business days after the event has been held. The Heritage Alliance will be responsible for determining if any damages have been incurred and be fully responsible for contacting the renter(s) about said damages. If no damages have been incurred, the Heritage Alliance will be fully responsible for returning the damage deposit within the allotted amount of time.

#### **Article III: Rental Payments**

The rental fee should be paid in full to the Heritage Alliance ten days prior to the event. Payment must be made in cash or check only. Credit cards will not be accepted. You may mail your payment to the office at 212 East Sabin Drive Jonesborough, TN, 37659 or come by our office during regular business hours (Monday – Friday 9 am – 5 pm). If payment has not been received prior to the event, the doors will not be unlocked and the event will not proceed as planned.

I have read and understood the above section \_\_\_\_\_ (Initials)

### **Section II Damages Policy**

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#### **Article I: Damages Policy**

A \$50.00 damage deposit is due upon receipt of the signed rental contract. Parties renting the Chester Inn Board Room and Kitchen are liable for any damages to the facilities, furnishings, equipment, and grounds. The renter also assumes responsibility for damages incurred by his/her contracted labor (wedding planner, caterer, and staff of rental companies, florist, or other contracted and personal staff.) If no damages are incurred, the \$50.00 damage deposit will be returned to the renter(s) in full 10 business days after the event has been held. Renters utilizing the space for four hours or less do not have to pay the damage deposit by are still liable for any damages to the facilities, furnishings, equipment, and grounds. The renter also assumes responsibility for damages incurred by his/her contracted labor (wedding planner, caterer, and staff of rental companies, florist, or other contracted and personal staff.)

I have read & understood the above section \_\_\_\_\_ (Initials)

### **Section III Cancellation Policy**

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#### **Article I: Cancellation Policy**

The event may be cancelled at anytime prior to the day of. If the event is cancelled after payment has been received; the Heritage Alliance cannot offer a refund. ALL RENTAL FEE PAYMENTS ARE FINAL. In case of cancellation, damage deposits will be returned within 10 business days after the cancellation.

I have read & understood the above section \_\_\_\_\_ (Initials)

#### **Section IV** Maximum Occupancy & Fire Division Contact

##### **Article I: Maximum Capacity**

Per fire code regulations, the maximum occupancy of the Chester Inn Board Room and Kitchen is 40 people. Failure to comply with this law will result in the involvement of local authorities.

##### **Article II: Fire Division Contact**

The Jonesborough Fire Division is located at 123 Boone Street. Fire Major Phil Fritts can be reached at 423.753.1053.

I have read & understood the above section \_\_\_\_\_ (Initials)

#### **Section V** Open Flame & Fire Prohibited

##### **Article I: Open Flame & Fire**

Open flame and fire of any kind is NOT permitted inside any of the Chester Inn's buildings or on the outside premises of the structure. This includes fire or flame for any type of celebration or ceremony, secular or non-secular.

#### **Section VI** Set-up/Break Down & Clean up

##### **Article I: Set-up/Break Down**

Set-up and break down time must be figured into your total rental time. The Chester Inn Board Room and Kitchen are available for rental from Monday – Sunday from 9 a.m. until 10 p.m. at which time all parties will leave and the doors will be locked. Guest activities should terminate at such time to allow for cleanup and load out prior to 10 p.m. and the rental party should not expect access to rented space prior to 8 a.m., unless prior arrangements have been made.

##### **Article II: Clean up**

Renters are responsible for all clean up. The Heritage Alliance is not liable for items left behind in the board room and kitchen area. The room must be re-set to its pre-rental conditions.

I have read & understood the above section \_\_\_\_\_ (Initials)

#### **Section VII** Furnishings and Decorations

##### **Article I: Furnishings**

The following furnishings in the board room and kitchen may be used during the event: a large conference table, ten high back chairs, one kitchen table, four kitchen table chairs, two white folding tables located behind the armoire. Arrangements for additional furnishings or set-up must be made at

the time of the rental. Renters may move tables and chairs to best accommodate the needs of their event, however, they shall be returned to their pre-event locations and conditions upon breakdown and clean up. Pre-event storage of any kind is not available. If multi-media equipment is needed for the event, the renter must supply his/her own, including all necessary power cords. The renter is entirely responsible for set-up and takedown of event props and materials.

**Article II: Decorations**

No nails or other intrusive fastening devices (such as thumb tacks) shall be used in or around the Chester Inn Board Room and Kitchen. If such fastenings are used, the renter will be responsible for all damages made to the walls.

I have read & understood the above section \_\_\_\_\_ (Initials)

**Section VIII Food and Beverages**

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**Article I: Food**

The caterer (or the renter's designee) is responsible for compliance with all laws pertaining to the preparation and serving of food and beverages. A full kitchen is not available on site. The caterer (or renter's designee) is also responsible for removing all food, service equipment, and supplies from the board room and kitchen area. Dishes and serving wear already located in the kitchen and board room are not to be used. Renter must provide his/her own. Food and beverages already stored in the kitchen or refrigerator are not to be touched. With prior arrangement, limited refrigeration space can be made available.

**Article II: Beverages**

NO ALCOHOLIC BEVERAGES OF ANY KIND CAN BE BROUGHT ONTO OR CONSUMED ON STATE PROPERTY. Failure to comply with this law will result in the involvement of local authorities.

I have read & understood the above section \_\_\_\_\_ (Initials)

**Section IX Parking & Smoke-Free Environment**

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**Article I: Parking**

There is a limited amount of parking located between the Chester Inn and the Christopher Taylor Cabin. Parking is also available behind the Court House. The renter may park in front of the International Storytelling Center or Chester Inn Museum for unloading purposes. Once this task has been completed, the car must be moved. Guests are not allowed to park in front of the International Storytelling Center or the Chester Inn Museum. Handicapped parking is available beside the Court House.

**Article II: Smoke-free environment**

The Chester Inn Historic Site is a smoke-free environment. Smoking is not allowed inside any part of the Inn or on the porch.

I have read & understood the above section \_\_\_\_\_ (Initials)

**Section X** **Respect for Historic Grounds**

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**Article I: Respect for Historic Grounds**

Children twelve (12) years of age and younger will be required to be under direct supervision of parents/guardians. Young adults participating in events at the Chester Inn will be required to respect all rules and regulations and remain with the major component of the event.

Use of facilities at the Chester Inn is a privilege and should be considered accordingly. The building is historic. Events are limited to the board room and kitchen area. Guests are not permitted to enter other parts of the Inn. If guests would like to visit the Chester Inn Museum during regular visiting hours (posted outside museum), they must enter the museum through the main entrance on the ground level.

**I have read & understood the above section \_\_\_\_\_ (Initials)**

**Section XI** **ACKNOWLEDGEMENT & SIGNATURE**

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**Indemnification and Non-Liability**

The renter hereby indemnifies and holds harmless the Heritage Alliance of Northeast Tennessee & Southwest Virginia, the Tennessee Historical Commission, the State of Tennessee Department of Environment & Conservation, and the staff, volunteers, officers and directors, thereof, from suit, actions, damages, liabilities and expenses in connection with personal injury, illness, property damage or theft resulting from the use of the Chester Inn Board Room and Kitchen and all activities conducted there upon by the renter, the renter’s guests and the renter’s contracted labor. Indemnification shall include, but not be limited to, all defined acts, including attorney fees, court costs and cost incurred through litigation and/or claim processing. By accepting the terms outlined herein, the renter(s) cannot hold the Heritage alliance responsible for failure to provide the basic facilities and services described here due to emergencies, noises, distractions, catastrophes, acts of God, or interruptions of public utilities beyond the Heritage Alliance’s control.

The information contained herein is considered the official terms and conditions for the use of the Chester Inn Board Room and Kitchen. The renter(s)/applicant(s) acknowledges that he/she/they have read, understood, and agreed to these terms and conditions outlined in this Rental Policies Agreement.

\_\_\_\_\_  
Signature of Renter or Representative

\_\_\_\_\_  
Signature of Heritage Alliance Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date