



# Mansion Guidelines

## ***Mansion Guidelines***

- **Mansion Hours:**

Allandale Mansion is available for rental Monday – Friday from 8:00 a.m. till 12:00 midnight and Saturday – Sunday from 11:00 a.m. till 12:00 midnight. Office hours are Monday – Friday from 8:00 a.m. till 5:00 p.m. For questions or to schedule an appointment to look at Allandale you must call our office at (423) 229-9422 or (423) 229-9359.

- **Scheduling Appointments:**

To avoid conflicts, **always** call to schedule appointments. Those renting the Mansion need to call and make an appointment to look at the facility and discuss setup for their event. The renter is also responsible for setting up appointment times for their caterer, florist, photographer and event coordinator.

- **Reservations:**

After your initial contact with Allandale staff, your date will be tentatively held for fourteen (14) days. You will receive a contract, which must be signed and returned along with a partial payment, equal to one half of the agreed rental fee, within fourteen (14) days from contract date. This will reserve your date and time.

The balance of the rental fee and the damage deposit, which is half of the total rental fee, must be paid in full five (5) weeks prior to the event. Make checks payable to the City of Kingsport and mail to *Allandale Mansion, 4444 W. Stone Drive, Kingsport, TN 37660*.

- **Wedding Rehearsals:**

Depending upon availability, each rental is allowed a one (1) hour time block (Monday – Friday, 8am – 4 pm) for their rehearsal. As rehearsals are scheduled around Allandale's bookings we **cannot** guarantee your rehearsal will take place the evening prior to your wedding. Additional charges will be incurred if you need extra time or if you need an after hours or weekend rehearsal.

- **Time Frame Allotments:**

The Mansion is rented in seven (7) hour blocks of time. Depending upon availability, additional time maybe rented.

- **Rain Plan:**

In case of rain, call Allandale (EARLY) to let a staff person know if you want the event moved inside. If the set-up person does not hear from you, he will make the "rain day" decision. The Allandale staff will only set up tables and chairs one (1) time.

- **Rental Approval:**

All rentals of the facilities are subject to approval by the Allandale Advisory Committee.

- **Rescheduling Events:**

Based on the availability of the Mansion your rental may be rescheduled up to two (2) weeks prior to the original date and time of booking. Rescheduling of events is limited to one (1) time and will require an additional \$100.00 rescheduling fee.

- **Cancellations:**

To receive a full refund you must cancel your reservation a minimum of one-hundred twenty (120) days prior to your event.

- **Rental Items:**

Tables and chairs for your event may be rented from Allandale Mansion. Table sizes are 6' and 8' rectangular and 5' round which will seat approximately 8 guests. These tables may be rented for \$6.00 each. White folding chairs rent for \$1.50 each and charvari chairs rent for \$3.00 each and may be only be used inside the Mansion. Tables and chairs rented from Allandale will be set up and taken down by Allandale staff. Tables and chairs rented from a rental company (or borrowed) must be set up and taken down by the renter or the rental company.



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- **Piano Rental:**

The “black” grand piano in the Parlor rents for \$50 per event, call for further information on piano rental. There is no charge for use of the upright piano in the foyer.

If upright piano is moved there will be a \$100.00 tuning fee applied to your bill.

- **Food and Beverages:**

Food, beverages and other equipment may be set up in areas approved by the Allandale Curator. Tablecloths must be used on all food service tables and must be provided by the renter or caterer. **NO** chocolate fountains, punch/champagne fountains or kegs of beer are allowed inside the Mansion.

- **Alcoholic Beverages:**

*If you are serving alcohol to your guests, you will need to purchase a liability insurance policy.*

Alcohol, including beer and wine, is allowed on the premises. All **State of Tennessee** laws pertaining to the serving of alcohol, including beer and wine, must be strictly followed. Serving alcohol to any person under the age of 21 will not be tolerated.

**Alcoholic beverages may not be sold unless a special permit is obtained from the Alcoholic Beverage Commission.**

The serving, possession or consumption of alcohol, including beer and wine on the premises may be ordered discontinued at any time at the discretion of the Allandale Hostess. Inappropriate behavior, exposure to liability due to excessive drinking, intoxication of individuals, damage to property or injury to individuals, and other such activities will result in the closing of the bar and the discontinuance of the serving, possession or consumption of alcohol, including beer and wine.

The renter or bartender is responsible for taking all liquor bottles and trash accumulated at the bar to the dumpster located behind the Mansion.

- **Entertainment:**

Dancing and live music plans must be approved by the Allandale staff. No smoke machines are allowed in the house.

- **Tents:**

A tent permit is required to use a tent on Allandale property. This permit may be obtained from the cities Building Inspectors office at 201 W. Market Street (423-229-9393). All tent deliveries must be arranged prior to your event. Take down times also must be arranged before your event. Tent setup must be supervised by **the renter**. Tents set up inappropriately will be removed at the renter’s expense.

- **Parking:**

Parking behind the Mansion is at the **descretion** of the renter. The garage side of the Mansion has seven (7) regular parking spaces and two (2) handicap parking spaces. Two (2) parking spaces for caterers are located on the Caretaker’s sides of the Mansion. Due to limited parking, all other guest must park either in the circular driveway or on the lawn below the driveway. The renter is required to have a parking director for over 100 guests. Those attending business meetings, etc. should also park in front of the mansion. The renter is responsible for controlling parking in the designated parking areas. If you have questions check with the Allandale staff.

- **Setup and Take Down:**

Deliveries, arrival, setup, and departure must be considered in your planning of time. Items must be scheduled for delivery and pick up during your time frame unless prior arrangements with Allandale staff have been made. We may not be able to accommodate your request for storage based on Allandale reservations. Storage of items is based on availability of space those calling first and bookings. The City of Kingsport/Allandale is not responsible for the protection or storage of items brought onto the premises for an event.

- **Cleanup:**

There is no charge for normal cleanup by our staff. Should there be an unusual amount of cleanup involved; an appropriate sum may be charged against the damage deposit. Upon completion of your event, the caterer and/or renter is responsible for removing all food, service equipment and supplies and for removing all decorations and personal items.



# Mansion Guidelines

- **Rice, rose petals, sparklers, birdseed, silly string, etc.?**

Rice, paper, confetti, silly string, glitter, sparklers, etc. may **NOT** be used at the Mansion. Rose petals, bubbles and birdseed may be used in outside designated areas of the Mansion only. Please allow hostess to keep these items until ready for use. Only silk rose petals may be used inside the Mansion and only real rose petals may be used outside the Mansion.

- **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, rental company, etc.) and their guest. Should damages exceed the deposit, you will be billed for the remaining balance. After the rented areas are inspected for damage, your damage deposit fee will be returned to you from the City within 2 – 3 weeks.

- **Decorating:**

**No tape, tacks, staples or nails** of any kind may be used in the Mansion. No decorations, signs, etc. may be hung from the walls, woodwork, pictures, furniture, windows, light fixtures or ceilings in the Mansion. Wrapped floral wire or pipe cleaners may be used to attach decorations to the staircase. No furniture, floral arrangements or other Mansion items may be moved or rearranged without permission and supervision of the Allandale staff person or Curator.

- **Candles:**

Candles must be enclosed in glass and placed a reasonable distance from anything flammable. Areas for use of candles must be approved by the Allandale staff person or Curator. If using candles on the mantles, a container must be placed around and under candle to catch the wax that drips. If using large candelabras, a clear plastic sheet must be placed under the candelabra for protection of the carpets and floor.

- **Smoking:**

The City of Kingsport has a NO SMOKING policy for all city facilities. No smoking is allowed in any Allandale facilities. Designated areas are on the breezeway near the garage.

- **Pets are not** permitted inside the Mansion.

- **House Host/Hostess:**

The House Hostess responsibilities include opening/closing the facility, cleaning anything that is spilt on the floor and looking out for the Mansion. If any mechanical problems arise at Allandale during your event they will contact the appropriate personnel. If you have questions or concerns you should contact your Hostess for .

- **Kitchen Host/Hostess:**

The Kitchen Hostess' responsibilities include: reviewing the kitchen guidelines with the caterer, showing them how and where things are in the kitchen area, overseeing the garbage disposal, making sure all champagne is opened on the breezeway next to the Caretaker's house and sanitizing the kitchen counters and appliances after the caterers have finished their job. The caterer should confer with the Kitchen Hostess if they have any questions concerning the Kitchen area.

- **Miscellaneous Information:**

If there are any questions or problems on the day of your event, please confer with the Allandale Host/Hostess. They are in charge of the Mansion during events and are well versed in policies and procedures pertaining to Allandale.

Please do not adjust wooden blinds – ask hostess for assistance.

The living room fireplace has gas logs. Ask the hostess to operate them if you want fire in the fireplace.

A telephone is available for emergency use only.