



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

<b>PAYMENT FOR RENTAL (Office Use Only)</b>
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<b>Damage Deposit – Due When Contract is Signed, Refundable 10 Business Days after Event</b>	
<u>\$50.00</u>	Amount _____ Check # _____ Date Rec'd _____
<b>Rental Cost – Due 10 Days Prior to Event, Non-Refundable</b>	
Board Room and Kitchen	<u>\$200.00</u> <b>Rental Payment</b>
Set Up Fee	_____      Amount _____ Check # _____ Date Rec'd _____
<b>Total Rental Amount</b>	_____
The standard rental fee for the Chester Inn Board Room is \$200.00. If additional set-up is required, a "set-up" fee will be determined by the Heritage Alliance and added to the total rental fee.	

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 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)

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**Section VIII 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)

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**Section IX 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)

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**Section X 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.

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Signature of Renter or Representative

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Signature of Heritage Alliance Representative

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Date

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Date