



RENTAL CONTRACT-Tipton Haynes Historical Association

Located at: 2620 South Roan Street Johnson City Tennessee

Phone: 423-926-3631 Email: tiptonhaynes@outlook.com

CONTACT INFORMATION

Renters Name: _____

(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: _____

If Wedding, Brides Name: _____ Grooms Name: _____

Brides Phone: _____ Grooms Phone: _____

Wedding or Event Coordinator: _____

Coordinator's Phone: _____ Coordinator's Cell phone: _____

Rental Date: _____ **Start Time:** _____ **End Time:** _____

EVENT INFORMATION

Estimated Number of Guests: _____

Caterer: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Are you serving Alcohol? Yes No

If Yes, who will be serving the alcohol? This person must have a current ABC license from the state of Tennessee

Name: _____ Phone Number: _____

If you're using tents,

Delivery Time: _____ Pick Up Time: _____

Wedding Ceremony

Rehearsal Date _____ Time of Rehearsal _____

Any Additional Details: _____

Tipton-Haynes Historical Association

Tipton-Haynes State Historic Site works off a set rate per hour. For every hour the renter will pay \$100.00 an hour for the site. A security deposit is required for the site rental. The deposit shall be no less than 50% of the total cost.

Weddings & Receptions ¹	_____ hours	\$ _____
Rehearsal Dinner if Wedding at Site ²	_____ hours	\$ _____
Wedding Only	_____ hours	\$ _____
Rehearsal Only	_____ hours	\$ _____
Other _____	_____ hours	\$ _____

PAYMENT FOR RENTAL (office use only)

TOTAL RENTAL COST		
Amount _____		
INITIAL RENTAL PAYMENT		
Amount _____	Date Received: _____	Staff: _____
Check# _____ or Cash _____	(attach receipt)	
FINAL RENTAL PAYMENT		
Amount _____	Date Received: _____	Staff: _____
Check# _____ or Cash _____	(attach receipt)	
SECURITY/DAMAGE PAYMENT (50% of total pay)⁴		
Amount _____	Date Received: _____	Staff: _____
Check# _____ or Cash _____	(attach receipt)	

RETURN OF DEPOSIT

Please provide name & address of the person after the event who should receive the Security/Damage Deposit if all requirements of this contract are met. (Deposits will be returned within 4 weeks)

Name _____

Address _____ City _____ State _____ Zip _____

Email _____

RECIEPTS OF PROOF OF LICENSE *(attach copy(s))*

ABC Bartender License	Date _____	Emp _____
Tent Permit	Date _____	Emp _____

It is understood that the renter/ organization renting the facilities and grounds will hold Staff and Trustees of Tipton-Haynes Historical Association, Inc. harmless in any and all occurrences arising from the use of the facilities under the terms of this contract. All rental contracts are subject to approval by the administrative staff of Tipton-Haynes Historical association, Inc. and/or its board, and may not be changed unless agreed to in writing by both parties.

All deliveries and pickups by vendors must be made within designated 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 Terms and Conditions as written, and constraints of my chosen rental package, including all terms required therein and all charges incurred during the cause of my rental. I agree to always respect and uphold the historical integrity of the Tipton-Haynes State Historic Site 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 Security/ Damage Deposit, for all charges incurred due to damage or negligence on the day of the event.

Renter : _____ (or)
Organization Representative: _____ Date: _____
THHA Staff or Trustee : _____ (or)
THHA Director: _____ Date: _____

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

Tipton-Haynes Rental Policy

The Tipton-Haynes State Historic Site is available for rental Monday through Saturday from 8:00 a.m. until 8:00 p.m. Guests should allow time for clean-up. The site is never open on Sundays for an event.

Contract Information:

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

Make checks payable to Tipton-Haynes State Historic Site and mailed to 2620 South Roan St, Johnson City, TN 37601. Should you have any questions, please feel free to call 423-926-3631.

Cancellations:

If cancellation occurs notify the site immediately of the changes. You will receive a full refund if cancellations occur three weeks of the rental.

Damages:

Those renting the historic site are liable for any damages to the facility, furnishings, equipment and grounds. The deposit (50% of total amount paid) will be returned after the areas used are inspected for damage. It takes a week to ten days to return your damage deposit fee. Should damages exceed the deposit, you will be billed for the remaining balance. Renter is also responsible for damages incurred by his/her contract labor (i.e., caterer, florist/decorator, Rental Company, etc.).

Tents:

All tent deliveries must be arranged prior to your event. Take down times must also be arranged before your event. A tent permit should be obtained from the City of Johnson City by contacting the Building Department at 423-434-6047. The renter must supervise tent setup.

Wedding Rehearsals:

Two Hour (between the hours of 8:00 a.m. – 7:00 p.m.) is given for rehearsal time. See the fee schedule if you plan to have a rehearsal dinner after the rehearsal.

Food and Beverages:

Food, beverages and other equipment may be set up in areas approved by the Tipton-Haynes staff. No punch/champagne fountains or kegs of beer are allowed inside the historic buildings. They may be used in outdoor areas and Visitor Center. The sink and space in the Visitor Center can be used for setup and cleanup. The caterer is responsible for removing all food, service equipment and supplies.

Alcoholic Beverages:

Alcohol, including beer and wine, may be allowed on the premises at the sole discretion and responsibility of the renter. Renter is responsible for seeing that all laws pertaining to alcohol are followed. The service, possession or consumption of alcohol, including beer and wine, on the premises shall be ordered discontinued if renter determines that intoxication would be present. Renter is responsible for taking all trash accumulated at the bar to the large red trash containers. Recycle containers will be available for glass and aluminum trash.

Parking:

Parking by guests is not allowed in the historic area between the museum and Buffalo Road. Vehicles are allowed for set up but must be removed to the parking area between the museum and South Roan Street. With prior permission, the vehicle belonging to the bride and groom may be parked in a discreet place on the grounds for their use as they leave the wedding area. **Cars must never be parked in the fire lane at any time.** The renter is required to have a parking director for over 100 guests. Event parking is limited to the field in front as you enter from South Roan Street. Check with site staff for details.

Entertainment:

Notify the Tipton-Haynes staff of dances and live music plans. Consideration of our residential neighbors is important. The City of Johnson City noise ordinances must be followed.

Decorating:

No **nails** can be used in the historic buildings. Flowers can be tied around poles or logs. Christmas tree lights are not allowed in the trees around the buildings. The use of rented "street lamps" or other outdoor lighting requiring an electrical outlet needs to be approved by Tipton-Haynes staff. Open flames, such as candles, may be used in approved locations only and only for photographs.

Smoking:

Tipton-Haynes is a smoke-free environment. The buildings are old and would burn quickly. We appreciate your respect for our historic area.

Use of Historic Buildings:

Limited use of the main historic building and George Haynes Cabin is available to the bride and groom and their attendants before the wedding. These buildings are not open to guests. Brides sometimes finish dressing and walk out the front or back door of the white historic house. No hair spray is allowed and nothing is to be set on furniture or hung from the doors. Nothing should be moved. A card table and one mirror are available for your use upon request. After the wedding ceremony has begun, staff will lock the buildings. We cannot guarantee the safety of items left in the house. All items must be removed before it becomes dark, as there are no lights in the historic buildings.

Photography:

Any Photographs taken by the wedding party or the Tipton-Haynes Staff during the event can be used by the Tipton-Haynes Historical Association for advertising and promotional items.

Indemnification:

Renter shall indemnify Tipton-Haynes for any and all claims raised out of renter's use of the Tipton-Haynes grounds and facilities and all activities conducted there on by renter and renter's guests and invitees. Indemnification shall include all defined acts, including attorney fees, incurred by Tipton-Haynes.

Miscellaneous / Other Terms:

**REQUIRED TENT PERMIT
FOR EVENTS AT
TIPTON-HAYNES STATE HISTORIC SITE**

THE CITY OF JOHNSON CITY IS REQUIRING THAT OUR CUSTOMERS OBTAIN PERMITS ON ALL TENTS THAT ARE SET UP ON OUT GROUNDS FOR EVENTS.

YOU WILL NEED TO GIVE US A COPY OF THE CERTIFICATE OBTAINED FROM THE VENDOR YOU ARE TENTING FROM (EAST TN RENTALS, ETC.) AND A COPY OF THE PERMIT OBTAINED FROM THE CITY OF JOHNSON CITY PRIOR TO THE SETTING UP OF YOUR TENT.

YOU CAN OBTAIN A PERMIT AT THE BUILDING DEPARTMENT, 601 EAST MAIN STREET IN JOHNSON CITY. CALL 423-434-6047.