

Kimbell House Rental Agreement

The City of Jackson has established the following rules and regulations governing the use and maintenance of the property during the time of your reservation.

1. The Kimbell House cannot be reserved on a regular basis by any group, club or individual.
2. Fees & Deposits charged for rental shall be as follows:
\$150.00 Deposit is due at the time reservation is made or within 10 days to hold your date.
In addition to the deposit the rental fees are as follows:
Monday-Thursday \$150.00/day 8 a.m.-12 midnight
Friday, Saturday or Sunday \$250.00/day 8 a.m.-12 midnight
Weekend Package (Fri-Sun) \$600.00
These fees are in addition to the \$150.00 deposit.
3. Payment for use of the Kimbell House must be made in advance and in accordance with the schedule. Should it become necessary, a refund will be made. Failure to cancel a rental reservation at least 14 days prior to the scheduled event will result in forfeiture of the entire deposit and any rental fees already paid.
4. The key for the Kimbell House may be picked up after 2:00 p.m. on the afternoon preceding the date of rental. You may not go into the building the day before your event. No early pick-up of the key is permitted except to look at the house. The key must be returned immediately following use or a \$10.00 charge will be assessed.
5. Any fund-raising function must be sponsored by an organization and must be approved by the Kimbell House Committee. **No commercial for profit rentals will be allowed in which items or goods are sold.**
6. Youth clubs reserving the Kimbell House must have their sponsor sign the rental agreement and pick up the keys. All functions must have adults present at all times.
7. Activities of a strictly religious nature are excluded. This is to avoid the house being used in lieu of a regular church building. However, socials of a religious group are not excluded.
8. Security will be required for all events that include alcohol of any kind on the premises. The Kimbell House renter, at their own expense, will be required to pay for a policeman/security officer for security/safety purposes at private social functions. Security will be provided by an off duty Jackson Police Officer, at a rate of \$25.00 per hour with a minimum of \$100.00. Additionally, the renter shall provide security if the city determines that security is necessary for ANY event. All security fees must be paid in advance to City Hall.
9. Do not attach by staples, nails, tape or any other item, anything (including decorations, pictures, banners or flags) to any surface inside or outside, including gazebo and porch.
10. No smoking is permitted inside the house. Please pick up cigarette butts outside if your guests smoke.
11. Do not change or move furniture from the parlor or dining room, except chairs in the dining room. Any accessories such as candlesticks, vases, plates, etc. must be furnished by the renter of the house for their use. NO pictures presently hanging in the building can be removed or replaced by the renter.
12. The Kimbell House must be cleaned at the end of the function and left as it was found. All items are to be removed from the building at the end of the function including items used by a florist or caterer. There may be another function the next day.
13. All doors must be locked at the end of each function.
14. There can be absolutely no food or garbage left inside the Kimbell House. This includes the refrigerator. Cans for disposing of garbage are located at the end of the driveway. Once clean-up has been completed the garbage cans are to be taken to the street so they can be picked up by the garbage service. **If you have more garbage than will fit into the cans you are responsible for taking that with you and disposing of it. If extra garbage is left outside the cans your deposit will NOT be refunded.**

15. Children attending the functions must be supervised at all times by an adult.
16. If the air conditioning or heating system is left on, there will be an additional assessment of \$15.00 charged. Do not turn on either system until the day of the rental.
17. The instructions to the fountain are located in the switch box. If the fountain is left on a \$15.00 charge will be assessed.
18. The Kimbell House will be inspected after each event. Upon satisfactory inspection, the deposit will be refunded to the renter within one week of the event.
19. If the Kimbell House is found to have any damage after your event or any rules are not followed the deposit will not be refunded.
20. It is the responsibility of the renter to notify City Hall in the event that the Kimbell House grounds needs attention. Notification must be made at least a week in advance for the proper action to be taken.
21. If you find something wrong at the Kimbell House please notify City Hall immediately so someone can inspect the problem.
22. The City of Jackson accepts no responsibility for the safety of you or your guests.

I have read the above instructions and understand them. I will release the Kimbell House Committee and the City of Jackson from all responsibility regarding injury or accident while using the Kimbell House. I do hereby further agree to indemnify and hold them harmless from any liability whatsoever for any injury or theft that may occur as a result of my use of the Kimbell House.

I agree that all conditions regarding reservations and use of the Kimbell House will be met. I accept full responsibility for any loss or damage during my reservation and promise to pay the Kimbell House Committee and City of Jackson for any such damage.

Date of Function: _____

Reserved By: _____

Key #: _____

If you need assistance please call 246-2461. If it is after hours or on the weekend you may call the Police Department at 246-4484 and they will contact someone to help you.

Renter Date

Employee Date

****In the event you or any of your guests have an accident or are injured during your event you will not be covered under the City's insurance. By signing below you are agreeing that you have read and understand this.**

_____ **Date:** _____