

# Kimbell House Rental Agreement

RENTER NAME: \_\_\_\_\_

EVENT DATE: \_\_\_\_\_

KEY#: \_\_\_\_\_

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:**  

Daily Rates	\$250.00/day 8 a.m.-12 midnight
Weekend Package (Fri-Sun)	\$650.00
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 City of Jackson has the right to deny the rental of the Kimbell House.
5. 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.
6. 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.**
7. 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.
8. 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.
9. The KIMBELLHOUSE 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 \$30.00 per hour with a minimum of \$120.00. Security will be required for all events, unless the city determines that security is not necessary. Security Fees must be paid in advance.
10. **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.**
11. No smoking is permitted inside the house. Please pick up cigarette butts outside if your guests smoke or provide sand buckets for them to use.
12. 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.
13. 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.
14. All doors must be locked at the end of each function.
15. 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.**

16. All trash/decorations are to be picked up outside the building. Make sure there is nothing in or behind bushes or fountain area.
17. Children attending the functions must be supervised at all times by an adult.
18. There are to be no inflatables, bouncers or water slides on the premises.
19. If the air conditioning or heating system is left on your deposit will not be refunded. Do not turn on either system until the day of the rental.
20. The instructions to the fountain are located in the switch box in the restroom. If the fountain is left on your deposit will not be refunded.
21. 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.
22. 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.
23. Keys are to be returned the next day. No deposit refund will be submitted until all keys are returned.
24. 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.
25. If you find something wrong at the Kimbell House please notify City Hall immediately so someone can inspect the problem.
26. 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: \_\_\_\_\_ Key#: \_\_\_\_\_

Reserved By: \_\_\_\_\_

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: \_\_\_\_\_

**\*\*\*\*If there is a natural disaster or power outage that is beyond the control of the City of Jackson, you will not hold the City of Jackson responsible. This also means that you understand that we will not refund your fee back to you.**

RENTER: \_\_\_\_\_ DATE: \_\_\_\_\_

# KIMBELL HOUSE

136 MAYTON DRIVE  
JACKSON, AL 36545

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

DRIVER'S LICENSE # \_\_\_\_\_

HOME PHONE: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

## EVENT DESCRIPTION AND DATE:

EXAMPLE: wedding, party/birthday party, concert, etc..

DESCRIPTION: \_\_\_\_\_

DATE: \_\_\_\_\_

WILL ADMISSION BE CHARGED: YES \_\_\_\_\_ NO \_\_\_\_\_

WILL ALCOHOL BE SERVED: YES \_\_\_\_\_ NO \_\_\_\_\_

WILL ALCOHOL BE SOLD: YES \_\_\_\_\_ NO \_\_\_\_\_

WILL ALCOHOL BE BROUGHT BY PEOPLE ATTENDING: YES \_\_\_\_\_ NO \_\_\_\_\_

NAME OF CATERER: \_\_\_\_\_

NAME OF D.J. / BAND \_\_\_\_\_

SIGNED: \_\_\_\_\_

CITY EMPLOYEE: \_\_\_\_\_

**IF ANY OF THE ABOVE INFORMATION THAT YOU HAVE PROVIDED IS FALSE, YOUR DEPOSIT WILL NOT BE REFUNDED AND/OR THE EVENT WILL BE CLOSED DOWN BY THE JACKSON POLICE DEPARTMENT.**

# Check List For Kimbell House

## Attention Renters:

The following must be completed and checked off prior to returning the Kimbell House key and checklist to the City of Jackson. Failure to do the required housekeeping items will cause the forfeiture your deposit of \$150.

1. Take out all garbage and place in the cans beside storage house; then take cans to street. \_\_\_\_\_
2. Clean counter tops thoroughly in kitchen. \_\_\_\_\_
3. If stovetop is soiled from your use, it must be cleaned. \_\_\_\_\_  
Self-cleaning of oven will be done by Kimbell House Committee.
4. All floors must be free of any debris, especially food or drink; liquids on the floors must be cleaned up with a damp mop. \_\_\_\_\_
5. All tables must be free of spilled drink or food. \_\_\_\_\_
6. All air conditioners/heaters (1 in bridal room, 1 kitchen and 2 in hallway) must be turned off. \_\_\_\_\_
7. Breaker (located in rest room) for fountain **MUST** be turned off. \_\_\_\_\_  
Do not turn off any other breaker!
8. All furniture must be put back in the place it was found. \_\_\_\_\_  
Note: Only furniture in large meeting room can be moved. No other furniture from any other room is allowed to be moved.
9. Paper or plastic cups, plates, aluminum cans, decorations, cigarette butts and any other item that your party may have tossed on the grounds must be picked up. \_\_\_\_\_
10. Renter, prior to returning key, you must remove all items brought in the house. \_\_\_\_\_
11. Lock all doors. \_\_\_\_\_
12. Turn off ALL lights. \_\_\_\_\_
13. Make sure all breakers are off and box is locked at the pavilion. \_\_\_\_\_

\_\_\_\_\_  
Renter

\_\_\_\_\_  
Date

This form must be turned in to City Hall when returning house key.  
Please Note: Inspection of the house will be made before deposit is given back.  
**KIMBELL HOUSE CANNOT BE RENTED FOR COMMERCIAL USE.**