

- **Picnic Pavilion Hours:**

The Picnic Pavilion is available for rental Monday – Friday from 8:00 am till 12:00 am and Saturday – Sunday, 11 am till 12:00 am. Office hours are Monday – Friday from 8:00 am till 5:00 pm. For questions or to schedule an appointment to look at the Pavilion you must call our office at (423) 229-9422 or (423) 229-9359. **APPOINTMENTS MUST BE SCHEDULED.**

- **Rental Fees:**

Rental Fees	\$175.00 / event
Over 100 guest charge	\$1.00 / person
Refundable Damage Deposit	\$100.00

- **Time Frame Allotments:**

The Picnic Pavilion is rented in seven (7) hour blocks of time. Extra time for decorating may be reserved at \$50 per hour.

Events must end no later than 11:30 pm and clean-up must be completed no later than 12:00 am.

- **Contract:**

After your initial contact with Allandale staff, your date will be tentatively held for 14 days.

The renter will need to make an appointment to come to the Allandale office to sign the rental contract, pay the rental fee, and review the your policy. This will confirm and reserve your date and time.

The rental fee and the damage deposit must be paid in full 1 month prior to the dance. Make checks payable to the City of Kingsport and mailed to Allandale Mansion, 4444 W. Stone Drive, Kingsport, TN 37660. If there are any questions, call 423-229-9422 or 229-9359.

- **Set-up:**

Set-ups need to be turned into the Allandale staff no later than two (2) weeks prior to your event.

- **Decorations:**

No tape, paints, tacks, crepe paper, staples, nails, glitter or confetti of any kind may be used in the to decorate the Picnic Pavilion. No hay may be used either in the Picnic Pavilion or on the grounds surrounding the Pavilion. Wrapped floral wire or pipe cleaners may be used to attach decorations to the walls and supports. Decorations and materials used in the rental of the Picnic Pavilion must be approved by the Allandale staff.

- **Clean-up:**

The renter is responsible for emptying all trash cans into the dumpster and for cleanup and removal of all decorations the last hour of rental time. Clean-up must be completed no later than 12:00 am.

- **Parking:**

Picnic Pavilion parking will be in the West Barn parking area. **Do not park in fire lane at any time.** Do not park along the driveway between the Picnic Pavilion and restrooms. You are responsible for controlling parking in your designated parking area.

- **No Smoking:**

The City of Kingsport has a NO SMOKING policy for all city facilities. Smoking is not permitted in or around the Picnic Pavilion. No smoke machines are allowed.

- **Damages:**

Renters are liable for all damages which occur to the Picnic Pavilion and/or grounds surrounding the Pavilion during their event. The renter is also responsible for damages incurred by their contract labor (i.e. caterer, florist/decorator, photographer, rental company, etc.) and guest. After the rented areas are inspected for damage, your damage deposit fee will be returned to you from the City within 2 – 3 weeks.

Inappropriate behavior, exposure to liability due to consumption of alcohol, damage to property or injury to individuals, and other such activities will result in the discontinuance of the dance. The decision to discontinue your event is at the discretion of the Host/Hostess and/or police officers.

- **Miscellaneous:**

Bands and DJ's must quit playing at 11:30 p.m. to allow time for packing and loading of their equipment. Music carries into residential area; therefore, volume needs to be controlled. The Hostess has authority to control noise level.

The City of Kingsport/Allandale Mansion is not responsible for the protection or storage of items brought onto the premises for an event.

If there are any questions or problems during your event, please confer with the Allandale Hostess. He/She is in charge of the Picnic Pavilion during the event and is well versed in policies and procedures pertaining to Allandale.

No open flames of any kind are allowed either in the Picnic Pavilion or on the grounds surrounding the Pavilion

- **Emergency Telephone:**

See the Host/Hostess if you to make an emergency telephone call.

**Our staff and management would like to thank you for your cooperation in helping make each event at Allandale successful and pleasant.**