

## ***Tent Guidelines***

- **Tent rental:**

Action Rental (Kingsport)	(423) 246-5181
East Tennessee Rent-Alls (Johnson City)	(800) 352-2669
Tri-City Tent (Bristol)	(276) 466-6161

Based on the number of chairs and tables, if you'll have a dance floor, food table, bar or DJ, the rental company will recommend the size tent you will need to rent.

- **Damage deposit:**

A damage deposit of \$100.00 is required for use of tents on the Allandale grounds.

- **Tent permit:**

To erect a tent on Allandale property, a "Tent Permit" must be obtained from the Kingsport Building Inspectors Department [(423) 229-9393] at 201 W. Market Street, behind the Justice Center.

- **Set-up and breakdown:**

Tent set-up must be supervised by the renter.

All tent deliveries; set-up and breakdown times must be arranged in advance. And the renter is responsible to see that the tent is set-up in an approved area.

If set-up and breakdown times are not adhered to as arranged in advance the damage deposit will be forfeited.

Improperly set-up tents will be removed at the renter's expense.

- **Tent placement:**

As gas, water and electrical lines are located at various locations throughout the Allandale campus, placement of tents will be strictly adhered to. Not to do so will result in the loss of your damage deposit and the cancellation of your event.

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