

Harvey's Barn – Rental Guidelines

Hours and Access

Office hours are Monday–Friday, 8:00 AM–5:00 PM (by appointment). Rental hours are 10:00 AM–11:00 PM. Access is limited to the time specified in your contract. All deliveries, vendor arrival, setup, and breakdown must occur within reserved hours. Additional time must be booked in advance. All items must be removed at the end of the event (no overnight storage).

Rental Approval

All rentals are subject to approval by the City of Kingsport. Allandale reserves the right to require an off-duty police officer or fire inspector. Events open to the public may have additional requirements.

Payments

Checks payable to the City of Kingsport should be mailed to Allandale Mansion with the renter's name and event date. For cash or card payments in person, or to pay online, please contact the office.

Fire Marshal

A City of Kingsport Fire Marshal is required for events at Harvey's Barn and must be scheduled at least two (2) weeks in advance (423-229-9440). Current rate is \$50/hour (subject to change). The Fire Marshal must remain onsite through cleanup.

Tables and Chairs

The Barn includes 17 round tables (5') and 136 chairs in the hayloft. These must remain in designated areas. Picnic tables are available at the gazebo.

Additional tables and chairs may be available for rent. Renter-provided items must be set up and removed by the renter. Notify staff of table/chair needs at least four (4) weeks in advance.

Setup, Décor, and Prohibited Items

No tape, tacks, staples, glue, Command Strips, nails, or attaching items to walls, woodwork, furniture, or fixtures. Nothing may be hung from trees or bushes.

Prohibited: rice, confetti, glitter, sand, soil, rhinestones, table scatter, silly string, balloon releases, chocolate or punch fountains, candles, sparklers, fireworks, tiki torches, sky lanterns, indoor heaters, cold sparks, smoke machines, or flammable/explosive items. Floor coverings may be required.

Scattered Petals

Only natural loose petals are allowed. Flowers in arrangements may be real or artificial.

Music and Noise

Please be considerate of nearby residents and other renters. The Facility Host may control or stop excessive noise. Live music requires prior approval.

Parking

Use the Barn/Pavilion entrance. Parking is in the adjacent lot. The renter is responsible for parking control. No parking in front of the Barn except for pre-event loading/unloading. No driving in front of the Barn once the event begins. Do not drive or park on patios or walkways.

Food and Beverage

Food and beverages must be in designated areas. Tablecloths (provided by renter) are required on all dining/service tables.

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Grills/smokers require approval, must be attended, and placed in designated areas. No frying of any kind is permitted.

Food trucks must be approved, properly inspected, and parked in designated locations.

Tents

All tents require Allandale approval and a permit from the Kingsport Building Inspector's Office (415 Broad St, 423-229-9393). Improperly installed tents will be removed at the renter's expense. Due to the nature of tent setups, tents will often remain on the grounds for several days. A tent may be present on the grounds during your rental.

Cleanup

All items must be removed at the end of the event. Trash must be collected, bagged, and placed in the dumpster. Excessive cleanup will result in additional fees.

Grounds and Environment

Do not pick or cut flowers or greenery. Allandale is a natural park setting; conditions such as leaves, limbs, or wildlife may occur in parks.

Smoking and Vaping

All City facilities are non-smoking and non-vaping. Smoking is not permitted inside. Guests must use designated outdoor areas or their vehicles.

Damages

The renter is responsible for all damages to the facility, grounds, equipment, and furnishings, including those caused by vendors or guests.

Pets & Service Animals

Pets are not allowed inside the Barn. Only ADA-defined service animals are permitted.

Fire Safety and Weather

All hanging fabrics must be flame retardant. The Barn is not heated or air-conditioned but has fans. Additional fans are allowed. Indoor heaters are prohibited; outdoor heaters require approval.

Renters must establish a rain plan and notify staff of changes at least three (3) days prior. Tables and chairs are set up one time only.

Facility Host

A Host will be onsite to open/close the venue, enforce guidelines, and assist during the event. Direct all questions or concerns to the Host.

Lost and Found

All items must be removed after the event. Lost items must be reported within 30 days. Allandale is not responsible for items left behind.

These guidelines cover common policies but are not exhaustive. Allandale reserves the right to prohibit items or activities not listed. Please contact staff with any questions. **Thank you for helping us create a successful and enjoyable event.**