

# Brooks' Pavilion – Rental Guidelines

## Hours & Access

Office hours are Monday–Friday, 8:00 AM–5:00 PM. Please call ahead to avoid conflicts with scheduled rentals. Rental hours are 10:00 AM–11:00 PM.

Your rental includes access for the hours specified in your contract. Access outside of these hours is not permitted. Additional time must be reserved in advance. All deliveries, vendor arrival, setup, and breakdown must occur within your reserved time. All items must be removed from the property at the conclusion of your 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.

## Tables and Chairs

The Pavilion includes ten (10) picnic tables and two (2) 8-foot buffet tables. If picnic tables are not used, the renter is responsible for relocating them and returning them to the Pavilion at the end of the event. Failure to return tables will result in additional fees.

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 & Prohibited Items

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

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

## Scattered Petals

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

## Music & Noise

Please be considerate of surrounding residential areas and other renters. The Facility Host has authority to control excessive noise levels and may shut off music if necessary. Live music must be approved in advance.

## Parking

Use the Barn/Pavilion entrance. Parking is available in the lots near Wheeler's Show Barn. Allandale does not provide a parking attendant and is not responsible for parked vehicles. The renter is responsible for managing parking.

No parking in the driveway leading to the Pavilion except for pre-event loading and unloading. No driving inside Pavilion gates.

## Food & Beverage

Food and beverages may be set up only in designated areas. Tablecloths (provided by the renter) must be used on all dining and service tables.

Grills and smokers must be approved in advance, placed in designated areas, and attended at all times. All fire safety regulations must be followed.

No frying of any kind is permitted.

Food trucks must be approved, parked in designated locations, and have a current inspection on file with the Kingsport Fire Marshal's Office.

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## Cleanup

At the end of the rental period, all items must be removed. Trash must be collected, bagged, and placed in the designated dumpster. Excessive cleanup required by staff will result in additional fees.

## Grounds & Environment

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

## Smoking & Vaping

All City of Kingsport facilities are non-smoking and non-vaping. Smoking is not permitted inside any Allandale facility. Guests must use designated outdoor areas or return to their vehicles.

## Damages

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

## Pets & Service Animals

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

## Fire Safety & Weather

All hanging fabrics must be flame retardant per the Kingsport Fire Marshal.

The Pavilion is not heated or air-conditioned but is equipped with fans. Additional fans may be brought in. Heating elements require Fire Marshal approval.

Renters are strongly encouraged to establish a rain plan in advance and must notify staff of any weather-related changes at least three (3) days prior to the event. Tables and chairs will only be set up once.

## Facility Host

A Facility Host will be onsite to open and close the venue, ensure guidelines are followed, and assist with any issues. All questions or concerns during the event should be directed to the Host.

At the conclusion of your event, please notify the Host before departure so they may secure the facility.

## Lost & 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 are intended to cover most commonly asked questions but may not be exhaustive. Allandale reserves the right to disallow items or activities not listed. Please consult staff with any questions.**

**Thank you for your cooperation in helping make your event a successful and pleasant experience.**