

Allandale Photography Guidelines

- **All photography sessions are by appointment only, must be scheduled in advance, and are subject to facility availability.** There may be charge for photo sessions on the grounds – call 423-229-9422 for information.
- **Photo sessions (including prom photos and “quick” photo sessions) are not allowed when private events have been scheduled.**
- **Venue Hours:** Please check with your client regarding their rental time block! Based on the size and type of event, we understand that you may need to come in earlier than the time your client has arranged with us. Please let your client know of your needs so that they may rent additional time if required. You will not be able to access the venue ahead of the predesignated time set by the renter.
- **Office Hours:** Office hours are Monday-Friday from 8:00 am till 5:00 pm. Contact the office by calling (423) 229-9422 or (423) 229-9359. If you have any questions about our catering guidelines, need information on an event, or need other information, please give us a call!
- **All visits** (including caterer, florist, decorator, etc.) to Allandale need to be scheduled.
- **Alcoholic Beverages:** In order to serve alcohol at Allandale, a liability insurance policy is required. This is generally purchased by the renter, but please check that they have done so. If you have your own liability insurance and would like to use that to fulfill our liability insurance requirement, the City of Kingsport requires a \$1,000,000 policy that lists the City of Kingsport as an additional insured party. Please send a copy of your policy to jenniferhenry@kingsporttn.gov for review.
- **The photographer must supply all items which they may need for the drinks at the event which they have been hired to work.**
- **Decorations:** No tape, tacks, staples, glue, Command strips, or nails of any kind may be used in the Pavilion. No decorations, signs, etc. may be hung from the walls, woodwork, windows, light fixtures or ceilings. No lights, fabric, streamers, or other items may be hung on or above the overhead Christmas lights.
- **Hanging fabrics must be flame retardant, per the City of Kingsport Fire Marshal.**
- **Rice, paper confetti, glitter, loose rhinestones, table scatter, hay, hay bales, fodder shocks, toilet paper as “décor”, and silly string MAY NOT be used anywhere on the grounds or inside. Natural rose petals, bubbles and birdseed may be used in outside designated areas of the Barn only. No balloon releases.**
- Dresses may not be hung from the artwork, mirrors, walls, woodwork, ceilings, etc.
- **No sparklers, fireworks, or other explosive items.**
- Renters and their guests are not permitted to pick or cut Allandale’s flowers or greenery. Nothing may be hung from bushes or trees. Nothing may be placed in the ponds.
- Only **NATURAL** rose petals may be used on the grounds, and only **SILK** petals may be used inside the Mansion.
- **Smoke machines** may not be used.
- **Doors:** Please do not block any doors during your event to help avoid congestion in high-traffic areas.
- the bar and underneath any coolers you may be using. Please see your Hostess if you need additional floor mats.
- **After the Event:** Please check the venue area for any items which you may have forgotten. You must place ALL your trash in the designated dumpster. Equipment, and any personal items must be removed at the completion of the event. **If your work area is left damaged or not cleaned properly, the renter will be charged additional cleaning or damage fees.**

Our staff and management would like to thank you for your cooperation.