

Allandale Photography Guidelines

- **All photography sessions are by appointment only, must be scheduled in advance, and are subject to facility availability.** There may be a 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:** If your client has booked the facility, please verify the rental start time with them! 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 concerning the guidelines, the venues, etc.
- **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 only. **No balloon releases.**
- Dresses may not be hung from the artwork, mirrors, walls, woodwork, ceilings, etc.
- Please do not stand on Allandale’s furniture to take photos. You may bring a short stepladder if needed.
- **No sparklers, fireworks, tiki torches, sky lanterns, cold spark showers, or other explosive / flammable 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.
- **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.**

Guidelines are intended to cover most commonly asked questions, but may not be exhaustive. Please consult with Allandale staff if you have any questions. Allandale reserves the right to disallow items or activities not listed here.

Our staff and management would like to thank you for your cooperation in helping make your special event successful and pleasant.