

Allandale Mansion – Public Event Guidelines

If you are renting Allandale Mansion for an event open to the public, the following guidelines apply in addition to standard venue policies:

General Requirements

- The Allandale campus has a maximum capacity of approximately 1,200 persons onsite.
- Large events (500+ attendees) may require additional application and approval through the City of Kingsport Special Events Committee.
 - The City may require police, fire, or EMS personnel onsite at the renter's expense.
- Roadways and exits must remain clear at all times. Traffic on Stone Drive may not be impeded.
- A \$25 fee applies to events involving sales or ticketing and will be deducted from the damage deposit.
- Liability insurance is required for all public events. A certificate must be submitted in advance and approved. Coverage requirements are determined by the City's Risk Management department; a minimum of \$1,000,000 in damage to rented premises is required. The City of Kingsport (415 Broad Street, Kingsport, TN 37660) must be listed as an additional insured.
- Event organizers may be required to submit a safety plan.
- Rental time is strictly enforced. Setup may not begin before the scheduled start time, and all guests and vendors must vacate by the end time. Vendor and food truck arrival/departure times must be provided in advance.
- An event plan and site map must be submitted for approval, including electrical and operational needs.
- Events may not be advertised as taking place at Allandale Mansion until approval is granted and a contract and deposit are on file.
- Restroom facilities onsite are limited. Additional restrooms may be required for larger events, including ADA-accessible units.
- A minimum 5-foot buffer must be maintained around landscaping and sidewalks.
- Trash receptacles and bags will be provided; renters are responsible for transporting all trash to the designated dumpster.
- Directional signage for available restrooms will be provided by Allandale staff.
- Driving on the lawn is not permitted.

Food Trucks

- All food trucks must be inspected and approved by the City of Kingsport Fire Marshal (423-229-9440).
- Events with more than four (4) food trucks require a same-day site inspection by the Fire Marshal's office.
- Trucks must be located on the Mansion front circular driveway, with a minimum of 10 feet between units. Exits must remain unobstructed.
- A complete list of food trucks must be submitted at least 30 days prior to the event. Unapproved vendors will not be permitted.

Vendors

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- Tents must be secured with weights (minimum 25 lbs per leg). Tent stakes may be used only if they do not damage the grounds.
- Vendors must maintain a minimum spacing of 2 feet between setups.
- Use of Allandale power requires prior approval.

Guidelines are intended to cover common questions but may not be exhaustive. Please consult Allandale staff with any questions. Allandale reserves the right to restrict items or activities not listed.

Thank you for your cooperation in helping make your event a successful and well-managed experience.