

Allandale Mansion – Public Event Guidelines

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

GENERAL

- The Allandale campus has a maximum capacity of approximately 1200 persons onsite.
- Large events (500+) may require an additional application and approval process from the City of Kingsport's Special Events Committee.
 - o The City may require Kingsport police, fire, or EMS services to be onsite. **This cost is paid by the renter.**
- Roadways and exits may not be blocked. Stone Drive traffic may not be impeded.
- There is a \$25 additional fee for events with sales and tickets, and this will be deducted from the damage deposit.
- **All public events held on city property will require a liability insurance policy.** This insurance policy must be submitted in advance and approved. Insurance requirements will be determined by the City's Risk Management department on a case-by-case basis. The City does require \$300,000 coverage in damage to rented premises.
- Please consider public safety when planning your event. You may be asked to submit a safety plan.
- Rental blocks are start – finish. No one is allowed on the grounds to begin setting up until the designated rental time, and all guests and vendors must be offsite at the end of the rental time. Please let us know about designated times for vendor / food truck arrival and departure.
- Event organizer will be required to submit an event plan and site map for approval, including electricity and other needs.
- Events may NOT be advertised as taking place at Allandale Mansion until the event has been approved and a contract and down payment are on file.
- The Allandale grounds have limited restrooms. Additional restrooms may be required for larger events, and a certain percentage of those required port-o-lets must be ADA accessible.
- **A 5' buffer must be left around any Allandale landscaping areas and sidewalks (see map).**
- **Allandale will provide trash cans and trash bags, but the renter must take their own trash to the dumpster.**
- **Allandale will put out signs pointing to open restrooms.**
- **No driving on the lawn**

FOOD TRUCKS

- All food trucks must be inspected by the City of Kingsport fire marshal. The fire marshal's office can be contacted at 423-229-94xx
- Any event having over 4 trucks must have a site inspection from the fire marshal's office on the day of the event.
- Trucks must be parked on the Allandale Mansion front circle driveway, and 10' minimum distance is required between trucks. Exits may not be blocked.
- Allandale Mansion must have a full list of food trucks by no later than 30 days before the event. Unauthorized trucks will not be allowed to set up.

VENDORS

- Any vendor using a tent must use tent weights to secure the tent, 25 lbs per leg. Tent pegs, if being used, must not cause damage to the Allandale lawn.
- Vendors must be spaced at least 2' apart.
- Vendors may not use Allandale power without express prior authorization.

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

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