

## Allandale Tent Form

- **Tent Permit:** To erect a tent on Allandale property, a \$25.00 (cash or check only) tent permit must be obtained from the Kingsport Building Inspector's Office, located at 201 W. Market Street, behind the Justice Center. You may also reach them by calling 423-229-9393.
  - **A Certificate of Flame Resistance will be required for the tent permit.** This can be obtained from your tent vendor.
- **Setup and Breakdown:** All tent deliveries, setups, and breakdowns MUST be arranged in advance. **The renter is responsible for ensuring the tent is set up in an approved area and scheduling a time with Allandale and the vendor for the tent to be set up.**
  - If setup and breakdown times are not adhered to as arranged in advance, your damage deposit will be forfeited.
  - Improperly set up tents will be removed at the renter's expense. Allandale staff is not responsible for putting tent back up in the proper place.
- **Tent placement:** As gas, water, and electrical lines are located at various points throughout the Allandale Campus, placement of tents will be strictly adhered to.

I, the renter, have read the tent policies, rules, and regulations for erecting a tent on the grounds at Allandale and agree to adhere to these rules and regulations.

Renter's signature: \_\_\_\_\_

Name of tent company: \_\_\_\_\_

Facility rented: \_\_\_\_\_

Date of rental: \_\_\_\_\_

*Please mail this signed agreement to:*

Allandale Mansion  
4444 W. Stone Drive  
Kingsport, TN 37660

**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.**