

## 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.
- **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.
  - **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

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