

# Amphitheater Guidelines & Policies

## Amphitheater:

- **Hours:** Office hours are Monday-Friday from 8:00 am till 5:00 pm. Those renting the amphitheater need to call and make an appointment to look at the facility or to discuss set-up for their event [(423) 229-9422 or (423) 229-9359].
- **Visiting Allandale:** If you need to visit Allandale to discuss your rental, **always** call to schedule your appointment. This will ensure that we are available and/or to avoid conflict with other rentals.
- **Rescheduling Events:** Based on the availability of the amphitheater your rental may be rescheduled up to two (2) weeks prior to the original date and time of booking. Rescheduling of events is limited to one (1) time and will require an additional \$100.00 rescheduling fee.
- **Cancellations:** To receive a full refund you must cancel your reservation a minimum of one hundred twenty (120) days prior to your event. **To initiate your cancellation a written email request is required to be sent to [jenniferhenry@kingsporttn.gov](mailto:jenniferhenry@kingsporttn.gov) and a response will be sent to you to confirm your cancellation email. No refunds will be issued if cancellation occurs less than 120 days prior to your event and it is the renter's responsibility to ensure timely cancellation.**
- **Rental Items:** Tables (any size) rent for \$6.00, white folding chairs rent for \$1.50.
- **Alcoholic Beverages:** If you are serving alcohol to your guest you will need to purchase a liability insurance policy. The most reasonably priced policy we have found is through the TML.  
Alcohol, including beer and wine, is allowed on the premises. All STATE OF TENNESSEE laws pertaining to the serving of alcohol must be strictly followed. Serving alcohol to any person under the age of 21 will not be permitted.  
**Alcoholic beverages may not be sold unless a special permit is obtained from the State of Tennessee Alcoholic Beverage Commission.**  
The serving, possession or consumption of alcohol, including beer and wine on the premises may be ordered discontinued at any time at the discretion of the Allandale Hostess. Inappropriate behavior, exposure to liability due to excessive drinking, intoxication of individuals, damage to property or injury to individuals, and other such activities will result in the closing of the bar and the discontinuance of the serving, possession or consumption of alcohol, including beer and wine.
- **Cleanup:** Upon completion of event, the renter is responsible for removing all food, service equipment, supplies and items belonging to the renter. Should there be an unusual amount of cleanup after your event; an appropriate sum may be charged against the damage deposit. The renter is responsible for emptying all trash cans.
- **Event Hours:** In consideration of our Allandale neighbors, we require all amphitheater scheduled events to be completed no later than 11:00 pm.
- **Trash disposal:** The renter is responsible for supplying plastic bags for the trash cans and disposing of the full bags in the dumpster. Upon the completion of your event all trash will need to be placed in the dumpster.
- **Extra restroom facilities:** Additional restroom facilities (aka. "port-a-let") is the responsibility of the renter. Placement of these facilities must be approved by the Allandale staff.
- **Decorating:** No tape, tacks, staples or nails of any kind may be used on any Allandale facility. No decorations, signs, etc. may be hung from the walls, woodwork, ceilings, or trees in the amphitheater area. No hay, hay bales, or fodder shocks may be used anywhere on the grounds.
- **Damages:** Renters of the amphitheater and any Allandale facility are liable for all damages to the facility, furnishings, equipment and grounds. The renter is also responsible for any damages incurred by their contract labor, the rental company, vendors, support staff or their guest. After the rented areas are inspected for damage, your damage deposit fee will be returned to you from the City within 3-4 weeks. Should damages exceed the deposit, you will be billed for the remaining balance.
- **Smoking:** The City of Kingsport has a **NO SMOKING** policy for all City facilities. No smoking is allowed in any Allandale facility. No open flames are allowed on the Allandale campus.
- **Candles and open flames:** No smoking, candles, open flames or smoke machines are allowed in the amphitheater dressing rooms. No bonfires or fire pits are allowed.

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- **Pets are not** permitted at the amphitheater.
- **Hostess:** The Allandale Hostess is responsible for opening/closing the facility. If any mechanical problems arise at Allandale during your event our staff will contact the appropriate personnel. If you have questions or concerns you should contact your Hostess.
- **Miscellaneous Information:**  
If there are any questions or problems on the day of your event, please confer with the Allandale Hostess. They are in charge of the amphitheater during events and are well versed in policies and procedures pertaining to Allandale.  
A telephone is available for emergency use only.

## Security:

- Police security is at the discretion of the Allandale curator. If required it the responsibility of the renter to hire the required number of Kingsport police officers to work your event. Arrangements should be made no later than three (3) weeks prior to your event (extra fees may be administered to those who are late making these arrangements). Fees will be determined by the police officer for a minimum of 3 hours. Payment is required at the time of your event. **Arrangements may be made by contracting the Kingsport Police Office at (423) 229-9437 or (423) 229-9497.**

## Grounds:

- **Tents:** Tents maybe erected only after receiving permission from the Allandale curator. **A tent permit is required to use a tent on Allandale property. The permit may be obtained from the cities Building Inspectors office at 201 W. Market Street (423) 229-9393.** All tent deliveries and erection must be arranged and approved by the Allandale staff prior to your event. Take down times must also be arranged before your event. Tent set-up must be supervised by the renter. Tents set-up inappropriately will be removed **at the renter's expense.**
- **Lighting/sound:** Lighting and sound is the responsibility of the renter.
- **Parking:** Due to limited parking, all guests must park on the front lawn of the Mansion. If available the Dance Barn parking lot or other designated locations may be used. It is recommended that the renter provide a parking attendant for over 100 guests. The renter is responsible for controlling parking in the designated parking areas. If you have any questions, check with the Allandale staff.