

## Brooks Pavilion: Guidelines

- **Pavilion Hours:** Rental availability is from 11:00 am till 11:00 pm. Office hours are Monday-Friday from 8:00 am till 5:00 pm. Contact the office by calling (423) 229-9422 or (423) 229-9359.
- **Scheduling Appointments:** To avoid conflicts, **always** call to schedule appointments. **All visits** (including caterer, florist, decorator, etc.) to Allandale need to be scheduled.
- **Checks:** Should be made payable to the City of Kingsport and mailed to *Allandale Mansion, 4444 W. Stone Drive, Kingsport, TN 37660*. Please be sure to include your party's name, the venue, and your rental date on all items.
- **Time Frame Allotments:** The Pavilion is rented in seven (7) hour blocks of time. Depending upon availability, additional time maybe rented for \$75.00 per hour. Final times are due to Allandale staff a minimum of six weeks before your event.
- **Rescheduling Events:** Based on the availability of the Pavilion, 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 Approval:** All rentals of the facilities are subject to approval by the Allandale Advisory Council.
- **Rain Plan:** If rain is a possibility, Allandale should be notified three (3) days prior to your rental as to your rain plans. The Allandale staff will only set-up tables and chairs one (1) time.
- **Wedding Rehearsals:** Depending upon availability, each rental is allowed a one (1) hour time block (Monday-Friday, 8:00 am till 4:00 pm for their rehearsal. **As rehearsals are scheduled around Allandale's bookings we cannot guarantee your rehearsal will take place the day prior to your wedding.** Additional charges will be incurred if you need extra time or if you need an after hours or weekend rehearsal.
- **Courtesy Items:** The Pavilion rental includes ten (10) picnic tables which will seat approximately 80-100 guests.
- **Setup:** Final setups need to be turned into the Allandale staff no later than six (6) weeks prior to your event.
- **Rental Items:** Additional chairs and tables, if available, may be rented from Allandale on a first-come, first-serve basis. All tables (any size) rent for \$6.00 each and the white folding chairs rent for \$1.50. Allandale Staff will set up ceremony chairs and place tables under pavilion for renter to put in final location.
- **Picnic Tables:** The renter may slide the picnic tables to different locations within the Pavilion. **If the renter does not wish to use the picnic tables they are responsible for moving them to a suitable location outside the Pavilion and are also responsible for returning the picnic tables to the Pavilion at the conclusion of their event. Failure to return the picnic tables will result in \$20.00 per table charge.**
- **Food and Beverages:** Food, beverages and other equipment may be set up in areas approved by Allandale. Tablecloths must be used on all food service tables and must be provided by the renter or caterer. **NO chocolate, punch, or champagne fountains are allowed inside the Pavilion.**
- **Food Trucks:** Must be inspected and approved by the City of Kingsport's Fire Marshal's Office. They may be reached at 423-229-9440. Uninspected trucks will NOT be permitted, and it is the renter's responsibility to ensure the truck has been approved.
- **Alcoholic Beverages:** A liability insurance policy is required if you are serving any alcohol to your guests. The most reasonably priced policy we have found is through the **TML (see attachment)**. All **STATE OF TENNESSEE** laws pertaining to the serving of alcohol including beer and wine must be strictly followed. Serving alcohol to any person under the age of 21 will not be tolerated. **Alcoholic beverages may not be sold unless a special permit is obtained from the Alcoholic Beverage Commission, and must be approved by Allandale staff.** 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.
- **Entertainment:** Dancing and live music plans must be approved by the Allandale staff.
- **Loud Music:** It is possible that events at adjoining Allandale facilities could be scheduled at the same approximate time. Out of respect for each other's events the person/band/DJ may be asked to reduce the volume (or bass) of their music so as not to interfere with the adjoining renter's event. The Hostess has authority to control excessive noise levels and is authorized to "flip" the circuit breaker if volume requests are not adhered to.
- **Tents:** A permit is required to use a tent on Allandale property. **Tent permits may be obtained from the city's Building Inspector's office at 201 W. Market Street** (423) 229-9393. All tent deliveries and erection must be arranged and approved

## Brooks Pavilion: Guidelines

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**.

- **Parking:** Pavilion parking will be in the West Barn parking area. Do not park in fire lane at any time or along the driveway between the Pavilion and restrooms. You are responsible for controlling parking in your designated parking area.
- **Planning Your Event:** Deliveries, arrival, set-up and departure must be considered in your planning of time. Items must be scheduled for delivery and picked-up during your time frame unless prior arrangements with the Allandale staff have been made. **All items are to be removed from the Allandale facilities following your event (overnight storage is not possible).** The City of Kingsport and Allandale are not responsible for protection or storage of items brought onto the premises for an event.
- **Cleanup:** There is no charge for normal cleanup by our staff. Should there be an unusual amount of cleanup involved; an appropriate sum may be charged against the damage deposit. Upon completion of your event, the caterer and/or renter is responsible for removing all food, service equipment and supplies and for removing all decorations and personal items. All trash must be taken to the designated dumpster.
- **Decorations:** No tape, tacks, staples, glue, Command strips, or nails of any kind may be used in the Pavilion. No decorations, signs, etc. may be hung from the walls, woodwork, windows, light fixtures or ceilings. No lights, fabric, streamers, or other items may be hung on or above the overhead Christmas lights.
- **Hanging fabrics must be flame retardant, per the City of Kingsport Fire Marshal.**
- Rice, paper confetti, glitter, loose rhinestones, table scatter, sparklers, hay, hay bales, fodder shocks, and silly string MAY NOT be used anywhere on the grounds or inside. Natural rose petals, bubbles and birdseed may be used in outside designated areas of the Pavilion only. The Allandale Hostess will keep these items until ready for use. **No balloon releases.**
- **Renters and their guests are not permitted to pick or cut Allandale's flowers or greenery.**
- Only NATURAL rose petals may be used.
- **Candles and open flames** are not allowed in the Pavilion. No open flames are allowed within 20' of the Pavilion.
- **No Smoking:** The City of Kingsport has a NO SMOKING policy for all city facilities. Smoking is not permitted in or around the Pavilion. No smoke machines are allowed.
- **Damages:** Renters are liable for all damages which occur to the Pavilion and/or grounds surrounding the Pavilion during their event. The renter is also responsible for damages incurred by their contract labor (i.e. caterer, florist/decorator, photographer, rental company, etc.) and guests. After the rented areas are inspected for damage, your damage deposit fee will be returned to you from the City within 4 weeks.
- **Pets are not allowed in the Pavilion.**
- **Pavilion Hostess:** The Pavilion Hostess will open the Barn at your designated/requested time. Hostess' responsibilities include opening/closing the facility, cleaning anything that is spilt on the floor, and looking out for the Pavilion. If any problems arise at the Pavilion during your event the Hostess will contact the appropriate personnel. **If you have questions or concerns during your event, you should contact your Hostess.**
- **Lost and Found:** It is the renter's responsibility to remove all items after the event. Allandale is not responsible for items left on the premises. However, we do keep items found here in our lost and found for thirty days. It is the renter's responsibility to call and claim any items that have been left behind.
- **Grills and Smokers:** Any use of grills and/or smokers must be approved by Allandale staff, and may only be placed in pre-designated locations. Fire safety is expected to be observed at all times when using these instruments. Grills and smokers may not be left unattended.
- **Miscellaneous:**  
The City of Kingsport/Allandale Mansion is not responsible for the protection or storage of items brought onto the premises for an event.

You may NOT enter the pavilion before your designated rental start time.

Do not drive inside the Pavilion gates.

No toilet paper is not to be used to "decorate" vehicles.

If there are any questions or problems during your event, please confer with the Allandale Hostess. They are in charge of the Pavilion during the event and are well versed in policies and procedures pertaining to Allandale.

No open flames of any kind are allowed either in the Pavilion or on the grounds surrounding the Pavilion.