



TOWN OF FARRAGUT
COMMUNITY CENTER ASSEMBLY HALL RENTAL APPLICATION
Hourly Rentals (Monday thru Thursday)

Name (Renter/Organization): _____

Contact Person: _____ Phone: (W) _____ (C) _____

Email Address: _____

Address: _____ ZIP _____

Reservation Date(s):

Start Time (including setup): _____ End Time (including cleanup): _____

Purpose of Renting Facility: _____ # of Participants: _____

For Return of Deposit (if different than above)

Check to be made out to: _____

In care of: _____

Address: _____ ZIP _____

Non-Profit Rentals Only:

Is this your first Town of Farragut Community Center rental? Yes _____ No _____

Proof of 501(c) 3 or State of Tennessee Non-Profit Status Included: Yes _____ No _____

General Rental Information

Call 865-218-3375 for reservations or to make an appointment to view the space.

- *Hours: Monday – Thursday 8 a.m. to 9 p.m.*
- *No more than 1 rental every week*
- *Each rental is charged a \$100 refundable damage deposit*
- *Reservation must be made at least 14 days in advance (if staff/space is available, shorter notice may be considered) but not more than six months in advance*
- *Assembly Hall rental includes tables, chairs, pre-function room and catering kitchen*
- *Rental fee includes set-up of tables and chairs (5 rounds 72”, 2 6-ft rectangular, 40 chairs). Tablecloths not provided.*
- *Alcohol permitted with prior approval from the Parks & Recreation Director. (Please see separate alcohol policy)*
- *Must be 21 or older to rent*

- *Rentals are not available on Town Holidays: New Year's Day, MLK Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day/Following Friday, Christmas Eve and Christmas. Rentals are also not available on New Year's Eve*
- *Rental area will be available at the designated start time and not before. The rental area must be vacated at the rental finish time (this includes all cleanup)*
- *An additional charge will be deducted from your security deposit for any time (including cleanup) after the agreed upon end time*
- *The person/organization to whom the permit is issued assumes all responsibility for use. Permits cannot be transferred, assigned or sublet. The permit holder must be in attendance at all times. It is their responsibility to advise all other guests of the rules and policies*
- *Access to AV system is available when arranged in advance*

Assembly Rental Fees – Special Rates:

- Two Hour Rental:
 - Non-Profit: \$100
 - Social/For-Profit: \$150
- Additional Hour: \$50 (limit of one additional hour)
- Additional Table/Chairs: \$10 per table and 8 chairs (72" round)
- Alcohol Permit (No sales or sales): \$100
- Refundable Deposit: \$100

Policies and Procedures

Uses Permitted:

- Available for rental for events (with or without food), parties, celebrations, business meetings/trainings, performances, etc. for a closed group (members, by invitations or registration, etc.)

Facility Information:

Assembly Hall:

- Size is 54' 9" x 39' 8" (144 seated occupancy)

Pre-function Room:

- Size is 31' 7" x 30' 10"

Catering Kitchen:

- Size is 10' 10" X 16' 8"

Payment Schedule:

- Reservation can be held for 7 days; will be canceled on 8th day if down payment has not been received.
- Down payment is damage deposit plus 50% of total rental charges
- Remainder of payment is due 30 days before event
- Damage deposit will be refunded (if no damage has occurred) within 30 days of event
- Payment can be paid in person by cash, credit card or check or by phone at 865-218-3375 by credit card (2% fee applies)

Cancellations/Refunds:

- Events cancelled 45 or more days prior to the event will be refunded 100% plus damage deposit minus a \$50 processing fee
- Events cancelled 30 – 44 days prior to the event will be refunded at of rate of 50% plus damage deposit
- Events cancelled less than 30 days prior to the event will not be refunded except the damage deposit
- In the rare event that the Town of Farragut facilities are closed due to weather, rental may be re-booked without any penalty. Rebooking date may be within 1 year and renter has 30 days to choose rebooking date.

Policies:

- All vendors (caterer, equipment rental, DJ, etc.) must register with PARD and provide a copy of insurance in the amount of \$1,000,000 with the Town of Farragut named as additionally insured
- Renters are confined to the banquet hall, pre-function room and restrooms and cannot spill other into rooms or areas of the community center
- Blocking of emergency exits is not allowed
- Minors (17 and under) must be supervised at a ratio of one (adult) to 10 (minors)
- Noise level (music, etc.) must not disturb other community center users/areas
- Unless otherwise specified, PARD retains the right to utilize event photos taken by its staff for marketing purposes. Should professional photographers choose to share their photos with PARD, proper attribution will be made when said photos are publicized.

Permitted:

- Use of AV equipment must be arranged in advance with PARD staff during regular hours only. Town of Farragut will not be responsible for technical connection issues. (APPLE PRODUCTS ARE NOT COMPATIBLE) Renter must supply HDMI cable for connection
- Food and drink except for those items listed are not permitted list
- Music (DJ, Live Band, etc.) with prior approval by PARD Director

Not Permitted:

- Additional equipment without prior PARD approval
- Chocolate, punch or champagne fountains
- Red, purple or blue beverages
- Open flames (candles, burners, etc.) except for catering chafing dishes
- Glitter, confetti of any size, tinsel, bubbles, slime, silly string, sparklers, pinatas, filled balloons, play dough, paint, sand
- Bird seed, rice or flower petals (fake or real)
- Gum
- No pets, livestock or other animals except for service animals specifically trained to aid a person with a disability
- Smoke or bubble machines

- Water balloons, water pistols, slides, etc.
- Inflatables
- Indoor or outdoor fireworks
- Dry ice
- Dunking machines or other carnival rides
- Smoking or vaping in the building or in the parking lot
- Use of tape, tacks, nails, command strips, staples, etc. to hang decorations anywhere in the room (including floor)
- Wrapped floral wire or pipe cleaners may be used to attach decorations to chairs.

Setup and Cleanup (general) – includes hall, pre-function room and catering kitchen:

- All tables, chairs, floors and other surfaces must be free of debris and clean
- All trash must be bagged and removed to dumpster
- Catering kitchen must be clean (all surfaces including floor) and all trash removed to dumpster
- Any wet spills must be mopped at the time that they occur
- Renters are responsible for bringing all supplies and materials except trash bags
- Layout of desired setup must be received by PARD at least 14 days in advance of event
- Warmers are not permitted in the catering kitchen

Hold Harmless and Payment Agreement

In exchange for myself or those in my organization being permitted to use the Farragut Community Center and/or other public areas of the Town of Farragut, it is understood and acknowledged by my signature below that I and/or the individual members of the organization have agreed that they will not hold the Town of Farragut liable for any loss or damage resulting from accidents or injuries sustained to person or property, or from theft of property which may occur during use of the facilities of the Town of Farragut.

By signing below, I acknowledge that I understand and/or have informed the organization that will be using the facilities of the terms and conditions spelled out herein upon which the Town of Farragut has consented to the use of the facilities; and that I and/or the members of the organization have agreed to those terms and conditions and authorized me to sign on their behalf.

By signing below, I and/or those in my organization agree that no person in the United States shall, on the grounds of race, color, national origin, gender, gender identity, sexual orientation, age, religion, disability or veteran status, be excluded from participation in, be denied the benefits of, or be subject to discrimination at any event, program or activity on Town property or co-sponsored by the Town.

By signing below, I and/or those in my organization agree that they will report any accidents, incidents or deficiencies with the physical facility during the event to the Town of Farragut staff person on duty or if staff is not present, will report the accident, incident or deficiency within 24 hours to Michelle Pence at the Farragut Town Hall, 865-966-7057.

By signing below, I understand that I am responsible for all charges listed on this contract.

I agree that by typing by name below, this serves as my signature.

Signature: _____

Date: _____

Photo/Video Release

I, the undersigned, hereby authorize the Town of Farragut and the Parks & Recreation Department, including its agents, to use my name, statements, image, voice, videos, or likeness for the purpose of promotion or public information without obtaining further consent or without prior knowledge of such use. I understand that I am to receive no compensation of any kind as a result of any publication, recording, broadcast, rebroadcast or other non-broadcast uses thereof. I understand that the statements, image, voice, videos, or likeness may be altered as required for publication or distribution. I hereby release and hold harmless the Town, its successors and assigns and its elected officials, directors, agents, officers, and employees for any violation of any personal or proprietary right or any other claims I may have in connection with such use. The Parks & Recreation Department shall have ownership of resultant production using my image and shall have the exclusive right to make use of such production as stipulated below: 1. Availability for use by the participants in a training course 2. Availability for viewing in connection with the Parks & Recreation Department 3. Availability for use of Web pages and other Internet sites created or used by the Parks & Recreation Department 4. Availability for use in promotional brochures, newsletters, and other publications of the Parks & Recreation Department. I have the full right and legal capacity to sign this consent and release prior to signing it, and I understand its content.

I agree that by typing by name below, this serves as my signature.

Signature: _____

Date: _____

For Office Use Only

Date Rental Requested: _____

Rental Fee: _____
Additional Hours: _____
Additional Table/Chairs: _____
Alcohol Fee: _____
Room Flip Fee: _____
Commercial Kitchen Upgrade: _____
Subtotal - Rental Fee: _____
Refundable Deposit: \$100
Total Rental Fee: _____

Insurance: _____
Caterer _____
Band/DJ _____
Rental Equip. _____

First Payment: _____ **First Payment Due Date:** _____
(\$100 refundable damage deposit & 50% of the total cost of the rental)

Date Paid: _____ Staff Signature: _____

Final Payment: _____ **Final Payment Due Date:** _____

Date Paid: _____ Staff Signature: _____

Application Can be Returned by Mail:

Farragut Community Center
Town of Farragut
11408 Municipal Center Drive
Farragut, TN 37934

Returned in Person (Not Mailed):

Farragut Community Center
239 Jamestowne Blvd
Farragut, TN 37934
Recreation Office # (865-218-3376)

Returned by Email:

Email: CommunityCenterRentals@townoffarragut.org

Form Modified – September 2021