



KINGSPORT FARMERS MARKET RENTAL POLICIES



Note* Saturdays & Wednesdays, April-November, Building is NOT Available before 2pm

COST: \$250 for 1/2 day (Up to 8 hours) \$450 for full day (Greater than 8 hours)

1. Rentals require a half day minimum. Set-up and break-down times are part of the total rental time.
2. Facility is rented 'AS IS'. Restrooms are available. Water hose not furnished. No back hallway, party room or upstairs access.
3. Trash cans and trash bags will be provided but client must move trash from facility to property dumpsters in the parking lot at the end of the event. Larger items, such as pallets, are to be neatly stacked to the right of the dumpster, outside of black enclosure.
4. Renter will be responsible for checking out keys to the facility and the water supply from the Office of Cultural Arts prior to their reservation time and returning keys after the event. The Office of Cultural Arts is located on the second floor of the Kingsport Renaissance Center, 1200 East Center Street, Room 224.
5. A deposit of \$100 is due at the time the reservation is confirmed and can be applied to the total rental fee. Deposits will be returned if reservation is cancelled more than 2 weeks prior to the event. Any reservation cancelled less than 2 weeks prior to the event will forfeit return of the deposit.
6. Do not attach anything to the walls by using tape, tacks, staples or nails.
7. NO SMOKING allowed in the Farmers Market. It is a smoke-free facility. Candles may be used, but the flame must be contained. No open flame.
8. The renter will pay for costs incurred as a result of any damages to the facility, furnishings, equipment or grounds arising out of the use of the Farmers Market. **Pre-storage and post storage** is not the responsibility of the Farmers Market. User must remove equipment, etc. immediately following conclusion of the event within the rental contractual timeframe. The city of Kingsport will not be responsible for any lost, stolen or damaged items of the user. Additional insurance/ forms may also be required for Inflatables and Food Trucks.
9. **ALCOHOLIC BEVERAGES** must be kept within the building and approved areas, and must be purchased in Tennessee.
Will Alcoholic Beverages be served? YES _____ NO _____Please Initial Here _____**
 If yes, additional permit may be necessary from the Tennessee Alcohol Beverage Commission Guidelines can be found at <http://www.tn.gov/abc/licensing> . (See line 12)
10. **Insurance:** proof of \$1,000,000 minimum insurance coverage for a one-time special event must be submitted with the rental payment, naming the City of Kingsport as an "additional insured".
 Depending of the type of event you are hosting, your event may require additional insurance. You will be notified if this requirement applies to your event. **If an event is open to the public, the renter is required to have a \$1,000,000. Liability insurance policy naming the city of Kingsport as an additional insured. If Alcohol is present (served or bring your own), renter is responsible for obtaining alcohol liability insurance (minimum \$1,000,000) naming the City of Kingsport as an additional insurance coverage if deemed necessary**
 For additional information on insurance see "The Pool" Tenant User Liability Insurance Program Guide:
<http://engagekingsport.com/wp-content/uploads/2013/08/The-Pool-Information-Brochure.pdf>
11. The renter will hold harmless the City of Kingsport, Tennessee, its officials, employees, agents, representatives, insurers, sureties and assigns or anyone acting on its behalf, from any and all claims, damages, liabilities, or causes of action of any kind, nature, and description, whether at law or in equity, now accrued or which hereafter may arise, whether known or unknown, arising out of any matter, cause, or event, arising in any way from the use of the premises under the terms of this contract.
12. *Use of any City of Kingsport Services such as Police, Fire, City streets constitutes a "Special Event" and must go through the Cities Special Events coordinator and may require additional forms and insurance.

DATE OF YOUR EVENT _____

EXPECTED NUMBER OF PEOPLE ATTENDING _____

TYPE OF EVENT _____

I agree with the date and times and will abide by the rules and policies of the Kingsport Farmer's Market and have answered and initialed the #9 policy.

(RENTER)

(DATE)

KINGSPORT FARMERS MARKET RENTAL INFORMATION:

Farmers Market address: 308 Clinchfield Street, Kingsport TN 37660

ALL GARBAGE MUST BE PUT IN ONE OF THE LARGE GREEN DUMPSTERS IN THE PARKING LOT AT THE END OF YOUR EVENT.

Please encourage your guests to park on the Clinchfield side of the Farmers Market.

A limited number of tables and chairs are available for use. All tables and chairs belonging to the Farmers Market must be put back on their racks at the end of your event. If you need additional tables and chairs it is recommended that you rent them from company of your choice.

As per the Fire Marshall, hay, propane or other combustible material are NOT ALLOWED in the building.

For convenience of the renter, a key can be checked out from City Hall for deliveries/pickups only and must be returned to City Hall immediately following use.

Prior to your event please check out a key from City of Kingsport Office of Cultural Arts, 1200 East Center Street, Kingsport, TN 37660. Keys must be checked out prior to 5 PM on Friday, as the office is not open on the weekends.

For more information visit www.EngageKingsport.com/kingsport-farmers-market-rentals/

or call The City of Kingsport Office of Cultural Arts at (423) 392-8414
(note: This office is open Monday-Friday, closed on Weekends)



**Kingsport Carousel is adjacent to the Kingsport Farmer's Market.
It is open to the public with \$1 rides**