



KINGSPORT FARMER'S MARKET RENTAL POLICIES



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

COST: \$250 for ½ 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 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.
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 Farmer's Market.
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>

10. **Insurance:** proof of \$700,000 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.

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.

DATE OF EVENT: _____

HOSTING ORGANIZATION: _____

TYPE OF EVENT: _____

EXPECTED NUMBER OF PEOPLE ATTENDING: _____

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

(Printed Name of RENTER)

(Signature of RENTER)

(DATE)

KINGSPORT FARMER'S MARKET RENTAL INFORMATION:

- Farmer's 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. Doors must be locked when you leave the facility.
- Please encourage your guests to park on the Clinchfield side of the Farmer's Market. Additional parking on the weekends is available across the street at the Chamber of Commerce.
- All tables and chairs belonging to the Farmer's Market must be put back on their racks at the end of your event. Additional Tables and Chairs, and other items may be rented from a local rental company.
- Prior to your event, please check out a key from the Office of Cultural Arts, 1200 East Center Street, Room 224, Kingsport, TN 37660. Keys must be checked out prior to 5 PM on Friday, as the office is not open on the weekends. Keys may be returned on the following Monday.
- For convenience of the renter, a key can be checked out from City Hall's Information Desk for deliveries/pickups only, for up to an hour and must be returned to City Hall immediately following use.
- For more information visit [www.EngageKingsport.com /kingsport-farmers-market-rentals/](http://www.EngageKingsport.com/kingsport-farmers-market-rentals/) or call The City of Kingsport, Office of Cultural Arts at (423) 392-8414 Renaissance Arts Center & Theatre, Room 224, 1200 E. Center St. Kingsport TN 37660 (note: This office is open Monday-Friday, closed on Weekends)



SUMMER HOURS (JUNE THROUGH OCTOBER)

Wednesday, Thursday, Friday 11 AM – 7 PM

Saturday & Sunday 1 PM – 7 PM

WINTER HOURS (NOVEMBER THROUGH MAY)

Wednesday, Thursday, Friday 11 AM – 5 PM

Saturday & Sunday 1 PM – 5 PM

PRIVATE RENTALS & BIRTHDAY PARTY PACKAGES NOW AVAILABLE

**For weather related closings or updates to
Carousel schedule please call (423) 343-9834**

350 CLINCHFIELD STREET KINGSPORT, TENNESSEE
www.EngageKingsport.com (423) 392-8414

