



**KINGSPORT**  
C A R O U S E L



KINGSPORT Office of  
**culturalarts**  
EngageKingsport.com

**KINGSPORT CAROUSEL PRIVATE RENTAL POLICIES**

*On behalf of the City of Kingsport, thank you for renting with us.*

Name of RENTER: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Date of Your Event: \_\_\_\_\_  
 Time of Your Event: \_\_\_\_\_  
 Expected Number of People Attending: \_\_\_\_\_  
 Name/Age of Birthday Honoree: \_\_\_\_\_



➤ **Reservations must be made and paid for in advance**  
**AVAILABLE AT LIMITED TIMES /DAYS ONLY**

1. Birthday party and/or private rental package **DOES NOT INCLUDE** any food/drink or decorations. Food/drink may **NOT** be brought into the Roundhouse/Carousel area, and must be contained in the party area or in the Farmer’s Market or park area. It is the renter’s responsibility to clean up party area and to put away any tables or chairs used during the event. **ALL GARBAGE MUST BE PUT IN ONE OF THE LARGE GREEN DUMPSTERS (IN THE BLACK ENCLOSURE IN THE PARKING LOT) AT THE END OF YOUR EVENT.**
2. Reservations and payment must be made in advance to the Office of Cultural Arts. Reservation is not confirmed until payment is received and all required paperwork has been confirmed.
3. **NO SMOKING** allowed in the Farmers Market or Carousel facilities. It is a smoke-free facility. Candles may be used, but the flame must be contained. No open (unattended) flame.
4. Do not attach anything to the walls by using tape, tacks, staples, or nails. Do not hang anything from the ceiling or from the pipes. Decorations can be placed on the tables, floor areas and counter.
5. 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 and/or Kingsport Carousel facilities.
6. Please encourage your guests to park on the Clinchfield side of the Farmer’s Market or in the Chamber of Commerce parking lot just across the street. Additional parking is also available at the Kingsport Center for Higher Education.
7. **NO Guns or Pets** allowed in the Farmers Market or Carousel facilities (Official Service Animals allowed).
8. **ALCOHOLIC BEVERAGES:**  
 Will Alcoholic Beverages be served? YES: \_\_\_\_ NO: \_\_\_\_ **\*\*Please Initial HERE:** \_\_\_\_  
**\*\*If yes, 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”.**
9. The renter will hold harmless Engage Kingsport Inc. and 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.

**I agree with the date and times and will abide by the rules and policies of the Kingsport Carousel and Kingsport Farmer’s Market facilities and the City of Kingsport.**

\_\_\_\_\_  
(Printed Name of RENTER)

\_\_\_\_\_  
(Printed Name of ORGANIZATION)

\_\_\_\_\_  
(Signature of RENTER)

\_\_\_\_\_  
(DATE)

## Kingsport Carousel Private Rental Information:

- **Reservations must be made and paid for in advance. Reservation is considered tentative until payment has been made and all necessary paperwork has been confirmed. AVAILABLE AT LIMITED TIMES /DAYS ONLY**
- Carousel physical address: 350 Clinchfield Street, Kingsport TN 37660  
Direct line to the Carousel: (423) 343-9834
- Kingsport Carousel administrative office & mailing address (payment should be made here):  
City of Kingsport, Office of Cultural Arts 1200 E. Center Street, Room 224, Kingsport TN 37660  
(423) 392-8414. Checks should be made out to the “*City of Kingsport*”.
- Please encourage your guests to park on the Clinchfield Street side of the Carousel/Farmer’s Market facility. Additional parking on the weekends is available across the street at the Chamber of Commerce.
- It is the renter’s responsibility to clean up party area and to put away any tables or chairs used during the event. **ALL GARBAGE MUST BE PUT IN ONE OF THE LARGE GREEN DUMPSTERS (IN THE BLACK ENCLOSURE IN THE PARKING LOT) AT THE END OF YOUR EVENT.**
- Do not attach anything to the walls by using tape, tacks, staples, or nails. Do not hang anything from the ceiling or from the pipes. Decorations can be placed on the tables, floor areas and counter.
- Food/drink may **NOT** be brought into the Roundhouse/Carousel area, and must be contained in the party area or in the Farmer’s Market or outside.
- **NO SMOKING** allowed in the Farmers Market or Carousel facilities. It is a smoke-free facility.
- **NO Guns or Pets** allowed in the Farmers Market or Carousel facilities (Official Service Animals allowed).
- When posting photos online please use hashtag: **#KptCarousel** to share with the community.

