

KINGSPORT RENAISSANCE CENTER RENTAL POLICIES rev2011b

1. Rentals require a three-hour minimum. Set-up and break-down times are part of the total rental time.
2. Tables and chairs are provided and will be set up per your request.
3. Trash pick-up and clean-up are provided. Renters are asked to clear tables and floors of all debris by placing trash in containers.
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 in Room 310. Decorations can be placed on the tables, floor areas, and window sills.
5. NO SMOKING allowed in the Renaissance Center. It is a smoke-free facility. Candles may be used, but the flame must be contained. No open flame.
6. Alcoholic beverages must be kept within the room that is rented and be purchased in Tennessee. Alcohol cannot be served or consumed in public areas, the 1st floor courtyard, 2nd floor atrium, or 3rd floor atrium. Prior arrangements may be made with the management staff to rent a level or the entire building—closing it to the public.
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".
7. 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 Renaissance Center.
8. It is crucial that scheduled times be adhered to so that all reservations and schedules can be accommodated properly.
9. 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 your event: _____

Expected Number of People attending your event: _____

Type of Event: _____

Depending on the type of event you are hosting, your event may require additional insurance. You will be notified if this requirement applies to your event.

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

I agree with the date, times, and set-ups confirmed and will abide by the rules and policies of the Kingsport Renaissance Center. **(I have also answered and initialed the #6 policy)**

(Renter)

Date