



Assembly Hall, Pre-Function Area & Catering Kitchen Policies and Procedures

Uses Permitted:

- Assembly Hall, pre-function area and catering kitchen can be rented for events (with or without food), parties, celebrations, business meetings/trainings, performances, etc. by a closed group (members, by invitations or registration, etc.)
- Assembly Hall, pre-function area and catering kitchen can be rented for a public or fundraising event but will have additional requirements such as security, event insurance, etc.

Facility Information:

Assembly Hall:

- Size is 54' 9" x 39' 8"
- Occupancy:
 - Seated w/ tables: 144
 - Auditorium: 200
 - Standing: 308

Pre-function Room:

- Size is 31' 7" x 30' 10"
- Occupancy:
 - Seated w/ tables: 69
 - Standing: 148

Catering Kitchen:

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

Reservations: Call 865-218-3375 for reservations or to make an appointment to view the space. Availability can be viewed online here: <https://townoffarragut.recdesk.com/Community/Calendar>

- Equipment (tables and chairs) are included in the rental rate as decided in advance by staff and renter; rental vendor equipment will be placed by vendor with oversight by Town staff; self-setup and Town setup are options – please see the rental fee schedule
- Minimum rental block is 8 hours; additional hours may be added per rental fee schedule; self-setup, decorating and caterer setup plus cleanup must be done within the agreed upon rental hours
- Rental includes use of pre-function room and catering kitchen

- No more than one rental per quarter
- Must be made at least 30 days in advance but if space is available within the 30-day period during normal office hours of 8 a.m. to 5 p.m. Monday through Friday, rentals will be considered with 7-day notice.
- May be rented up to 18 months in advance
- Must be 21 or older to rent
- Available from 8 a.m. to 11 p.m. for event; must vacate the premises after cleanup by midnight; prices vary – see rental fee schedule for details; exceptions to rental hours must be pre-approved by PARD Director
- Rentals are not available on Thanksgiving, Independence Day, Christmas Eve, Christmas Day or New Year’s Eve. All other Town of Farragut holidays and attached weekend will incur an upcharge (see rate schedule for details)
- 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
- Setup/decorating may be done the day before during normal business hours without charge if no event, program or class has been scheduled or the facility has not been rented 7 days before the event; setup is not guaranteed outside this 7-day window. If setup must be done the day in advance, renter will need to rent the room for that desired 8 hours.

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
- Reminder of payment is due 90 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

Cancelations/Refunds:

- Events cancelled 121 or more days prior to the event will be refunded entire down payment minus a \$50 processing fee
- Events cancelled 91 to 120 days prior to the event will be refunded at of rate of 75% of entire down payment
- Events cancelled 61-90 days will be refunded at a rate of 50% if the entire payment
- Events cancelled 60 days or less prior to the event will have the damage deposit only refunded

- 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
- Rentals must be for a “closed group (by invitation)” and not open to the public unless approved in advance by PARD Director and will have additional requirements.
- Renters are confined to the banquet hall, pre-function room and restrooms and cannot spill other rooms or areas of the
- Outside doors and windows cannot be opened; 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:

- Alcohol – with appropriate permits (please see separate alcohol policy)
- Moving equipment (tables, chairs)
- AV equipment must be arranged in advance with PARD staff. Town of Farragut will not be responsible for technical connection issues
- Food and drink except for those items listed in not-permitted list
- Alcohol (please see separate Alcohol Policy)
- 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
- Dunking machines or other carnival rides
- Smoking or vaping in the building or in the parking lot
- Use of tape, tacks, nails, staples 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:

- Additional equipment may be brought in from vendors but must be removed at the end of the event. Additional equipment may reduce the occupancy rate of the room(s)
- All tables, chairs and other surfaces must be free of debris and clean
- Floors must be free of debris (food, decorations, etc.)
- All trash must be bagged and removed to dumpster
- Caterer's prep area must be clean (all surfaces including floor) and all trash removed to dumpster
- No equipment, supplies, perishables, etc. may be left at the community center without prior approval by PARD Director
- Any wet spills must be mopped at the time that they occur
- Renters are responsible for bringing all supplies and materials except trash bags

Setup and Cleanup (self-setup rate) – includes hall, pre-function room and catering kitchen

- Renters are responsible for setup and may use items listed under Equipment Available section of this policy. Furniture may be used or moved in the pre-function room with prior approval by PARD staff.
- Furniture must be returned at the end of the rental period to the original setup in the pre-function room and to the storage area for tables and chairs
- All tables, chairs and other surfaces must be free of debris and clean
- Floors must be free of debris (food, decorations, etc.)
- All trash must be bagged and placed in dumpster (in back parking lot)
- No equipment, supplies, perishables, etc. may be left at the community center without prior PARD approval
- Any wet spills must be mopped at the time that they occur

Setup and Cleanup (staff-setup rate) – includes hall, pre-function room and catering kitchen

- Map of desired setup must be received by PARD at least 14 days in advance; renters may move furniture themselves if needed on the day of event

- Additional equipment may be brought in from vendors but must be removed at the end of the event. Please note: additional equipment may reduce the occupancy rate of the room(s)
- All tables, chairs and other surfaces must be free of debris
- Floors must be free of debris (food, decorations, etc.)
- All trash must be bagged and placed in dumpster (in back parking lot)
- No equipment, supplies, perishables, etc. may be left at the community center without prior PARD approval
- Any wet spills must be mopped at the time that they occur