



TOWN OF FARRAGUT COMMUNITY CENTER ASSEMBLY HALL RENTAL INFORMATION

General Rental Information

- *Regular Hours: Monday & Thursday 8 a.m. to 8 p.m.; Tuesday, Wednesday & Friday 8 a.m. - 5 p.m. If any portion of the rental is outside of regular hours, the rental is considered after hours*
- *No more than 1 rental per quarter except for use Monday through Friday, 8 a.m. - 5 p.m. which may be allowed on a monthly basis (1 per month)*
- *If rental includes any time outside of regular hours, then entire rental is charged the afterhours rate*
- *Each rental is charged a \$250 refundable damage deposit*
- *Reservation must be made at least 30 days in advance (if staff/space is available, shorter notice may be considered)*
- *Reservations may be made up to 18 months in advance*
- *Assembly Hall rental includes tables, chairs, pre-function room and catering*
- *Rental fee includes set-up of tables and chairs*
- *Minimum rental block is 8 hours; additional hours may be added per rental fee schedule; decorating and caterer setup plus cleanup must be done within the agreed upon rental hours*
- *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; 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*

Non-Profit Community Center Assembly Rental Fees:

- Regular Hours: \$400 per 8-hour block
- After Hours: \$650 per 8-hour block
- Holiday Hours (including 3-day holiday weekends): \$780
- Additional Hours: \$100 per hour

- Holiday Additional Hours (including 3-day holiday weekends): \$120
- Alcohol Permit (No sales or sales): \$100
- Upgrade to Commercial Kitchen: \$250

Business/Social Community Center Assembly Rental Fees:

- Regular Hours: \$650 per 8-hour block
- After Hours: \$850 per 8-hour block
- Holiday Hours (including 3-day holiday weekends): \$1020
- Additional Hours: \$100 per hour
- Holiday Additional Hours (including 3-day holiday weekends): \$120
- Alcohol Permit – No Sales: \$100
- Alcohol Permit – Sales: \$500
- Room Flip Fee Regular Hours: \$150
- Room Flip Fee After Hours: \$300
- Upgrade to Commercial Kitchen: \$250

Policies and Procedures

Uses Permitted:

- Available for rental for events (with or without food), parties, celebrations, business meetings/trainings, performances, etc. for a closed group (members, by invitations or registration, etc.)
- Available for rentals 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"

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
- Remainder 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 (2% fee applies)

Cancellations/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
- Renters are confined to the banquet hall, pre-function room and restrooms and cannot spill other into rooms or areas of the community center
- 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)
- Use of AV equipment must be arranged in advance with PARD staff. Town of Farragut will not be responsible for technical connection issues. Renter must supply computer and HDMI cable for connection
- Food and drink except for those items listed in not-permitted list
- 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
- Dry ice
- Dunking machines or other carnival rides
- Smoking or vaping in the building or in the parking lot
- Use of tape, tacks, nails, command strips, staples, etc. 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, floors and other surfaces must be free of debris and clean
- All trash must be bagged and removed to dumpster
- Catering kitchen or commercial kitchen must be clean (all surfaces including floor) and all trash removed to dumpster
- Any wet spills must be mopped at the time that they occur
- Renters are responsible for bringing all supplies and materials except trash bags
- Layout of desired setup must be received by PARD at least 14 days in advance of event