



TOWN OF FARRAGUT
COMMUNITY CENTER ASSEMBLY HALL RENTAL INFORMATION
SPECIAL RATES – July 1 – Sept. 30, 2020 or by PARD Director Approval

General Rental Information

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>

- *Hours: Monday – Sunday 8 a.m. to 8 p.m.*
- *Limited to 75 people – must meet physical distancing requirements*
- *No more than 1 rental every other week*
- *Each rental is charged a \$100 refundable damage deposit*
- *Reservation must be made at least 14 days in advance (if staff/space is available, shorter notice may be considered)*
- *Assembly Hall rental includes tables, chairs, pre-function room and catering kitchen*
- *Rental fee includes set-up of tables and chairs (5 rounds, 2 6-ft rectangular, 40 chairs)*
- *No alcohol allowed*
- *Food must be pre-packaged or served. No self-service or buffets allowed*
- *Must be 21 or older to rent*
- *Rentals are not available on Independence Day*
- *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*
- *AV is available only on Monday and Thursday until 8 p.m.; Tuesday, Wednesday and Friday until 5 p.m. and not at all on weekends*

Assembly Rental Fees – Special Rates:

- Two Hour Rental:
 - Non-Profit: \$100
 - Social/For-Profit: \$150
- Additional Hour: \$50 (limit of one additional hour)
- Additional Table/Chairs: \$10 per table and 8 chairs
- Refundable Deposit: \$100

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.)

Facility Information:

Assembly Hall:

- Size is 54' 9" x 39'8"

Pre-function Room:

- Size is 31'7" x 30'10"

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 30 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)

Cancelations/Refunds:

- Events cancelled 45 or more days prior to the event will be refunded 100% plus damage deposit minus a \$50 processing fee
- Events cancelled 30 – 44 days prior to the event will be refunded at of rate of 50% plus damage deposit
- Events cancelled less than 30 days prior to the event will not be refunded except the damage deposit
- 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 over 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:

- Use of AV equipment must be arranged in advance with PARD staff during regular hours only. Town of Farragut will not be responsible for technical connection issues. Renter must supply 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:

- 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 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