



**TOWN OF FARRAGUT  
COMMUNITY CENTER ASSEMBLY HALL RENTAL APPLICATION**

Name (Renter/Organization): \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: (W) \_\_\_\_\_ (C) \_\_\_\_\_

Email Address: \_\_\_\_\_

Address: \_\_\_\_\_ ZIP \_\_\_\_\_

Reservation Date(s): \_\_\_\_\_

Start Time (including setup): \_\_\_\_\_ End Time (including cleanup): \_\_\_\_\_

Purpose of Renting Facility: \_\_\_\_\_ # of Participants: \_\_\_\_\_

**For Return of Deposit (if different than above)**

Check to be made out to: \_\_\_\_\_

In care of: \_\_\_\_\_

Address: \_\_\_\_\_ ZIP \_\_\_\_\_

**Non-Profit Rentals Only:**

Is this your first Town of Farragut Community Center rental? Yes \_\_\_\_\_ No \_\_\_\_\_

Proof of 501(c) 3 or State of Tennessee Non-Profit Status Included: Yes \_\_\_\_\_ No \_\_\_\_\_

**General Rental Information**

- *Regular Hours: Monday thru Thursday 8 a.m. to 9 p.m.; Friday from 8 a.m. to 5 p.m.  
After Hours: Friday 5 to 11 p.m., Saturday & Sunday 8 a.m. - 11 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*
- *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 kitchen*
- *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; Friday, Saturday & Sunday must vacate the premises after cleanup by midnight; Monday thru Thursday 8 a.m. to 9 p.m. (must vacate the premises by 9 p.m.), exceptions to rental hours must be pre-approved by PARD Director
- Rentals are not available on Thanksgiving, Independence Day, Christmas Eve, Christmas 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

### 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 8<sup>th</sup> 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 assembly 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 used.

## **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
- Warmers are not permitted in the catering kitchen (but are permitted in the commercial kitchen with rental)

## **Hold Harmless and Payment Agreement**

*In exchange for myself or those in my organization being permitted to use the Farragut Community Center and/or other public areas of the Town of Farragut, it is understood and acknowledged by my signature below that I and/or the individual members of the organization have agreed that they will not hold the Town of Farragut liable for any loss or damage resulting from accidents or injuries sustained to person or property, or from theft of property which may occur during use of the facilities of the Town of Farragut.*

*By signing below, I acknowledge that I understand and/or have informed the organization that will be using the facilities of the terms and conditions spelled out herein upon which the Town of Farragut has consented to the use of the facilities; and that I and/or the members of the organization have agreed to those terms and conditions and authorized me to sign on their behalf.*

*By signing below, I and/or those in my organization agree that no person in the United States shall, on the grounds of race, color, national origin, age, sex or disability, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving state or federal financial assistance.*

*By signing below, I and/or those in my organization agree that they will report any accidents, incidents or deficiencies with the physical facility during the event to the Town of Farragut staff person on duty or if staff is not present, will report the accident, incident or deficiency within 24 hours to Janet Curry at the Farragut Town Hall, 865-966-7057.*

*By signing below, I understand that I am responsible for all charges listed on this contract.*

**I agree that by typing by name below, this serves as my signature.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Photo/Video Release**

*I, the undersigned, hereby authorize the Town of Farragut and the Parks & Recreation Department, including its agents, to use my name, statements, image, voice, videos, or likeness for the purpose of promotion or public information without obtaining further consent or without prior knowledge of such use. I understand that I am to receive no compensation of any kind as a result of any publication, recording, broadcast, rebroadcast or other non-broadcast uses thereof. I understand that the statements, image, voice, videos, or likeness may be altered as required for publication or distribution. I hereby release and hold harmless the Town, its successors and assigns and its elected officials, directors, agents, officers, and employees for any violation of any personal or proprietary right or any other claims I may have in connection with such use. The Parks & Recreation Department shall have ownership of resultant production using my image and shall have the exclusive right to make use of such production as stipulated below: 1. Availability for use by the participants in a training course 2. Availability for viewing in connection with the Parks & Recreation Department 3. Availability for use of Web pages and other Internet sites created or used by the Parks & Recreation Department 4. Availability for use in promotional brochures, newsletters, and other publications of the Parks & Recreation Department. I have the full right and legal capacity to sign this consent and release prior to signing it, and I understand its content.*

**I agree that by typing by name below, this serves as my signature.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**For Office Use Only**

Date Rental Requested: \_\_\_\_\_

Rental Fee: \_\_\_\_\_  
Additional Hours: \_\_\_\_\_  
Alcohol Fee: \_\_\_\_\_  
Room Flip Fee: \_\_\_\_\_  
Commercial Kitchen Upgrade: \_\_\_\_\_  
**Subtotal - Rental Fee:** \_\_\_\_\_  
Refundable Deposit: \$250  
**Total Rental Fee:** \_\_\_\_\_

Insurance: \_\_\_\_\_  
Caterer \_\_\_\_\_  
Band/DJ \_\_\_\_\_  
Rental Equip. \_\_\_\_\_  
Alcohol \_\_\_\_\_

**First Payment:** \_\_\_\_\_

**First Payment Due Date:** \_\_\_\_\_

(\$250 refundable damage deposit & 50% of the total cost of the rental)

Date Paid: \_\_\_\_\_

Staff Signature: \_\_\_\_\_

**Final Payment:** \_\_\_\_\_

**Final Payment Due Date:** \_\_\_\_\_

Date Paid: \_\_\_\_\_

Staff Signature: \_\_\_\_\_

**Application Can be Returned by Mail:**

Farragut Community Center  
Town of Farragut  
11408 Municipal Center Drive  
Farragut, TN 37934

**Returned in Person (Not Mailed):**

Farragut Community Center  
239 Jamestowne Blvd  
Farragut, TN 37934  
Recreation Office # (865-218-3376)

**Returned by Email:**

Email: [CommunityCenterRentals@townoffarragut.org](mailto:CommunityCenterRentals@townoffarragut.org)