



**TOWN OF FARRAGUT  
MAYOR RALPH MCGILL PLAZA AT CAMPBELL STATION INN  
RENTAL APPLICATION**

- Call 218-3376 to speak with Parks & Recreation Department (PAR) staff regarding proposed date and purpose of special event. *Please do not submit an application until this step has been completed.*

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

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

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

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

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

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:**

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

**General Rental Information**

- *Rental Hours: Event hours are from 8 a.m. to 10 p.m.; rentals are for full day only which includes time for setup and cleanup. Renters must vacate the premises after cleanup by 11 p.m.; exceptions to rental hours must be pre-approved by PAR (Parks and Recreation Department) Director. Renters must return the plaza to the condition it was before the event or fees will be deducted from security deposit for any time/work needed for cleanup or damage done to plaza.*
- *Rental includes the use of the two grass areas, parking lot, sidewalk areas internal to the plaza and restrooms. Rental does not include sidewalks along Campbell Station Road and Kingston Pike. For rentals of 101 or more participants, entrance drives may be blocked and used for event activities with parking available at the Farragut Community Center (located 1/4 mile away). Rental does not include the use of the Campbell Station Inn, the front steps to the inn and the front or back porch. A specific site map for event*

*setup along with corresponding vendor information must be submitted to PARD at least 30 days prior to event.*

- *An on-site meeting between PARD staff and renter is required 20-25 days before rental to review the site map, vendor list and rules/regulations.*
- *The plaza is a public area - walkers may enter the rental area.*
- *Each rental is charged a refundable damage deposit (see rate for details) and renters must provide a Certificate of Insurance for at least \$1,000,000 with the Town of Farragut listed as the additional insured.*
- *Rental must be made at least 30 days in advance (if staff/space is available, shorter notice may be considered) and may be made up to 12 months in advance. Rentals that plan to serve and/or sell alcohol must be made at least 90 days in advance in order to complete the various alcohol permits necessary.*
- *Access to electric panel is available for an extra fee; access to water (from hose) is available with prior approval by PARD.*
- *Must be 21 or older to rent. Minors (17 and under) must be supervised at a ratio of one (adult) to 10 (minors).*
- *Rentals are not available on Independence Day or from November 1 through January 15.*
- *The person/organization to whom the rental 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 and vendors of the rules and policies.*
- *Lawn areas will be mowed in accordance with the Town's regular mowing cycle unless prior approval is received by PARD Director.*
- *All vendors (food 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.*
- *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.*
- *Parking is in designated spots only. No parking is permitted along entrance roads, grass areas, etc. Vehicles not parked in designated parking spots will be towed at the owner's expense. Additional parking is available at the Farragut Community Center with prior PARD approval. The Town of Farragut does not provide parking attendants.*

#### **Rental Fees for 100 or fewer participants:**

- Non-profit: \$300; For-profit/private: \$400
- Electrical Fee: \$100
- Trash Fee: \$75
- Alcohol Permit Fee - Non-profit: \$100 (sales or no sales): For-profit/private: \$250 (no sales) and \$500 (sales)
- Food Truck/Vendor Fee (sales only): \$20 per vendor
- Tent Permit Fee: \$50
- Security Deposit: \$300

**Rental Fees for 101 or more participants:**

- Non-profit: \$400; For-profit/private: \$600
- Electrical Fee: \$100
- Trash Fee: \$0 but renter must arrange for private trash service pickup
- Alcohol Permit Fee - Non-profit: \$100 (sales or no sales); For-profit/private: \$250 (no sales) and \$500 (sales)
- Food Truck/Vendor Fee (sales only): \$20 per vendor
- Tent Permit Fee: \$50
- Security Deposit: \$500

**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:**Large Rectangular Lawn:

- 180' x 67'

Circular Lawn:

- Diameter of 92'6" (6,720 ft.<sup>2</sup>)

Parking Lot and Restrooms:

- 45 parking spots (4 handicap-accessible spots)
- Men's and Women's single stall restrooms are available

**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. If reservations occur within the 90-day window, then payment of damage deposit and 100% of rental charges are due at time of reservation.
- 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, check, or by phone at 865-218-3375. All credit card charges have a 2% fee applied.

**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% of 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.

**The Town of Farragut Parks and Recreation Department will provide the following:**

- Daily cleaning before each reservation.
- Restrooms cleaned, opened and stocked.
- Power at circle and rectangular lawn is requested.

**Tents/Structures, Equipment and Decorations**

- Rental fee does not include any tents, tables, chairs or other furniture and the Town does not provide these. Renter must make those arrangements with a private vendor once approved by Town staff. Town staff is not available to sign for deliveries or pickups and cannot assist with setup or takedown. Renter must provide a person to accept all deliveries, etc. All equipment must be removed at the end of the rental unless prior approval from Town staff has been given. The Town does not provide any storage for supplies or equipment.
- Permanent and temporary trash cans and trash bags will be provided by the Town of Farragut. For rentals of 100 or less, trash must be bagged and set in or beside trash cans. All boxes must be flattened and placed next to trash cans. Trash cannot be set on top of containers. For rentals of 101 or more, trash (including boxes, etc.) must be bagged and removed from plaza. All trash that is not contained or removed will result in a deduction from the security deposit.
- Depending on size, tents and other portable shelters or structures may require a separate tent permit and inspection.
- Decorations cannot be attached in any way (tape, tied, etc.) to any light poles, building, furniture and other permanent fixture in the plaza. This includes trees and landscaping.
- All authorized structures/tents must be freestanding and anchored with weighted supports and not staked into the grass, concrete or ground.
- For larger events, portable restrooms may be required and should be indicated on the site map.
- Dunking machines and inflatables (water or other) are not allowed.
- Due to possible turf and sprinkler head damage, vehicles are restricted to paved roads and parking areas.

**Not Permitted:**

- Fireworks are prohibited – sparklers may be allowed in certain areas but must be indicated on the site plan.
- Glitter, confetti of any size, rice, streamers, tinsel, slime, silly string, pinatas, filled balloons (water or other) and fake flower petals are not allowed. Bird seed and real flower petals are allowed.
- No spray paint, chalk or other markings (temporary or permanent) can be used anywhere on the site including grass lawns, sidewalks, parking lots and entry drives.
- No glass containers including drinking glasses, bottles, jars, etc.

- No open flames such as torches are allowed. Open flames (candles, sterno) must be in a container.
- No inflatables
- No use of tape, tacks, nails, command strips, staples, etc. to hang decorations on light poles, trees, or buildings near the plaza (restrooms, Campbell Station Inn)

### **Food/Vendors:**

- Food vendors are required to place fire retardant tarps/covers on the parking lot, sidewalk or lawn as well as absorbent pig matting under cooking equipment to protect the surface below.
- No hot liquids, ice or grease can be poured on any surface (including grass). These items must be removed from the site.
- Outdoor grilling is confined to area approved on the site map.
- All catering and food supplies must be removed at the conclusion of the event.

### **Alcohol:**

- Serving of alcohol (including beer and wine) is allowed on the premises but requires additional approvals and permits. Due to the permit requirements, rentals with alcohol must be made at least 90 days in advance.
- Serving of alcohol requires the presence of a uniformed police officer during the entire event - arrangements and payments must be made by renter.
- Reservations that plan to include the serving and/or sale of beer requires a Town of Farragut special event beer permit by a qualifying ABC caterer or non-profit organization. Permit information is available at: <https://www.townoffarragut.org/DocumentCenter/View/1631/TOF-APPLICATION-FOR-BEER-PERMIT?bidId=>.
- Reservations that plan to include the serving and/or sale of wine and/or alcohol require a State of Tennessee alcohol special event permit by a qualifying ABC caterer or non-profit organization. Permit information is available at: <https://www.tn.gov/abc/licensing/liquor-by-the-drink/licenses/special-occasion-licenses--lob-.html>
- Alcohol must be served by a licensed provider and in accordance with Tennessee Alcoholic Beverage Commission rules and regulations. Serving alcohol to any person under the age of 21 will not be tolerated.
- Renters may transport alcohol to and from the Plaza for use at the event. No other individual or group may bring in outside alcohol to event or transport alcohol from the event. Once the alcohol has been delivered to the Plaza, the bartending or catering service will have complete control until the event has ended.
- Alcohol may only be served/consumed on the plaza property.
- Alcohol service must be discontinued at least 30 minutes prior to the ending time of the event.
- The serving or consumption of alcohol, including beer and wine on the premises, may be ordered discontinued at any time at the discretion of PARD staff. Inappropriate behavior, exposure to liability due to excessive drinking, intoxication of individuals, damage to property or injury to individuals, and other such activities will result in the discontinuance of the serving or consumption of alcohol, including beer and wine.
- Punch and champagne fountains not permitted.

## **Signs & Banners**

- The Town of Frragut has very strict signage regulations. Banners are not permitted. Temporary event, wayfinding and informational signage may be permitted but must be approved in advance by PARD staff. The signage plan should be included with the site plan and submitted at least 30 days in advance.

### **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: \_\_\_\_\_  
Electrical Fee: \_\_\_\_\_  
Trash Fee: \_\_\_\_\_  
Alcohol Permit Fee: \_\_\_\_\_  
Food Truck/ Vendor Fee: \_\_\_\_\_  
Tent Permit Fee: \_\_\_\_\_  
**Subtotal – Rental Fee:** \_\_\_\_\_  
Refundable Deposit:     \$300      
**Total Rental Fee:** \_\_\_\_\_

**Insurance:**  
Caterer: \_\_\_\_\_  
Band/DJ: \_\_\_\_\_  
Rental: \_\_\_\_\_  
Alcohol: \_\_\_\_\_  
Irrigation: \_\_\_\_\_

**First Payment:** \_\_\_\_\_ **First Payment Due Date:** \_\_\_\_\_  
(\$300 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)