



**TOWN OF FARRAGUT
FOUNDERS PARK AT CAMPBELL STATION
RENTAL APPLICATION**

- Call 218-3376 to speak with Parks & Recreation Department (PARC) 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): _____

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 Information:

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

General Rental Information

- *Rental Hours: All events must be conducted within operating hours of the park. All events must start after 8:00 a.m. and end by 10:00 p.m., unless otherwise approved by Town Staff. Renters must vacate the premises after cleanup within one hour following the completion of the rental; exceptions to rental hours must be pre-approved by PARD (Parks and Recreation Department) Director.*
- *Events are limited to 200 people (at one time) or less*
- *Rental block is 4 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. Minors (17 and under) must be supervised at a ratio of one (adult) to 10 (minors).*
- *All events shall be conducted with civility and in no way be a nuisance to other permitted park activity or surrounding neighborhoods.*
- *The Town has a zero-tolerance policy regarding any violation of Town of Farragut, Knox County, and/or State of Tennessee laws. If a violation is observed, or reported to authorities and sustained, the event will cease immediately and be disbanded upon authorization by any Town, County, or State Official. In addition, future usage will be denied.*
- *Any changes to the event description submitted with the special event permit application must be submitted in writing to PARD staff.*
- *Renters must return the park to the condition it was in before the event. Organizers will be charged for any damage or trash left on premises.*
- *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 park is a public area - walkers may enter the rental area.*
- *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 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.*

Founders Park at Campbell Station Rental Fees:

- **Regular Hours: \$200 per 4-hour block (this fee includes the use of the stage in the open lawn area but does not include the use of the pavilions**
- **Additional Hours: \$50 per hour for each additional hour**

- Security Deposit: \$200
- Food Truck/Vendor Fee (sales only): \$20 per vendor
- Tent Permit Fee: \$50
- Trash Fee (100 or fewer participants): \$75
- Trash Fee (101 or more participants): \$0 but renter must arrange for private trash service pickup
- Longside Pavillion (gazebo): \$25 half day and \$40 for whole day

Facility Information:

Stage (Located in open lawn area)

- Raised concrete pad (24' wide x 11' deep) with a light and paved access from park trail
- Electrical

Burnside Pavillion (Located overlooking open lawn area):

- Seats 24 at three tables
- Covered, with electricity and grill (All cooking grease must be contained and properly disposed of in grease disposal barrels provided by the event organizer. Hot coals must be removed from park except those located in park grills.)

Parking Lot and Restrooms:

- 70 parking spots (4 handicap-accessible spots)
- Two single stall restrooms are available

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.

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

- Daily cleaning before each reservation, this includes Longstreet pavilion and restrooms.
- Restrooms cleaned, opened and stocked.
- Power at stage and Longstreet pavilion when arranged in advance.

General Guidelines:

- Open fires, fireworks or sparklers are prohibited.
- When a generator is used at an event, it must be UL-approved and in good working condition (Fuel must be kept in a secure away from generator, and a fire extinguisher and kitty litter should be on hand in case of fuel spills.)
- Wastewater cannot be poured on the ground or into storm water conveyances.

- All other liquid wastes must be collected in waste tanks provided by the event organizer and disposed of properly in accordance with health and storm water codes.
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- For events with expected attendances of 50 - 200 people, portable restrooms must be provided by the event organizer. A minimum of one restroom for each gender shall be provided. A minimum of one hand washing station shall also be provided by event organizer. Restrooms may not be set up more than 48 hours prior to the activity and must be removed within 48 hours following event. Restrooms should be placed on asphalt or concrete surfacing. Site must be pre-approved by Town staff. Supply companies are not permitted to drive on turf or trail areas. Locations shall be approved by Town of Farragut staff.
- 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.
- Park rules (as posted on park kiosks) should be followed.

Not Permitted:

- Open fires, fireworks or sparklers are prohibited.
- 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 use of tape, tacks, nails, command strips, staples, etc. to hang decorations on light poles, trees, or buildings **Alcoholic Beverages:**

- Alcoholic beverages are not allowed at the park or in park facilities.

Tents and Inflatables:

- All tents, or other temporary structures must be included in site plan Some tents will require a separate permit.
- To avoid possible damage to electrical, irrigation and water lines, the Town requires the use of water or sand weights instead of stakes.
- If you use materials weighted by water to secure tenting, do not release any water into the storm water system.

Park Landscaping and Buildings (Restrooms and Pavilions):

- Nothing shall be affixed or tied by any manner to any tree or any part of a Park building, including restroom and/or pavilion. All items must be free standing. Attachment of items when determined to be necessary for safety and security by Town staff or its authorized representatives are exempted from this restriction.
- It is unlawful for any person to injure and/or remove trees, shrubbery and lawns; damage, cut, carve, transplant or remove any tree or plant; injure the bark, or pick the flowers or seeds of any tree or plant.
- Nor shall any person attach any rope, wire or other contrivance to any tree or plant.
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- Turf damage is the responsibility of the event organizer and can cause expensive repair and restoration fees.

Park Amenities:

- The Town of Farragut does not provide amenities such as portable toilets, stages, tables, chairs, tents, canopies, fencing or other equipment.
- Benches and tables (other than in the Burnside pavilion if rented) are for park visitors not for artist/vendor use.

Amplification/Sound Systems:

- Use of amplified sound systems must be pre-approved.

Clean Up and Damages:

- Event organizers are responsible for complete clean-up of park site and facilities during and after the scheduled event. Event organizer must remove all trash from the park – there is no dumpster location on site.
- Permit holder must perform an inspection of all parks facilities to be used and must report in writing the presence of any damages or trash on premises prior to but not earlier than 24 hours before each event.

Security:

- Event security is the responsibility of event organizer, if deemed necessary by Town staff.

Parking and Vehicle Restrictions:

- Due to possible turf and sprinkler head damage, vehicles are restricted to paved park roads or parking areas.. This includes concession trailers, delivery, and catering vehicles.
- Town staff must approve any vehicle left in the park overnight. No person shall leave a vehicle standing or parked after closing hours of the park unless approved. All vehicles left in the park after sunset will be towed at owner’s risk and expense.
- ALL VEHICLES ASSOCIATED WITH AN EVENT ARE THE RESPONSIBILITY OF THE EVENT ORGANIZER – LOAD IN AND OUT MUST HAVE ASSIGNED STAFF / VOLUNTEERS TO CONTROL AND MINIMIZE VEHICLE TRAFFIC.
- It is the responsibility of the event organizer to coordinate all event parking needs including communicating event plans with PARD staff.
- All special needs such as road/parking closures, ADA parking, drop off zones, loading zones or off limit areas need to be identified and approved by Town staff. The Town of Farragut does not provide parking attendants.
- Parking service and towing services may be required during the event. The cost for these services is the responsibility of the event organizer.
- All roadways are fire lanes. Parking is allowed in designated parking lanes only, one vehicle per space.
- Vehicles parked in “No Parking” areas will be towed at owner’s risk and expense.
- Event organizers are responsible to alert all event visitors of these rules.
- Additional parking is available at the Farragut Community Center with prior PARD approval.
- **Utilities:**
- Power is available at the stage and Burnside Pavilion with prior notice must be given to PARD staff.

- Event organizers are required to supply all electrical needs for vendors and suppliers.

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: _____
Food Truck/ Vendor Fee: _____
Trash Fee: _____
Tent Permit Fee _____
Electrical Power Requested _____
Irrigation: _____

Insurance:
Caterer: _____
Band/DJ: _____

Subtotal – Rental Fee: _____
Refundable Deposit: \$200
Total Rental Fee: _____

First Payment: _____ **First Payment Due Date:** _____
(\$200 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