

# APPLICATION for Rental of Farmers Market Pavilion

Farmers Market address: 308 Clinchfield Street, Kingsport TN 37660

Payments/Reservations are made at the Kingsport Renaissance Center  
Office of Cultural Arts Rm# 224 | 1200 E. Center Street | Kingsport, TN 37660 | (423) 392-8414

## General Information

Event Name: \_\_\_\_\_

Event Date (s): \_\_\_\_\_

Presenting Organization: \_\_\_\_\_

Name of event organizer (person): \_\_\_\_\_

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

Cell/home phone: \_\_\_\_\_ Alternate contact number: \_\_\_\_\_

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

Has this event been held in the past?  Yes  No If yes, how many years? \_\_\_\_\_

Event Times Requesting: (Note\* Saturdays & Wednesdays, April-November, Building is NOT Available before 2pm)

\$450 (8 hours or more)  \$250 (up to 8 hours)

Additional time at additional cost:  Prep Day (if available)  Take-down Day (if available)

**\*Reminder! Rental time including Setup time and Break-down/Cleanup time should be factored into your total reservation time (this includes any time used by you AND any time used by someone you are hiring, ie: Rental company for tables/chairs/décor/stage/etc)**

Set up start time (Access into facility): \_\_\_\_\_

Event start time: \_\_\_\_\_

Event end time: \_\_\_\_\_

Break-down/clean-up finish time (Facility locked up behind you) : \_\_\_\_\_

**Does your rental time include setup for yourself AND for your rental company?**  Yes  No

Estimated attendance during event: \_\_\_\_\_

Is the event open to the public?  Yes  No Will tickets be sold to the event?  Yes  No

**Type of Event** Please describe your event: **(Please provide specific details:)** \_\_\_\_\_

*\* Some events held on city property will require liability insurance.*

*\*Use of any City of Kingsport Services such as Police, Fire, City streets constitutes a **"Special Event"** and must go through the City's Special Events coordinator and may require additional forms and insurance.*

**Will you be having ANY of the following? Check ALL that apply:**

- DJ/Band  Stage  Ticket Sales  Alcohol  Portable Restrooms  Tent setup on site  
 Inflatables (bouncy house)  Other Amusement Attraction or Ride or Games  Animals  
 Vendors (selling items such as food, beverage, merchandise)  Road Race  
 Use of Rental company for additional chairs/tables  Cooking with Grease  Propane

## What to expect for a rental at the Farmers Market Pavilion

1. Renter will be responsible for checking out a key to the facility and the water supply from the Office of Cultural Arts prior to their reservation time and returning keys after the event. The Office of Cultural Arts is located on the second floor of the Kingsport Renaissance Center, 1200 East Center Street, Room 224. 423-392-8414. Pickup of FM key will require the OCA office to make a copy of your drivers license. Key must be returned within 2 business days of your event.
2. A deposit of \$100 is due at the time the reservation is confirmed and can be applied to the total rental fee. Deposits will be returned if reservation is cancelled more than 2 weeks prior to the event. Any reservation cancelled less than 2 weeks prior to the event will forfeit return of the deposit.
3. Facility is rented 'AS IS', even after use by Farmers. Restrooms are available. Water hose not furnished. Does NOT include access to Carousel hallway, party room, or upstairs level.
4. ALL GARBAGE MUST BE PUT IN ONE OF THE LARGE GREEN DUMPSTERS IN THE PARKING LOT AT THE END OF YOUR EVENT.
5. Trash cans and trash bags will be provided but client must move trash from facility to property dumpsters in the parking lot at the end of the event. Larger items, such as pallets, are to be neatly stacked to the right of the dumpster, outside of black enclosure.
6. A limited number of tables and chairs are available for use. All tables and chairs belonging to the Farmers Market must be put back on their racks at the end of your event. If you need additional tables and chairs it is recommended that you rent them from company of your choice.
7. Please encourage your guests to park on the Clinchfield side of the Farmers Market. (Burger King side)
8. NO SMOKING allowed in the Farmers Market. It is a smoke-free facility. Candles may be used, but the flame must be contained. No open flame.
9. For more information visit <https://arts.kingsportTN.gov> > Rentals > Farmers Market Pavilion

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**INSURANCE:** proof of \$1,000,000 minimum insurance coverage for a one-time special event may need to be submitted with the rental payment, naming the City of Kingsport as an "additional insured".

Depending of the type of event you are hosting, your event may require additional insurance. You will be notified if this requirement applies to your event. If an event is open to the public, the renter is required to have a \$1,000,000 Liability insurance policy naming the city of Kingsport as an additional insured. If Alcohol is present (served or bring your own), renter is responsible for obtaining alcohol liability insurance (minimum \$1,000,000) naming the City of Kingsport as an additional insurance coverage if deemed necessary

For additional information on insurance see "The Pool" Tenant User Liability Insurance Program Guide: <https://arts.kingsporttn.gov/wp-content/uploads/sites/11/2017/10/Tenant-User-Liability-Insurance-Program-How-To-Guide.pdf>

**ALCOHOLIC BEVERAGES** must be kept within the building and approved areas, and must be purchased in Tennessee. **Will Alcoholic Beverages be present?**  YES  NO **Will Alcohol be sold?\***  YES  NO

If alcohol is served/sold in this facility, and is a private event, the event must be covered with liability insurance, including liquor liability. The city must receive proof of \$700,000 minimum insurance coverage for a one-time special event. This must be submitted with the rental payment, and must name the City of Kingsport as an 'additional insured' on the insurance forms.

\*Renter will also be responsible for checking with the City Clerk's office to determine if a "beer permit" is needed within the city limits, or to see if you need an additional state permit (needed if serving wine/liquor).

The renter will hold harmless the City of Kingsport, Tennessee, its officials, employees, agents, representatives, insurers, sureties and assigns or anyone acting on its behalf, from any and all claims, damages, liabilities, or causes of action of any kind, nature, and description, whether at law or in equity, now accrued or which hereafter may arise, whether known or unknown, arising out of any matter, cause, or event, arising in any way from the use of the premises under the terms of this contract.

The renter will pay for costs incurred as a result of any damages to the facility, furnishings, equipment or grounds arising out of the use of the Farmers Market. At the discretion of Farmers Market Management, renter may be charged a cleaning fee that is equal to the rental exceeding time limit of \$50 if the renter does not leave facility in same condition as it was upon arrival. Pre-storage and post storage is not the responsibility of the Farmers Market. User must remove equipment, etc. immediately following conclusion of the event within the rental contractual timeframe. The city of Kingsport will not be responsible for any lost, stolen or damaged items of the user. Additional insurance/ forms may also be required for Inflatables and Food Trucks.

**DATE OF YOUR EVENT:** \_\_\_\_\_

**EVENT NAME:** \_\_\_\_\_

**EXPECTED NUMBER OF PEOPLE ATTENDING** \_\_\_\_\_

**I agree with the date and times and will abide by the rules and policies of the Kingsport Farmer’s Market and have answered the Alcohol Insurance question on page 2.**

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**(RENTER)**

**(DATE)**



**Kingsport Carousel is adjacent to the Kingsport Farmer’s Market and can be rented out as a separate rental.  
It is open to the public with \$1 rides**

