

Town of Kingston Springs, Tennessee

Facilities Rental Rates, Policies and Forms

L.L. BURNS PARK Activity Center



Contact Information

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Business Hours

Monday - Friday 8:00 a.m. - 4 p.m.

L.L. BURNS ACTIVITY CENTER

RENTAL RATES

- 10% discount to City Residents on all fees for Activities Center (*see terms*)
- Reduced Rental Rates for anyone on Wednesday and Sunday
- Insurance REQUIRED for all rentals

L.L. BURNS MEETING & BANQUET HALL _____ *Maximum capacity = 150*
(100 indoors, table seated) + (50 outdoors, table seated)

Monday, Tuesday & Thursday– includes meeting room, restrooms, kitchen, patio (no tables/chairs included on patio, table & chair rental available)*

\$70 per hr (4 hr. minimum) = \$280 minimum rental

- *Up to a maximum of an additional two hours of setup/clean up (one hour each) time can be obtained at \$20/hr. Any additional time will be charged at the regular rental rate.*
- 6 round tables and 48 chairs included in rental fee
- 6 additional round tables are available for rental from Activity Center
- Additional Tables: \$10 each Additional Chairs: \$2 each
Expanded into attached class room on kitchen - \$10 an hour
Additional 2nd classroom rental - \$10 per hour

Deposit: \$100 Reservation fee/cleaning and damage deposit

Refundable if no cleaning required or no damage

Wednesday and Sunday: Rental Rate on this room is REDUCED all day to anyone to \$25 per hour (2 hour minimum.) *No additional discounts apply except 10% resident discount on rental fee only.*

Includes meeting room, restrooms, kitchen, patio (no tables/chairs included on patio, table & chair rental available)*

- 6 round tables and 48 chairs included in rental fee
- 6 additional round tables are available for rental from Activity Center
Additional Tables: \$10 each Additional Chairs: \$2 each
Expanded into attached class room on kitchen - \$10 an hour
Additional 2nd classroom rental - \$10 per hour

Deposit: \$100 Reservation fee/cleaning and damage deposit

Refundable if no cleaning required or no damage

Friday - Saturday –includes meeting room, restrooms, kitchen, patio(no tables/chairs included on patio, table & chair rental available)*

\$95 per hr (4 hr. minimum) = \$380 minimum rental

- *Up to a maximum of two hours of setup/clean up (one hour each) time can be obtained at \$20/hr. Any additional time will be charged at the regular rental rate.*
- 6 round tables and 48 chairs included in rental fee
- 6 additional round tables are available from Activity Center
Additional Tables: \$10 each Additional Chairs: \$2 each
Expanded into attached class room on kitchen - \$10 an hour
Additional 2nd classroom rental - \$10 per hour

Deposit: \$250 Reservation fee/cleaning and damage deposit

Refundable if no cleaning required or no damage

* *Must be booked at least 7 days in advance to be guaranteed access to the patio.*

TOTAL FACILITY RENTAL– includes meeting room, restrooms, kitchen, patio (tables/chairs included), front porch, classrooms

\$150 per hr (5 hr. minimum) = \$750 minimum rental

Also included:

- 3 hours of set up/cleanup time in addition to rental time
- 12 round tables and 96 chairs with basic set up
- 6 rectangular tables with basic set up
- Audio/Visual equipment and screen with set up
- Coffee Bar – two coffeemakers, cups, napkins, stirrs, sweeteners, creamers
- Cleaning supplies: mop, broom, cleaning solutions, two rolls paper towels
- 5 large trash cans and 10 bags (55 gal.)

Deposit: \$250 Reservation fee/cleaning and damage deposit

Refundable if no cleaning required or no damage

Additional Facility, Services & Equipment Charges: *Applicable for all rental times except the total facility rental plan.*

Additional: Kitchen use - \$ 40 – flat fee (if not already included in rental)

Expanded into attached class room - \$10 per hour

Additional classroom: \$10 per hour

A/V Charges: \$50 (Projector and screen) – flat fee

Screen Only: \$15 flat fee

Tables: \$10 each Chairs: \$ 2 each

Other Services: coffee bar set up \$20 flat rate

(Includes disposable cups, napkins, stirrs, 2 coffeemakers, coffee)

Security officers: referrals available upon request

Staff Assistance: \$16/hr

(assistance with event set up, trash management during the event, assistance with food and beverage service, building management, ongoing cleaning and servicing during the event, etc.)

Tents and pop-up canopies are available: Inquire for rates and availability

All deposits and minimum rental fees must be paid at the time of reservation.

Proof of insurance must be presented at least 7 days in advance of the event. Failure to submit proof of insurance will result in cancellation of the rental and loss of all fees paid.

Activity Center Cancellation Policy: Events cancelled at least 7 days before the event will receive a refund of the rental fees, but not the reservation/deposit fee. Events cancelled less than 7 days before the event will forfeit all fees paid. Events cancelled at least 30 days before the event will receive a full refund of the rental fees and the reservation/deposit fee.

PATIO (at Activity Center)

Maximum capacity = 50 seated

No reservations over 7 days in advance can be accepted. No unreserved use of the patio is permitted. Not available Nov. 15 through March 15.

\$25 per hr (3 hr. minimum) = \$75 minimum rental – no on-site restrooms** or kitchen

- 5 rectangular tables and 30 chairs *maximum* included
- 2 trash cans w/bags (55 gal)

Additional: kitchen use - \$ 40- flat fee

Optional* Restroom access: \$20 flat rate

** Outdoor events on the patio may use the concession stand restrooms

Deposit: \$50 Reservation/cleaning and damage deposit

- Refundable if no cleaning required or no damage
- Forfeited if there is damage or trash left, tables and chairs should be wiped clean.

Patio Cancellation Policy: If the event is cancelled for any reason other than rain less than 7 days from the date of the event, all fees will be forfeited. In the event of enough rain to cancel the scheduled event, another date may be scheduled at no additional charge. There is no refund of the deposit fee for rainouts. The rental fee will be returned to the renter if the event is not rescheduled within 60 days.

CLASSROOMS

Maximum capacity = 18

\$10 per hr. (2 hr. minimum) = \$20 minimal rental – no kitchen access

- Includes 2 rectangular tables and 12 chairs & access to the restrooms

Deposit: \$50 Reservation/cleaning and damage deposit

- Refundable if no cleaning required or no damage
- Forfeited if there is damage or trash left, tables and chairs should be wiped clean.

Additional: Kitchen use - \$ 40 – flat fee

Chairs - \$2 each

Coffee maker - \$ 5 flat fee (BYO supplies)

Classrooms may only be rented for instructional or classroom type purposes. They may also be rented in conjunction with a larger event for the purpose of storage of materials, changing clothes or catering. Classroom rental is restricted to once every 90 days for the same purpose. The Town reserves the right to refuse rental services to anyone attempting to circumvent requirements.

Activity Center Cancellation Policy: Events cancelled at least 7 days before the event will receive a refund of the rental fees, but not the reservation/deposit fee. Events cancelled less than 7 days before the event will forfeit all fees paid. Events cancelled at least 30 days before the event will receive a full refund of the rental fees and the reservation/deposit fee.

PARK PAVILIONS

Unlimited Capacity

\$35 flat rate – 4 hr rental – CITY RESIDENT (no additional discounts apply)

\$50 flat rate – 4 hr rental – NON-CITY RESIDENT

5 picnic tables included

Deposit: \$50 cleaning and damage deposit

- Refundable if no cleaning required or no damage
- Forfeited if there is damage or trash left, tables and seating should be wiped clean.

Additional: Patio area at Pavilion 1 - \$10.00 flat rate in addition to the pavilion rental. Patio is not available for separate rental without the pavilion

GENERAL RENTAL POLICIES:

RAIN POLICY: For Pavilions and Patio rentals

In the event of enough rain to cancel the scheduled event, another date may be scheduled at no additional charge. There is no refund of the rental fee for rain outs.

GENERAL RENTAL POLICY: All deposits and minimal rentals must be paid in advance to secure the reservation. Availability for patios and classroom rentals may be limited by the rental of the Activity Center gathering room, which has priority. Rentals may only be made by someone at least 18 years of age.

RESIDENT DISCOUNT: City Residents age 18 and over receive a discount on rental fees. Discounts are calculated at a flat rate for pavilion rentals. For all other rentals, residents receive a 10% discount on all rental fees except the 501(C)3 rentals and ball fields. To receive this discount, the city resident must make application in person at City Hall during business hours and show proof of residency with two of the following forms of identification: current Tennessee Driver's license with photo, current voter's registration, current water bill from Second South Cheatham Utility District, current Dickson Electric bill. The Town reserves the right to verify and/or require additional information to confirm current residency. Once approved, the resident will be required to sign an agreement of responsibility and liability for the facility usage.

ACTIVITY CENTER RENTAL FACILITY POLICY:

Rental fees and deposits cover only the designated structure rented, plus on-site parking limited to the availability of spaces within L.L. Burns Park. (*i.e. Rental of the Activity Center does not entitle the renters to additional, exclusive use of pavilions, Splashground, etc.*) Parking is provided in L.L. Burns Park on a first come, first serve basis during regular hours. For after-(park)-hours use, renters are responsible for regulating traffic and parking within the parking lot and accessibility through the front gate to ensure exclusive parking for their guests.

Rental fees include the following: cleaning supplies, trash bags, trash cans. No other cleaning products other than those provided should be used within the Activity Center. Remaining cleaning supplies must be left on-premise to avoid charges being deducted from the deposit.

The rental use of this facility is for events, not on-going retail businesses or regularly scheduled events.

RENTAL PERIOD: Activity Center: The rental period begins at the time designated on the Reservation Form but not before that time. If time is needed to set up, extra time should be rented to accommodate set up (and clean up). The rental period ends when the lights are out and the front door is locked. Extra time used that has not been paid for in advance will be deducted from the deposit.

(Note: Up to a maximum of an additional two hours of setup/clean up (one hour each) time can be obtained at \$20/hr. on any day except Wednesday. Any additional time will be charged at the regular rental rate.)

PAYMENT OF FEES: The rental payment for any part of the facility at the Activity Center must be paid at the time the reservation is made. No reservation will be accepted without full payment of deposits and rental fees. No partial payments will be accepted.

DISCOUNTS: Kingston Springs city residents will receive a 10% discount on all rental fees of the Activity Center. To receive this discount, the city resident must make application in person at City Hall during business hours and show proof of residency with two of the following forms of identification: current Tennessee Driver's license with photo, current voter's registration, current water bill from Second South Cheatham Utility District, current Dickson Electric bill. The Town reserves the right to verify and/or require additional information to confirm current residency. Once approved, the resident will be required to sign an agreement of responsibility and liability for the facility usage.

Every Wednesday and Sunday is a discounted rental day to the general public. No other discounts apply except the City Resident Discount (10%) for which the City Resident must book the event and must be attending the function. Proof of residency required at time of booking.

501(c)3 rental policy – A 501(c)3 organization registered as located within Cheatham County may rent part of or all of the facility once a year at a 50% discount on regular building rental fees for a **charitable fundraising event**. (This does not include presentation dinners, socials, etc.) No other discounts apply. Deposits remain at 100%. Proof of current 501(c)3 status will be required at the time the reservation is made. All other requirements and rental policies apply. Proof of insurance for the event must be provided. City staff will not be provided other than bringing tables and chairs and other equipment out of storage. All set up and clean-up work must be done by the organization.

INSURANCE: All users of the Activity Center are required to provide proof of liability insurance for the event that also insures the Town in the event of third party claims. (*Note: This insurance can be obtained online through the Tenant User Liability Insurance Program (TULIP) or other comparable insurance program. This is a very low cost insurance that protects the renter as well as the Town from claims arising from injuries by a third party.*) Users also may provide a printed insurance rider from their own insurance company declaring the Town as also insured. This insurance is required for all non-city events at the Activity Center. Insurance must be presented to the Town at least 7 days prior to the event.

DECORATIONS: Absolutely no nails or tacks or putty are to be used inside or on the outside of any park pavilion, The Activity Center, or other park facility. Nails are not to be used on trees, tables or fences. Decorations that attach by strings or another method of tying may be used as long as it does not damage the facility in any manner. Any confetti, glitter, rice, birdseed or similar type material must be completely removed from the facility as part of the cleanup. Any bubbles that might be used must be used over grass and not on any concrete surface. No silly string type products allowed in the Activity Center. Please do not release any helium balloons into the air, as they can have a negative impact on the wildlife. Any decorations used must be completely removed at the end of the event. Failure to comply may result in the forfeiture of the deposit.

CANCELLATION OF RESERVATION: *See cancellation policy above for policy for individual areas.*
Activity Center Cancellation Policy: Events cancelled at least 7 days before the event will receive a refund of the rental fees, but not the reservation/deposit fee. Events cancelled less than 7 days before the event will forfeit all fees paid. Events cancelled at least 30 days before the event will receive a full refund of the rental fees and the reservation/deposit fee.

SMOKING POLICY: The Activity Center is a non-smoking venue. Smoking will not be tolerated for any reason within the building, on the front porch, the back patio or within 50 feet of the building. There are designated outdoor smoking areas in the park that must be used. Failure to comply **will result in the loss of all deposits** for the renter and the violator being required to leave the premises for the remainder of the event. The renter is responsible for making sure that there are no violations during the event.

SECURITY SYSTEM: The Activity Center interior and exterior is equipped with a state of the art security system that allows 24-hour camera monitoring and recording. At any time during an event, real-time monitoring by staff may be occurring. Tampering, adjusting or covering cameras or alarms is absolutely prohibited for any reason. Restrooms are not monitored.

The Town of Kingston Springs reserves the right to refuse facility rentals based on type of use, frequency of use, history of use or false statements. The Town of Kingston Springs will not refuse service based on sex, race, creed, national origin or religion.

PARK RULES

Applicable to all park properties of the Town of Kingston Springs, TN (set by ordinance)

- (1) No person shall come upon said parks after posted use hours or at such times as gates may be locked.
- (2) All vehicular traffic allowed must comply with posted speed limits.
- (3) Littering is prohibited and no household or commercial garbage dumping in refuse containers is allowed.
- (4) Fishing licenses are required and all persons must comply with Tennessee Wildlife Resources Agency regulations when fishing.
- (5) Possession of firearms or weapons are prohibited
- (6) Hunting is prohibited.
- (7) No swimming or boating of any kind is allowed in L.L. Burns Park lake.
- (8) Tampering or removal of any property of the municipality is prohibited.
- (9) Parking is allowed in designated posted areas only and no overnight parking or camping is permitted.
- (10) All dogs or other domestic animals must be leashed with a maximum eight-foot (8') length leash. All persons must properly dispose of any feces deposited by any leashed pet.
- (11) No unlicensed motor vehicles are allowed and no licensed motor vehicle is permitted on any trails or planted grass areas.
- (12) Alcoholic beverages, illegal drugs, fireworks and metal detectors are prohibited except alcoholic beverages which are allowed in the Activity Center building premises only under a duly issued permit.
- (13) The cutting, picking or destruction of any plant life is prohibited.
- (14) No person shall utilize picnic pavilions during hours of posted reservation by the Parks & Recreation Department of the municipality.
- (15) No person shall fail to observe any and all other posted regulations.
- (16) The placement or erection of any sign, signboard, billboard, bulletin board, post, pole or placement of any kind of advertising in the park, without the consent of the Parks Director, is prohibited. A permit may be issued for the erection of temporary directional signs or decorations on occasions of public celebration and activities as authorized within said parks.
- (17) To tease, annoy, disturb, molest, catch, strike, injure or kill any wildlife is prohibited. Fishing is not included in this list. The feeding of any bird or fowl shall occur only in areas designated by the Parks Director.
- (18) The operation of a fixed or mobile concession, traveling exhibition, soliciting, selling, offering for sale, peddling, hawking or vending any goods or services is prohibited. Any of the foregoing activities may be allowed by permit for a sanctioned park activity as issued by the Parks Director or by a concession contract with the Parks Department and/or the Town.
- (19) The erection of a structure, tents, shelters or inflatable playground equipment is prohibited unless a permit has been issued by the Parks Director.
- (20) No person shall stay in a park after being directed to leave by a City Employee or Public Safety Officer.
- (21) The removal, destroying, mutilation or defacing of any structure, monument, statue, vase, fountain, wall, fence, railing, vehicle, bench, lighting system, sprinkling system or other park property is prohibited.
- (22) No person shall ride or drive any motorized vehicle of any kind, land sailing device, horse or other equine on, over or through any park. Skateboards, rollerblades and roller skates are restricted to designated areas.
- (23) The use of profane or abusive language or to conduct oneself in a manner that interferes with the reasonable use of a park facility by the general public is prohibited.
- (24) The conduct of a group rally of any kind as would conflict with any normal park usage is prohibited. A permit must be obtained in advance from the Parks Director for authorized use of parks' facilities to conduct any form of a group rally or function.
- (25) No person shall build any fire in a park, except in areas designated by the Parks Department and set aside for such purpose.

ALCOHOL USE IN L.L. BURNS PARK

Alcohol use at L.L. Burns Park is confined to events held at the L.L. Burns Park Activity Center. These events must be approved and in compliance with all requirements related to the use of the facility.

All applicable state and local laws pertaining to alcohol sales and consumption of alcohol apply. The Town of Kingston Springs is not responsible for any consequences of violations of these laws. Guests of an event with alcohol should be informed by the event sponsor of the consequences of violations.

The renter must provide an insurance policy to the town covering the users of the facility during an event and removing liability from the event sponsor and the Town of Kingston Springs. A policy can be acquired online. Premium costs are based on the nature of the event, the number of participants, the level of risk. Insurance may also be obtained from any insurance carrier or through the applicant's homeowner's insurance.

Alcohol may only be served and consumed within the "footprint" of the building, including porches and patios. At no time can alcohol be served or consumed in any other area of the park, including but not limited to, parking areas, walkways, trails, park benches, pavilions, etc. Violation constitutes a violation of the Open Container laws and is subject to all routine penalties.

The renter is fully responsible for policing the use of alcohol during the event. The Town reserves the right to have staff present or to inspect/police the use of alcohol at any event.

Beer consumption: The renter must acquire a special event beer permit from the Town's Beer Board to SELL beer (cash bar) during his/her event. This permit may only be issued to a current Kingston Springs beer permit holder (for consumption) or to a state-permitted caterer. No permit is required if beer is not being sold.

Wine, alcohol and mixed drinks: No permit is required if the alcohol is not being SOLD through a cash bar to guests. If there is a cash bar for alcohol or "set ups" for alcohol, all permitting requirements required by the state of Tennessee must be met. A state issued catering license must be presented to the Town in order to have a cash bar for alcohol.

The Town reserves the right to require the renter to provide professional security, depending on the size of the event and the conditions under which alcohol is being served.

For events exceeding 100 people:

Open bar – professional security required

Cash bar – professional security required

Champagne fountain only – no professional security required, DRP required*

Beer only - no professional security required, DRP required*

Beer and wine - no professional security required, DRP required*

B.Y.O.B. – no professional security required, DRP required*

* DRP=designated responsible person. An adult over the age of 21 that has been designated on the application form as the person specifically responsible for overseeing/policing the use of alcohol at the event.

Signs must be posted regarding the prohibition of removal of alcohol from the premises. The Town will provide the signs, but the renter is responsible for maintaining that posting on-site during the event.

Under no circumstances may a minor be served any alcohol of any type by any person, including himself, for any reason on city property. Violation may result in applicable legal penalties and the forfeiture of all deposits to the Town for the use of the facility.

Persons **servicing or consuming** alcohol must be 21 years of age.

INSURANCE INFORMATION

To hold any event at the Activity Center, you are required to purchase event liability insurance. This will cover you in the event someone is injured and chooses to seek financial restitution through a costly lawsuit. It will also protect the Town of Kingston Springs from any liability during your event. Unfortunately, our liability insurance will not cover the Town or the event host in the event of a problem.

This type of insurance is affordable and fairly easy to obtain. Our research shows that the cost is dependent on the type of event, the duration of the event and the number of attendees. It appears that the costs range from \$50 to \$350.

There are several ways to obtain the insurance:

1. Your homeowner's insurance company may issue event policies.
2. There are several online companies that you can use. Search for providers by TENANT USER LIABILITY INSURANCE POLICY. This only takes a few minutes and will be charged to your credit card.
3. You may solicit area insurance agents to see if they issue EVENT POLICIES.
 - You will need a policy that has a minimum value of \$1,000,000 (one million dollars).
 - The Town of Kingston Springs, Tennessee must be listed as "also insured" on the policy.
 - The policy must be presented to the Town (at City Hall) at least 7 days prior to the event. Failure to meet this deadline will result in the cancellation of the reservation and forfeiture of all deposits and rents.

There is no variance from this policy. Please do not put the Town's employees in an awkward position by requesting an exception to this policy. ALL renters are required to have this insurance.

The Town of Kingston Springs and its employees do not present to be knowledgeable about any particular insurance providers and will not make recommendations or referrals for service.

APPLICATION FORM I

DATE OF FACILITY RENTAL REQUEST: _____

FACILITIES NEEDED:

L.L. BURNS PARK

_____ PAVILION #1 (Craig Pavilion) _____ 10 am - 2 pm _____ 3 pm - 7 pm
_____ ADDITIONAL PATIO RENTAL
_____ PAVILION #2 _____ 10 am - 2 pm _____ 3 pm - 7 pm
_____ CONCESSION STAND
_____ ACTIVITY CENTER - See page 2 for Continued Application for Activity Center
_____ OTHER _____

For all events:

The number of attendees is estimated to be _____.

APPLICANT NAME: _____

ORGANIZATION NAME (if applicable): _____

RESPONSIBLE PARTY NAME: _____

STREET ADDRESS: _____

MAILING ADDRESS (if different): _____

CITY _____ STATE _____ ZIP _____

DAY PHONE _____ CELL PHONE: _____

OVER 18 YEARS OLD? (circle) YES NO

CITY RESIDENT? (circle) YES NO

*If "yes", attach **copies** of two proofs of city residency. (See rental policy).*

TN Drivers License Second South Cheatham Water District Dickson Electric Company Dickson Gas Company

DEPOSIT AMOUNT PAID: \$ _____

RENTAL AMOUNT PAID: \$ _____

APPLICABLE DISCOUNT \$ _____

ADDITIONAL COSTS PAID \$ _____

TOTAL AMOUNT PAID \$ _____

Check #: _____ Cash: _____

I, the applicant, agree to personally inspect the facility, parking lot and grounds to make certain that it is in a good and clean condition before and after use. I have read the attached rules and regulations and agree that I and my guests or invitees will strictly comply with the same and with all rules of the park. I understand that all conditions must be met and that violations of the rules or the agreement may result in the forfeiture of part or all of the Security & Damage Deposit. It is expressly understood and agreed that any person coming in or upon the premises shall be the guest of the applicant. The applicant has inspected the premises, finding the facility in a good and safe condition. The rental use by the applicant after payment of the rental sum, deposit and the completion of the application shall act as a release to the Town of Kingston Springs Tennessee, as to any and all risk of damage, loss of personal property, or injury that might occur in or upon the premises during the term of the rental period. The applicant and all persons utilizing the facility as a guest or invitee of the applicant specifically releases and agrees to indemnify and hold the Town of Kingston Springs harmless by reason of any defect in or as to the condition of the premises upon when the rental event is held. The undersigned acknowledges that this application is being relied upon and shall become a part of a rental use agreement.

APPLICANT SIGNATURE

DATE

TITLE (if applicable): _____

APPLICATION FORM II

ACTIVITY CENTER RENTAL

TYPE OF EVENT: (circle) Family Reunion Wedding Wedding Reception Anniversary Adult Birthday Child Birthday Graduation School Reunion Wedding/Baby Shower Charitable Event General Party

TIME OF DAY NEEDED: From _____ until _____ Total # of hours: _____



Total number of people estimated to attend: _____

Event will be: _____ Informal _____ Formal

Event will be: _____ Independent _____ In conjunction with another event

Will there be decorations? _____ If so, please describe what type: _____

Will food be served? _____ If yes, how it will be served: _____ Indoor Buffet _____ Outdoor Buffet
_____ Seated with servers

Will a caterer be used? _____ If yes, name of caterer: _____

If applicable, catering license number: _____

Will there be music? _____

- If yes, what type? _____ MP3/CD/Audio system _____ Live DJ _____ Live Band _____ Karaoke
- Will the music be: _____ indoors or _____ outdoors
- Music will be played from _____ p.m. to _____ p.m.

Will alcohol be served? _____

If yes, what type? _____ Beer _____ Wine _____ Mixed Drinks _____ Champagne only
Open (free) bar _____ or Cash bar? _____

Name of DRP (Designated Responsible Person): _____ cell phone _____

Copies of the appropriate TABC license and/or local beer permits must be provided if alcohol will be sold at the event.

Please describe your security plan: _____

INSURANCE INFORMATION: Is insurance Policy Attached? _____ Yes _____ No

If a copy of coverage is not available at time of this application, please provide the following:

Company providing insurance coverage: _____

Insurance company contact person name: _____

Phone number of contact person: _____

FACILITY SECTIONS NEEDED: (Mark all that apply)

Do not write in
boxes below

_____ Main meeting room, Kitchen, Restrooms, Patio, 6 tables, 48 chairs

_____ Additional tables # _____ Additional Chairs
_____ Audio-Visual Set up _____ Screen only

_____ Back Patio Only (5 tables, 30 chairs) -7 day advance reserve only

_____ Additional tables # _____ Additional Chairs

_____ Classroom #1 (3 rectangular tables, 12 chairs)

_____ Additional chairs _____ Coffee maker set-up
_____ Kitchen access _____ Screen

_____ Classroom #2 - (3 rectangular tables, 12 chairs)

_____ Additional chairs _____ Coffee maker set-up
_____ Kitchen access _____ Screen

Town of Kingston Springs
ACTIVITY CENTER RENTAL RATES

	HOURLY	DEPOSIT	MIN. HRS
MONDAY & TUESDAY & THURSDAY (includes 6 round tables/48 chairs & use of kitchen)	\$ 70	\$ 100	4
WEDNESDAY & SUNDAY (includes 6 round tables/48 chairs & use of kitchen)	\$ 25	\$ 100	2
FRIDAY & SATURDAY ** (includes 6 round tables/48 chairs & use of kitchen)	\$ 95	\$ 250	4
PATIO (7 day ADVANCE only) (includes 5 rectangular tables and 30 chairs)	\$ 25	\$ 50	3
OPTIONAL RESTROOM ACCESS w/patio rental	\$ 20 FLAT RATE		
OPTIONAL KITCHEN ACCESS w/patio rental	\$ 40 FLAT RATE		
CLASSROOMS -- rented separately or in addition to the the facility rental	\$ 10	\$ 50	2
FULL FACILITY RENTAL (Includes all access, plus 3 hours of setup/cleanup time, additional tables & chairs, A/V, etc. See full description in handout for details.)	\$ 150	\$250	5

Additional services available:

ADDITIONAL TABLES -	\$ 10 EACH - FLAT RATE
ADDITIONAL CHAIRS	\$ 2 EACH - FLAT RATE
COFFEE BAR SET UP	\$ 20 - FLAT RATE
AUDIO/VISUAL SET UP	\$ 50 - FLAT RATE / SCREEN ONLY: \$15 - FLAT RATE
TENTS & POP-UP CANOPIES	\$ RATES PROVIDED UPON REQUEST
STAFF ASSISTANCE	\$ RATES PROVIDED UPON REQUEST
CLEAN-UP SERVICES	\$ RATES PROVIDED UPON REQUEST

All deposits and rental fees must be paid in advance in order to secure the reservation. Deposits will be returned if no damage or facility cleaning needed.

All events are required to obtain event insurance. The estimated cost is \$50 to \$350 depending on the size of the event. Insurance is obtainable online or from your homeowner's insurance provider. Proof of insurance must be presented to the Town at least 7 days prior to the event.

10% discount available on rental fees to Kingston Springs City Residents who meet the applicable requirements. (No discount on deposit fees.)

** An additional hour of setup time and an hour of cleanup time may be obtained in addition to the rental fees of the Activity Center for \$20 each hour.