****

CITY OF HARRIMAN

FREDERICK W. GATES HALL EVENT CENTER

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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Is this your first Gates Hall Event Center rental? Yes \_\_\_\_\_ No \_\_\_\_\_**

**General Rental Information**

**Call 865-882-9414 x 1103 for reservations or to make an appointment to view the space.**

* ***Regular Hours: Monday thru Thursday 8 a.m. to 9 p.m.; Friday from 8 a.m. to 5 p.m.***

***After Hours: Friday 5p.m. 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 and may incur additional costs.***

* ***Each rental is charged a $250 refundable damage deposit due the day of the event***
* ***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.***
* ***Gates Hall rental includes tables, chairs, and use of kitchen. Black Round Tablecloths provided upon request at no additional charge.***
* ***Must be 21 or older to rent and have a current state issued ID***
* ***Available from 8 a.m. to 11 p.m. for events Friday, Saturday & Sunday and must vacate the***

***premises after cleanup by midnight; Monday thru Thursday 8 a.m. to 9 p.m. (must vacate***

***the premises by 10 p.m.), exceptions to rental hours must be pre-approved by City of Harriman.***

* ***Rentals are not available on City Holidays including but not limited to: New Year’s Day, MLK Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day/Following Friday, Christmas Eve, and Christmas Day.***
* ***Rentals are available on New Year’s Eve but will incur additional charges.***
* ***Rental area will be available (2) hours prior to the designated event start time for set up and decorating. The rental area must be vacated one hour after event finish time (this includes all cleanup). More time may be requested for an additional rental fee.***
* ***An additional charge may be deducted from your security deposit for any time (including***

***cleanup) after the agreed upon end time.***

* ***Alcohol permitted with prior approval from the Event Coordinator. (Please see separate alcohol policy)***
* ***The person/organization to whom the alcohol permit is issued assumes all responsibility for use and removes the City of Harriman from any liability.***
* ***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 involved parties of the rules and policies.***

**Gates Hall Rental Fees:**

* ***$350 for (3) hours***
* ***Additional Hours: $50 per hour***
* ***$250 refundable damage deposit (submitted by check on the day of the event)***
* ***New Year’s Eve: Additional $150 total***

**Policies and Procedures**

**Uses Permitted:**

**• Available for rental for events (with or without food), parties, celebrations, business meetings/trainings, performances, etc. and for a closed group gathering (i.e. members only, by invitations only or prior registration, etc.)**

**Facility Information:**

**Total occupancy is 200 as designated by the City of Harriman Fire Chief**

**• 4200 square feet of usable space (approximately 115’ L x 40’ W)**

**Full-service Kitchen:**

**• Size is 28’ by 20’**

**Payment Schedule:**

**• Reservation can be held for 7 days; will be canceled on 8th day if down payment has not**

**been received.**

**• Down payment 50% of total rental charges ( example: $250 total rent, $125 to hold)**

**• Remainder of payment is due day of event**

**• Damage deposit will be refunded (if no damage has occurred) within 30 days of event**

**• Payment can be paid in person by cash or check**

**Cancellations/Refunds:**

**• Events cancelled 45 or more days prior to the event will be refunded 100% plus damage**

**Deposit.**

**• Events cancelled 30 – 44 days prior to the event will be refunded at of rate of 50% plus**

**damage deposit**

**• Events cancelled less than 30 days prior to the event will be refunded damage deposit ONLY.**

**• In the rare event that the City of Harriman facilities are closed due to weather, or other extenuating circumstances the City deems unsafe for an event, rental maybe re-booked without any penalty. Rebooking date may be within 1 year and renter has 30 days to choose rebooking date.**

**Policies:**

**• Renters are confined to Gates Hall, elevator, stairwell and restrooms and cannot spill into or gather in any other areas of the Municipal Hall or outside.**

**• Blocking of emergency exits is strictly prohibited.**

**• Minors (17 and under) must be supervised at a ratio of one (adult) to 10 (minors)**

**• Noise level (bands, music, etc.) must be kept at a reasonable volume. OSHA recommends 70 dBs.**

**• Unless otherwise specified, City of Harriman retains the right to utilize event photos taken by its**

**staff for marketing purposes. Should professional photographers choose to share their**

**photos with City of Harriman, proper attribution will be made when said photos are publicized.**

**Permitted:**

**• Use of AV equipment must be arranged in advance with the City of Harriman staff during regular hours**

**only. The City of Harriman will not be responsible for technical connection issues. Renter must supply computer and HDMI cable for connection.**

**• Food and drink are permitted except for those items listed on not permitted list**

**• Music (DJ, Live Band, etc.) with prior approval by City of Harriman.**

**Not Permitted:**

**• Additional equipment without prior approval**

**• Open flames (candles, burners, etc.) except for catering chafing dishes**

**• Glitter, confetti of any size, tinsel, bubbles, slime, silly string, sparklers, piñatas, filled**

 **balloons, play dough, paint, and sand.**

**• Bird seed or rice**

**• 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.**

**• Wrapped floral wire or pipe cleaners may be used to attach decorations to chairs.**

**Setup and Cleanup (general) – includes hall, entrance area and kitchen:**

**• All tables, chairs, floors, and other surfaces must be free of debris and clean**

**• All trash must be bagged and removed to area specified for trash. City of Harriman staff will take trash to the dumpster.**

**• Catering kitchen must be clean (all surfaces including floor) and all trash removed.**

**• 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 City of Harriman at least 14 days in advance of event.**

***NOTE: If any of the listed policies and not permitted items are violated, the client forfeits the $100 deposit***

**Hold Harmless and Payment Agreement**

***In exchange for myself or those in my organization being permitted to use the Frederick W. Gates Hall Event***

***Center and/or other public areas of the City of Harriman, 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 City of Harriman 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 City of Harriman.***

***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 City of Harriman 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, gender, gender identity, sexual orientation, age, religion,***

***disability or veteran status, be excluded from participation in, be denied the benefits of, or be subject to***

***discrimination at any event, program or activity on Town property or co-sponsored by the Town.***

***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 City of Harriman staff person on duty or if***

***staff is not present, will report the accident, incident or deficiency within 24 hours to the Assistant to the City Manager, Keta Mize at the Harriman Municipal Building, 865-882-9414 x 1106 or kmize@cityofharriman.net***

***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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Harriman Official: Martha Wilkinson\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Photo/Video Release**

***I, the undersigned, hereby authorize the City of Harriman, 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 City of Harriman 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 City of Harriman 3. Availability for use on Web pages and other***

***Internet sites created or used by the City of Harriman 4. Availability for use in- promotional brochures, newsletters, and other publications of the City of Harriman. 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: \_\_\_\_\_ Insurance:

 Additional Hours: \_\_\_\_\_

 Additional Table/Chairs: \_\_\_\_\_ Caterer \_\_\_\_\_

 Alcohol Fee: \_\_\_\_\_ Band/DJ \_\_\_\_\_

Rental Equip. \_\_\_\_\_

 Commercial Kitchen Upgrade: \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_

 Subtotal - Rental Fee: \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_

 Refundable Deposit: $100\_\_\_\_\_\_\_\_\_

 Total Rental Fee: \_\_\_\_\_

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

 ($100 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:**

*Frederick W. Gates Hall*

*City of Harriman Municipal Building*

*408 N Roane Street*

*Harriman, TN 37748*

*Office # (865-882-9414)*

Returned by Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]