

Harvey's Barn: Guidelines

- **Barn Hours:** Rental availability is from 11:00 am till 11:00 pm. Office hours are Monday-Friday from 8:00 am till 5:00 pm. Contact the office by calling (423) 229-9422 or (423) 229-9359.
- **Scheduling Appointments:** To avoid conflicts, **always** call to schedule appointments. **All visits** (including caterer, florist, decorator, etc.) to Allandale need to be scheduled.
- **Checks:** Should be made payable to the City of Kingsport and mailed to *Allandale Mansion, 4444 W. Stone Drive, Kingsport, TN 37660*. Please be sure to include your party's name, the venue, and your rental date on all items.
- **Time Frame Allotments:** The Barn is rented in seven (7) hour blocks of time. Depending upon availability, additional time maybe rented for \$75.00 per hour. Final times are due to Allandale staff a minimum of six (6) weeks before your event
- **Rescheduling Events:** Based on the availability of the Barn, your rental may be rescheduled up to two (2) weeks prior to the original date and time of booking. Rescheduling of events is limited to one (1) time and will require an additional \$100.00 rescheduling fee.
- **Cancellations:** To receive a full refund you must cancel your reservation a minimum of **one hundred twenty (120) days** prior to your event. To initiate your cancellation a written/email request is required. No refunds will be issued if cancellation occurs less than 120 days prior to your event.
- **Rental Approval:** All rentals of the facilities are subject to approval by the Allandale Advisory Council.
- **Rain Plan:** If rain is a possibility, Allandale should be notified three (3) days prior to your rental as to your rain plans. The Allandale staff will only set-up tables and chairs one (1) time.
- **Wedding Rehearsals:** Depending upon availability, each rental is allowed a one (1) hour time block (Monday-Friday, 8:00 am till 4:00 pm for their rehearsal. **As rehearsals are scheduled around Allandale's bookings we cannot guarantee your rehearsal will take place the day prior to your wedding.** Additional charges will be incurred if you need extra time or if you need an after hours or weekend rehearsal.
- **Courtesy Items:** The Barn rental includes 17 five foot round tables and 136 chairs in the upstairs hayloft. **These items may not be removed from the hayloft.**
- **Rental Items:** Additional chairs and tables may be rented from Allandale on a first-come, first-serve basis. Tables and chairs rented from Allandale will be set up and taken down by Allandale staff. Tables and chairs rented from a rental company (or borrowed) must be set up and taken down by the rental company or renter.
- **Setup:** Final setups need to be turned into the Allandale staff no later than six (6) weeks prior to your event.
- **Food and Beverages:** Food, beverages and other equipment may be setup in areas approved by Allandale. Tablecloths must be used on all food service tables and must be provided by the renter or caterer. **NO chocolate, punch, or champagne fountains are allowed inside the Barn.**
- **Food Trucks:** Must be inspected and approved by the City of Kingsport's Fire Marshal's Office. They may be reached at 423-229-9440. Uninspected trucks will NOT be permitted, and it is the renter's responsibility to ensure the truck has been approved.
- **Alcoholic Beverages:** A liability insurance policy is required if you are serving any alcohol to your guests. The most reasonably priced policy we have found is through the **TML (see attachment)**. All **STATE OF TENNESSEE** laws pertaining to the serving of alcohol including beer and wine must be strictly followed. Serving alcohol to any person under the age of 21 will not be tolerated. **Alcoholic beverages may not be sold unless a special permit is obtained from the Alcoholic Beverage Commission, and must be approved by Allandale staff.** The serving, possession or consumption of alcohol, including beer and wine on the premises may be ordered discontinued at any time at the discretion of the Allandale Hostess. 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 closing of the bar and the discontinuance of the serving, possession or consumption of alcohol, including beer and wine.
- **Entertainment:** Dancing and live music plans must be approved by the Allandale staff. **No smoke machines** are allowed in the Barn.
- **Loud Music:** It is possible that events at adjoining Allandale facilities could be scheduled at the same approximate time. Out of respect for each other's events the person/band/DJ may be asked to reduce the volume (or bass) of their music so as not to interfere with the adjoining renter's event. The Hostess has authority to control excessive noise levels and is authorized to "flip" the circuit breaker if volume requests are not adhered to.
- **Tents:** A permit is required to use a tent on Allandale property. **Tent permits may be obtained from the city's Building Inspector's office at 201 W. Market Street (423) 229-9393.** All tent deliveries and erection must be arranged and approved by the Allandale staff prior to your event. Take down times must also be arranged before your event. Tent set-up must be supervised by the renter. Tents set-up inappropriately will be removed **at the renter's expense.**
- **Parking:** Barn parking is provided in the large lower lot behind the barn. The renter may wish to provide a parking attendant for over 100 guests. The renter is responsible for controlling parking in the designated parking areas. If you have any questions check with the Allandale staff.

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- **Planning Your Event:** Deliveries, arrival, set-up and departure must be considered in your planning of time. Items must be scheduled for delivery and picked-up during your time frame unless prior arrangements with the Allandale staff have been made. **All items are to be removed from the Allandale facilities following your event (overnight storage is not possible).** The City of Kingsport and Allandale are not responsible for protection or storage of items brought onto the premises for an event.
- **Cleanup:** There is no charge for normal cleanup by our staff. Should there be an unusual amount of cleanup involved; an appropriate sum may be charged against the damage deposit. Upon completion of your event, the caterer and/or renter is responsible for removing all food, service equipment and supplies and for removing all decorations and personal items. All trash must be taken to the designated dumpster.
- **Decorating:** No tape, tacks, staples, glue, Command strips, or nails of any kind may be used in the Barn or Gazebo. No decorations, signs, etc. may be hung from the walls, woodwork, windows, light fixtures or ceilings. No lights, fabric, streamers, or other items may be hung on or above the overhead Christmas lights.
- Rice, paper confetti, glitter, loose rhinestones, table scatter, sparklers, hay bales, and silly string MAY NOT be used anywhere on the grounds or inside. Natural rose petals, bubbles and birdseed may be used in outside designated areas of the Barn only. The Allandale Hostess will keep these items until ready for use. **No balloon releases.**
- ONLY NATURAL rose petals may be used.
- **Candles, open flames, and smoke machines** are not allowed in the Barn. No open flames are allowed within 20' of the Barn.
- **Smoking:** The City of Kingsport has a **NO SMOKING** policy for all City facilities. Smoking is not allowed in or around the Barn. No open flames are allowed on the Allandale campus.
- **Damages:** Renters of any Allandale facility are liable for all damages to the facility, furnishings, equipment and grounds. The renter is also responsible for damages incurred by their contract labor (i.e. caterer, florist, decorator, photographer, DJ, musicians, rental company, etc.) and their guests. Should damages exceed the deposit, you will be billed for the remaining balance. After the rented areas are inspected for damage, **your damage deposit fee will be returned to you from the City within 4 weeks.**
- **Pets are not** permitted inside the Barn.
- **Barn Hostess:** The Barn Hostess will open the Barn at your designated/requested time. Hostess' responsibilities include opening/closing the facility, cleaning anything that is spilt on the floor, and looking out for the Barn. If any problems arise at the Barn during your event the Hostess will contact the appropriate personnel. **If you have questions or concerns during your event, you should contact your Hostess.**
- **Lost and Found:** It is the renter's responsibility to remove all items after the event. Allandale is not responsible for items left on the premises. However, we do keep items found here in our lost and found for thirty days. It is the renter's responsibility to call and claim any items that have been left behind.
- **Grills and Smokers:** Any use of grills and/or smokers must be approved by Allandale staff, and may only be placed in pre-designated locations. Fire safety is expected to be observed at all times when using these instruments. Grills and smokers may not be left unattended.
- **Fire Inspectors:** It is the responsibility of the renter or group to hire one (1) Kingsport Fire Inspector to work your event. **Arrangements for Firemen should be done no later than two (2) weeks prior to your event** (extra fees will be administered to those who are late making these arrangements). Also, payment (**check or cash**) must be made two (2) weeks prior to your event. These arrangements may be made by contacting the **Fire Inspector's office at 229-9440**. Fire inspector must stay through end of cleanup.
- **Miscellaneous Information:**

If there are any questions or problems on the day of your event, please confer with the Allandale Hostess. They are in charge of the Barn during events and are well versed in policies and procedures pertaining to Allandale. A telephone is available for emergency use only at the Mansion.
Nothing may be hung from any trees.
Our toilet paper is not to be used to "decorate" vehicles.
We welcome you to use #allandalemansion in your online photos on Instagram, Facebook, etc. We love seeing wedding photos!

**Our staff and management would like to thank you for your cooperation
in helping make your special event successful and pleasant.**