

**STEWART COUNTY GOVERNMENT
STEWART COUNTY VISITOR CENTER**

FULL RELEASE AND INDEMNITY AGREEMENT

In consideration of being granted permission to use the Stewart County Visitor Center Cumberland Room premises in the Town of Dover, Tennessee, we, the undersigned, do forever release and discharge Stewart County, its successors and assigns and its officers, employees, agents and servants and their heirs, administrators and executors from any and all causes of action, claims, damages, liability and loss of services which I/we may or might have against Stewart County, its successors and assigns and its executors resulting from any damage or injury which may or may not be suffered while the undersigned has the use and/or custody of the Cumberland Room.

The undersigned do further covenant with and agree to indemnify and hold harmless Stewart County, its successors, and assigns and its officers, employees, agents and servants and their heirs, administrators and executors from any and all damage, expense and liability they may or might not incur while the undersigned has the use and/or custody of the Cumberland Room.

The undersigned do further agree to pay for any and all damage to the Cumberland Room and adjoining property of the Stewart County Visitor Center and to pay for any and all personal property therein which may or might be damaged and/or lost while the undersigned has the use and custody of the Cumberland Room. Payment for any damages will be due to Stewart County Mayor's Office 10 days within receipt of an invoice.

I/WE THE UNDERSIGNED, HAVE READ THE ABOVE FULL RELEASE AND INDEMNITY AGREEMENT, FULLY UNDERSTAND ITS LEGAL MEANING AND SO SIGN AS MY OWN FREE ACT AND DEED.

Executed at Dover, Tennessee this _____ day of _____, _____

Responsible Person

Witness

BOTH PORTIONS OF THIS FORM MUST BE SIGNED AND FILLED OUT BEFORE THE CUMBERLAND ROOM WILL BE HELD FOR YOUR EVENT.

I would like to reserve the Cumberland Room on _____ for the hours of _____

I have read the full rental agreement and guidelines for use of the Cumberland Room and agree to comply with them.

Responsible Person

Date

PLEASE SIGN AND RETURN THIS AGREEMENT

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**RENTAL AGREEMENT AND GUIDELINES
FOR USE OF THE CUMBERLAND ROOM AND GROUNDS**

PLEASE READ CAREFULLY

The Stewart County Visitor Center Cumberland Room and grounds are available for weddings, receptions, meetings and other approved uses. The type of event must be discussed with and approved by the Stewart County Mayor's Office before your event is approved and the date is confirmed. For more information, please contact the Mayor's Office at (931) 232-3100.

FACILITY DESCRIPTION

The Cumberland Room is located within the Stewart County Visitor Center at 117 Visitors Center Lane, Dover, TN 37058. The room includes an audio sound system with wireless remote microphone abilities. There is a LCD high-definition projector with a 110-inch electronic drop-down screen and two flat screen TVs that can display media via VGA cable to a laptop or a provided DVD/CD player. There is a large kitchen available, with a window opening to the main room. There is also an outside walk-out patio area beneath a wooden pergola.

Disclaimer: The audio/visual system is provided as a courtesy at the expense of Stewart County Government and various grant funding. This equipment is not maintained or manned by full-time staff and is available to any party renting the Visitor Center. For these reasons, Stewart County cannot guarantee that all equipment is fully operational and present at each event. While the County does make every effort to replace lost or damaged equipment and maintain appropriate programming settings on existing systems, it is entirely the responsibility of the responsible party renting the Visitor Center to take the time to familiarize themselves with the required equipment and procedures necessary to host their event and notify the Stewart County Mayor's Office of any damaged or missing equipment (see attached checklist) *prior to* the event.

RESERVATIONS

Reservations for the Cumberland Room may be made through the County Mayor's Office at 226 Lakeview Drive, Dover, TN 37058, (931) 232-3100. Tentative arrangements to "hold" the room for a particular date may be made, however the requesting party **MUST** confirm the reservation within 10 DAYS or the date may be released without further contact with the requesting party. A deposit may be required to hold the facility.

The party/group reserving the facility **WILL BE** held responsible for any damage done to the facility as a result of the event being held. Further the facility must be cleaned, trash removed and left in a clean and satisfactory condition after the event.

In the event that a Church desires the use of the facility for worship services due to the lack of "The Church" being unable to hold its worship service at its facility due to unforeseen

circumstances, (i.e., damage to facility), the church may hold its worship service in The Cumberland Room, if available, for a one time request.

INSURANCE

Any group, individual, or event may be required to furnish proof of liability insurance to the county and may be required to include the county as an “additional insured” entity. The “Full Release and Indemnity Agreement” form must be signed by any group, individual, or event wishing to reserve the facility.

BASIC RULES:

1. Please fill out and return the information sheet at time of booking. Finalize all specific arrangements 10 days before your event. You and/or someone else should be designated “Responsible Person” to work with the Stewart County Mayor’s Office representative. The “Responsible Person” must agree to stay until all guests have left and the facility and clean up is completed.
2. Upon receipt of your request the Stewart County Mayor’s Office may or may not approve of your request.
3. Certain types of live or recorded background music are permissible in designated areas. Please check with us before making these plans.
4. **The Cumberland Room closes at 11:00 PM. Guests should leave by 10:00 PM to allow for proper clean up.**
5. The Stewart County Mayor’s Office will be in charge of your event and has the authority to make all final decisions.
6. **It is your responsibility to make sure anyone involved with your event knows about these guidelines.**

GENERAL GUIDELINES:

1. No large pieces of furniture or equipment can be brought in for use in the Cumberland Room without the approval of the Stewart County Mayor’s Office representative.
2. Delivery or drop off as well as the pick up of any items must be arranged with the Stewart County Mayor’s Office representative.
3. The use of any type of candles except battery operated candles must be approved by the Stewart County Mayor’s Office.
4. No decorations, signs, posters, etc will be attached to any permanent surface (floor, ceiling, walls, windows, doors, door frames and window frames). Nothing may be hung from light fixtures or fans. Any decorations used will not mar or leave a residue on the surface on which they are attached. No tacks, nails, pins, screws, tape, etc will be driven in or placed on the floor, ceiling, walls, windows, doors, door frames and window frames. No furniture, exhibits or pictures are to be moved without the explicit permission of the Stewart County Mayor’s Office representative in charge. All spills of liquids or food must be cleaned up and all leftover food will be removed from the Cumberland Room at the conclusion of your event.
5. No shrubbery or foliage on the ground can be cut for ANY reason.
6. The Stewart County Government cannot be held responsible for any decorations or property left after your event.

7. Twenty (20) tables (8 ft long) which seat approximately 6 people are available for use. Please check with your Stewart County Mayor's Office representative if all tables are needed to ensure availability. **Tablecloths are not available.**
8. Twenty-five (25) tables (60" round) which seat approximately 6 people are available for use. Please check with your Stewart County Mayor's Office representative if all tables are needed to ensure availability. **Tablecloths are not available.**
9. Three hundred (300) chairs are available for use.
10. Use of kitchen appliances is available for your use.
11. Food tables, beverages and other equipment, etc should be set up in designated areas as approved by the Stewart County Mayor's Office representative
12. **ALCOHOLIC BEVERAGES AND THE USE OF TOBACCO PRODUCTS ARE NOT ALLOWED IN THE CUMBERLAND ROOM. If you have any questions contact your Stewart County Mayor's Office representative.**
13. Access to the Stewart County Visitor Center is not allowed without special permission of the Stewart County Mayor's Office.
14. **CLEAN UP:** All items and decorations must be removed and disposed of properly. All trash must be removed from the premises. Clean up **MUST** be completed at the end of your event or by a time and date agreed to with your Stewart County Mayor's Office representative. The Responsible Person will tour the Cumberland Room and outdoor areas to see that all is in good order.
15. **TRASH:** There is a dumpster for all trash outside behind the building. All trash should be taken to the dumpster after your event. You can access the dumpster area by following the sidewalk that leads around to the back of the building (opposite end of Cumberland Room).
16. Cars can be parked only in designated areas. Ask your Stewart County Mayor's Office representative for details.
17. **YOU ARE RESPONSIBLE for any and all damages incurred during your time of use.**
18. **A Damage Deposit may be required.**
19. **Children MUST have RESPONSIBLE adult supervision at all times.**

TO CONTACT MAYOR'S OFFICE, CALL 931-232-3100

FACILITY RENTAL

The Cumberland Room may be reserved by calling the Stewart County Mayor’s Office at 931-232-3100. A facility fee will be charged and payable to Stewart County Government prior to the event. All information within this Rental Agreement and Guidelines should be reviewed carefully. The Full Release and Indemnity Agreement, along with the Event Information should be completed, signed and returned to the Stewart County Mayor’s Office. The fee and agreements should be delivered to:

(In person)

Stewart County Mayor’s Office
226 Lakeview Drive
Dover, TN 37058

(By Mail)

Stewart County Mayor’s Office
P.O. Box 487
Dover, TN 37058

If county staffing is requested at the event, there will be an additional charge of \$25 per hour, with a minimum of 2 hours being charged.

FEE SCHEDULE

Weddings/Receptions (full day)	\$200.00
Banquets (full day).....	\$200.00
Half Day Rental (up to 4 hours) with food	\$100.00
Meetings without food (up to 4 hours)	\$50.00
(Additional \$25.00 charge for every 4 hours after)	
Fund Raisers for Non-Profit Groups.....	\$25.00

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EVENT INFORMATION

TYPE OF EVENT: _____

EVENT DATE(S): _____

HOURS OF EVENT: _____

RESPONSIBLE PERSON: _____

WORK PHONE: _____

HOME PHONE: _____

2ND RESPONSIBLE PERSON: _____

WORK PHONE: _____

HOME PHONE: _____

REFRESHMENTS: **KITCHEN NEEDED? YES () NO ()**
 CATERED? YES () NO ()

DESCRIBE FOOD AND BEVERAGES TO BE SERVED AND BY WHOM:

PLANS FOR PARKING CARS:

DESCRIBE YOUR PLANS FOR USE OF TABLES AND CHAIRS:

ADDITIONAL INFORMATION ABOUT YOUR EVENT WHICH WOULD BE OF HELP TO US:

VISITOR CENTER CLOSING CHECKLIST

Please remember to use the following helpful checklist when preparing to leave after your event:

- Please make sure you have swept floors and wiped counters, sinks, and appliances if necessary.
- Take trash out to dumpster and replace liners.
- Put away any tables and chairs that were set up for your party unless otherwise notified.
- Remember not to leave anything behind.
- Make sure all outside doors are locked. Leave janitorial closet door and sound room door open.
- Return allen wrench key to its place beside the front doors in the lobby.
- Turn off all lights (emergency lights will stay lit) in all rooms including restrooms and lobby.
- Block restroom doors open.
- Don't forget to double check that the front doors are locked behind you as you head to your car and please return your key to the Stewart County Mayor's Office.

If you used the sound system during your event:

- Turn volume control on sound system (located on the wall near service window) down to zero (0). DO NOT turn off any equipment in the sound room.
- Make sure all remotes and wiring belonging to the Visitor Center are back in place:
 - a. Cumberland Room:
 - i. One white remote for projector screen
 - ii. One remote for each TV (2 remotes)
 - iii. One remote for projector
 - iv. One VGA cable
 - v. One A/V cable
 - b. Sound room:
 - i. One DVD remote
- Turn microphone off.

Thank you for taking care of our beautiful facility and we hope that you have a wonderful event!