

Farmers Market Pavilion & Downtown Green

Venue Rental Permit Application & Regulations

Please read all information and rules carefully.

The Morristown Area Chamber of Commerce (MACC) has been designated by the City of Morristown to manage the use of the Farmers Market Pavilion and the Downtown Green Space as a venue, located at 130 W. Morris Boulevard.

Farmers Market Pavilion: has electricity, one unisex bathroom, utility room with sink and stainless-steel worktables, and trash containers. No chairs, tables, stages, or other setup items are provided.

Those items are the responsibility of the applicant/ lessee. (applicant must provide extra restroom facilities and trash cans for events over 50 guests)

This permit application is for use of the Pavilion when it is not within operation as a Farmers Market.

During the Farmers Market season (May- October) the Pavilion is only available on days the market is closed or after market hours on days the market is open, unless special arrangements are made with the property manager to use the facility while the Farmers Market is operating. Saturday events during Market season will be limited to after 2pm only unless other arrangements have been made with the market manager.

Farmer's Market Season: May 1st - Oct. 31st

Days & Hours: Tuesdays & Fridays: 8am-5pm / Thursdays: 2pm-7pm / Saturdays: 8am-2pm

When the Farmers Market is not in operation, additional hours will be available.

Downtown Green Space: has lighting and electricity, a few trash containers. No chairs, tables, stages, or other setup items are provided. Those items are the responsibility of the applicant/ lessee. (applicant must provide restroom facilities and extra trash cans for all events)

Below are the rental fees for the venue. The Farmers Market Pavilion and the Downtown Green can be rented together or separate.

Farmer's Market Pavilion Rental Fees:

Not-for-Profit or Government entity fees (proof of IRS status is required):

- \$100 For the Day.
- \$50 For Half-Day (8 a.m. – 3:00 p.m. or 4:00 p.m. – 9:00 p.m.--11:00 p.m. on Fri/Sat)

Other - \$200 For the Day

- \$100 For Half-Day (8 a.m. – 3:00 p.m. or 4:00 p.m. – 9:00 p.m.--11:00 p.m. on Fri/Sat)

Downtown Green Space Rental Fees:

Not-for-Profit or Government entity fees (proof of IRS status is required):

- \$100 For the Day.
- \$50 For Half-Day (8 a.m. – 3:00 p.m. or 4:00 p.m. – 9:00 p.m.--11:00 p.m. on Fri/Sat)

Other - \$200 For the Day

- \$100 For Half-Day (8 a.m. – 3:00 p.m. or 4:00 p.m. – 9:00 p.m.--11:00 p.m. on Fri/Sat)

Submittal of this application: Application must be submitted 30 days prior to the event. Decisions on applications shall be made within three (3) business days of receipt and applicant will be notified by email or phone. Dates will not be reserved until application is complete and approved. Once the application has been approved and all rental fees are paid in full, you will receive an email with your permit. You must have the permit present at the event. Full payment of the rental must be paid before event can be advertised.

Please note that you cannot advertise your event prior to approval.

Proper liability insurance is required of all groups given approval to use the Pavilion and / or the Downtown Green.

All activities require a certificate of insurance which shows a \$500,000.00 commercial general liability insurance with the Morristown Area Chamber of Commerce and the City of Morristown named as certificate holder and as additional insureds. The address for Morristown Area Chamber of Commerce is listed on the back and the address of the City of Morristown is 100 W. First North Street, Morristown, TN 37814. Each event is evaluated on its risk exposure.

Rental Issues or Property Damages:

The applicant shall report any defective condition of the Pavilion or Downtown Green Space and its surroundings during rental to the authorized employee or volunteer representative of Morristown Area Chamber of Commerce. Upon approval of the agreement the Morristown Area Chamber of Commerce will furnish the applicant the name and contact information of the authorized employee and /or volunteer (s) to report any defective condition observed. The applicant/organization is responsible for the entire event. All activities must be under competent adult supervision. If any damages occur during rental, the applicant signing the agreement will be responsible for all damages.

Alcohol/ Tobacco:

The use of alcoholic beverages, tobacco products including e-cigarettes, firearms, fireworks, or nonprescription drugs in any form is not permitted at the Pavilion and its surrounding parking unless required permits have been granted by the City of Morristown.

Animals/ Pets:

No pets or animals, leashed or not, are permitted in the Pavilion. Animals may be allowed on the Downtown Green as long as the owner or event coordinator sees to the removal of their waste.

Cancelations:

The Director of Downtown Development for the Morristown Area Chamber of Commerce reserves the right to close the facility or to cancel the use of the facility at any time during an emergency. Emergencies include civil emergencies called by the City of Morristown, imminent weather warnings, and other similar potential catastrophes. The holder of an approved application to use the facility may cancel the agreement by giving the Director notice in writing no less than ten (10) days in advance of the event date. That notice may be mailed via US Postal Service or emailed to downtown@morristownchamber.com and must be preceded by a telephone call to 423-586-6382 or 423-312-1476.

Other:

- * Per City Ordinance there is to be **NO** solicitation, collection drives and / or distributions, political or religious activities on the premises. This does not pertain to concerts or music.
- *The Morristown Area Chamber of Commerce reserves the right to use any photos taken at any event for publicity without compensation to the applicant.
- *All food service operations shall comply with the Hamblen County Health Department, Environmental Health Division, 331 W. Main Street, Morristown TN 37814, (423-586-6431) guidelines.
- *Use of security personnel may be required for event, and, if so, then 100% of the cost is the responsibility of the group renting the facility.
- * These venues may not be used for distribution of food or commodity as this is in direct competition with the Farmer's Market that this facility was built to support.

Please keep this page for your reference.

Please fill out the attached application and return it to Morristown Area Chamber of Commerce:

Hand deliver to 825 W. First North St.

or Mail to Attention Heather Brooks, P. O. Box 9, Morristown, TN, 37815.

Email to downtown@morristownchamber.com

For questions please call 423-312-1476.

Thank you

Pavilion / Downtown Green Rental Application

Applicant & Sponsoring Organization Information

Please complete all data as required.

Date Received: _____

Name of Organization: _____

Applicant Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone # (_____) _____

ON SITE MANAGER at Event: _____ (Cell phone) _____

Email _____

(Any changes in the above information is to be provided to MACC immediately.)

USE INFORMATION (Please complete all data as required for usage)

I would like to lease the: _____ Farmer's Market Pavilion _____ Downtown Green Space _____ Both

Half Day _____ Whole Day _____ How Many Days? _____

Type of Use: _____

Example: Family Reunion, Public Gathering, Car Show, Concert, Dance, Etc.

Is this event open to the public? _____ Estimated Attendance: _____

Event Title: _____

Event Date(s): _____

Actual Event Hours: _____ AM/PM to _____ AM/PM

Setup Time _____ AM/PM - _____ AM/PM Takedown & Cleanup Time _____ AM/PM - _____ AM/PM

Description of Event Setup: _____

Has This Event Taken Place Previously? _____ YES _____ NO If yes, how many times? _____

If Yes, When _____ Where _____ Attendance _____

Please Describe Event History: _____

Will the Event be advertised? _____ How? _____

Please note that you cannot advertise your event prior to approval.

Please check all items that apply to your event:

These are items that you supply or will be used at this event. No items are supplied except City provided trash containers (you must use trash bags and then dispose of in trash containers).

- Admission will be charged.
- Animals
- Inflatables/ Rides/ Games
- Bicycles
- Booths/ Vendors (sales)
- Booths/ Vendors (giveaways)
- Candles or open flames
- Canopies or Tents
- Command post / Headquarters
- Crowd Control
- Electrical Requirements
- Entertainment
- Exhibits/ Displays
- First Aid Station
- Food Vendors
- Food given away
- Food prepared on site
- Music
- Sound System
- Porta Potties
- Private Security
- Propane Gas
- Sports Competition
- Stage(s)
- Chairs/ Tables
- Traffic Control
- Other

Explanation of Items checked above that will be used at the event: _____

Agreement:

As the applicant, I hereby accept and understand the responsibility to oversee the activities affiliated with the event and to ensure compliance with all policies, rules, regulations and guidelines of the Morristown Area Chamber of Commerce and the City of Morristown. Everything I have stated on this application is correct to the best of my knowledge. I understand that any violation may result in immediate cancellation of the reservation and/or revocation of the permit. I understand that the permit is nontransferable.

- * A completed permit application must be submitted a minimum of 30 days prior to the event.
- * A certificate of insurance for the event must be submitted 7 (seven) days prior to the beginning of the event and must comply with the stated requirements in the regulations.
- * The event must comply with all rules & regulations attached.
- * The applicant is responsible for the clean up of the venue and collection / disposal of all trash generated during the event which includes depositing all trash into trash bags and depositing into city trash receptacles.
- * The volume level from sound systems used at the events should be appropriate to the event and not exceed an acceptable level.
- * No paint or material may be used to mark the road or any part of the pavilion or downtown green property. No driving vehicles on the lawn or putting stakes in the lawn on the Downtown Green space. There are sprinkler heads that could be damaged and you will be held liable if they are.
- * Uniformed law enforcement may be required by the MACC or the City to provide traffic and crowd control.
If required, it will be the responsibility of the lessee to make arrangements and to pay for uniformed law enforcement.
- * Nonprofit organizations shall submit with their application their IRS certification of their tax status.

The applicant agrees to save, defend, and hold harmless Morristown Area Chamber of Commerce and the City of Morristown, together with its employees, departments, Board Members, officers, officials, and agents as well as all other persons or entities acting on its behalf, from any and all liability claims for damages of any sort whatsoever arising in connection with applicant's use of occupancy or any City property or any activity conducted by applicant on that property.

Applicant Signature: _____ Date: _____

Box to be completed by property manager:

Copy of Drivers License Rental Fees Proof of Liability Insurance Completed Application

Proof of Nonprofit Status if applicable Proof of Security if required Amount Due \$ _____

Property Manager's Approval: Yes or No **Date:** _____ **Signature:** _____

Notes: _____