

## New Harvest Park Community Building Rental Policy

Knox County welcomes you and thanks you for renting the New Harvest Community Building. We hope you enjoy your visit.

	Sun-Sat –Half Day	Sun-Sat –Whole Day
Daily Rates	\$100	\$200
Hours of Operation	9:00 AM to 2:00 PM or 4:00 PM to 9:00 PM	9AM to 9 PM

### RENTAL RATES

### RESERVATIONS

- May be made online at [knoxcountyparks.activityreg.com](http://knoxcountyparks.activityreg.com) or by calling our Parks office (if you have problems online) and make payment with a credit/debit card.
- Must be 21 years of age or older to reserve.
- Reservations may be made up to 90 days in advance.
- The park, playground, splash pad, walking trail etc. are for public use and are NOT reservable.
- Official use of the Community Building will take precedence over any and all reservations that may be in effect. Such pre-emption shall be without liability to Knox County for any and all damages that may result from the prior reservation.
- Representatives of all groups and entities, and any person or entity reserving the Community Building agrees to indemnify Knox County for all personal injuries and property damages incurred from the use and occupation of the facility.

### REFUNDS

- Full refund you must cancel 30 days prior to your reservation date.
- A 25% fee will be assessed for all cancellations made 1-29 days prior to rental date.
- Rental reschedules may be made 7 days prior to rental date for the same year, for one time only, and another available date must be given at the time you call to cancel the original date.
- No refunds or rescheduling for requests made on or after the reservation date. No refunds due to unexpected mechanical issues with splash pad or playground.

## **CAPACITY-143 people**

Rentals with more than 143 will need to reserve both the building and the outdoor picnic pavilion/amphitheater. Sundays require all day rentals.

## **SET-UP/TEAR-DOWN**

You may arrive 30 minutes prior to your reservation for set-up and leave 30 minutes after for clean-up. You are not permitted in the building beyond these times. Due to safety issues no extended times allowed. Knox County is not responsible for lost or stolen articles.

## **PRE-INSPECTION**

You will find a pre-inspection form in the kitchen. Upon your arrival review and mark the form and call the administration office immediately if you find any discrepancies. A contact number of a Parks staff member is listed on the form should you have any emergencies after regular business hours.

## **ROOM SET-UP**

The room will be set-up in Banquet Style. (Tables are 30" W x 96"L)

- There are (16) 8ft tables in banquet style, with seating for 112, total room capacity is 143
- (1) 8ft in the main entrance hall
- **(6) 6ft aluminum tables (30 x 72) Only these tables should be used for serving/setup of food.** (23) Tables total in the building.
- The tables and chairs ARE NOT TO BE REMOVED from the building. If original set-up is changed, it must be restored before you leave.

## **CLEAN-UP AND LOCK-UP**

- You are required to do general clean up, remove trash from containers, and tie & place trash bags in the tote with wheels that is inside the building. Please place no loose trash in tote. Leave tote inside the building. DO NOT sit trash bags or tote outside of building. Sweep all floors, clean off all tables and remove all items from refrigerator & microwave.
- Trash bags, brooms, mops and cleaning supplies are provided for your convenience in the closet in the kitchen area. You may want to take a couple of extra trash bags with you.
- ALL doors must be locked when you leave the facility. You are responsible for damage to the building due to unlocked doors.
- Failure to lock doors, perform general clean up, place trash bags in the tote located in the building and restore room to original set up, will result in a minimum of an additional charge of \$250.00.

## **KEY, BUILDING & DAMAGE POLICY**

- Key may be picked up one week prior to your rental, at our Parks office located at 2447 Sutherland Avenue, Knoxville, TN 37919. If you need directions please contact us at 865.215.6600.
- YOU are responsible for locking and unlocking the facility on the day of your event. Please make sure the NHB key is kept with you at all times. A Lost key will result in a \$25 charge. Please leave the key in the box located in the kitchen before your departure.
- Knox County staff will inspect the building after your use, failure to secure building, perform general cleaning, remove trash from containers and place in tote in the large room, or restore room to original set-up, will be a violation of policy and will result in a minimum of an additional charge of \$250.00.

- Fees to be charged will be for actual direct costs of labor, materials, supplies and equipment. Minimum repair charge will be \$250

## **FACILITY INFORMATION**

**Size:** The building is 40 feet long x 50 feet (2000 sq ft) with a main entrance at the front, small patio area in the back. The building capacity is 143 people.

**Kitchen:** The kitchen is equipped with sink, microwave, and a large refrigerator. No more than one small appliance, crock pot, etc per electrical outlet.

**Decorating:** There are cork strips located throughout the room that are to be used for decorating. No staples, tacks, tape, nails, etc. are to be used to hang decorations on the walls, windows, ceilings, lights or around/on the projector screen. No pinatas inside or outside.

**Gas Grills:** Can be used on the concrete outside of the kitchen area only.

**We do not furnish cables or extension cords.**

**Heating/Cooling:** The Community Building is centrally heated and cooled and is preset by the Parks and Recreation Department.

**Restrooms:** Are located on the exterior of the building with separate restroom facilities available for men and women.

**Splash Pad:** Check with the Parks office for exact dates of opening & closing. Operating hours are 10:00 am to 8:00 pm. Dates and hours are subject to change due to weather or maintenance.

**Pavilion/Amphitheater:** The picnic pavilion/amphitheater is rented separately from the community building; however, groups with more than 143 would need to reserve both.

### **Not permitted**

- Alcoholic beverages
- Smoking inside the building
- Staples, tacks, tape, nails, etc. used to hang decorations on the walls, windows, ceilings, lights or around/on the projector screen
- Birdseed or rice for weddings
- No homemade slime, store bought slime or silly string
- Live bands/music without a special permit from Knox County
- Livestock or animals.
- Inflatables, dunking machines, carousels, motorized vehicles, water slides, or water balloons etc.

### **Permitted**

- Smoking in the designated area located behind the building on the small patio
- Bubbles for wedding
- Battery operated candles
- DJs inside the building only

## **CONTACTS**

- **Mon - Fri. 8 am – 4:30 pm 865-215-6600 (Main Office)**
- **A contact is listed on the inspection form in the kitchen for other emergencies.**
- **Knox County Sheriff's Department Non-Emergency- 865-215-2444, Emergency: 911**

All rates and information are subject to change.

