

LOUDON TATE & LYLE PERFORMING ARTS CENTER POLICY AND RULES

POLICY STATEMENT: The City will strive to provide Loudon residents desirable, useful facilities for leisure time pursuits through a varied program of special interest groups, instructional classes, sports, games, special events, and provision of space for City organizations (outside the Recreation Department).

PROCEDURES: The use of the Loudon Tate & Lyle Performing Arts Center will be guided by the following procedures. Alterations to City facilities, including attaching of decorations and displays on walls, floors, and equipment, are prohibited unless written permission has been secured in advance. Construction and installation of special service facilities must be approved in advance, and the work must be inspected by the appropriate City staff.

SECURING PERMITS – Applications for use of facilities are available at the Loudon Parks and Recreation Office. Applicants must be responsible individuals and/or representing responsible local organizations and will be held liable for damage as a result of their use of the premises. Liability is assumed by the applicant with regard to any personal or property damage arising out of activities of the applicant. It is the responsibility of the applicant to read carefully the application form in order to understand fully the responsibilities of the applicant. Applicants must be at least 18 years of age.

All applicants, individuals, and organizations will file a hold harmless agreement with the department as a part of their application. In some cases, the type of use will require a general liability policy naming the City as an additional insured party.

Alcoholic beverages are forbidden in Loudon Municipal Park.

DAMAGE - Prior to setting up for an event, a department representative and the facility user will inspect the facility. (An inspection will also be held after the event has been completed to determine the condition of the equipment and the facility.) A damage deposit of \$250 must be paid at the time of reservation. If damage repair is more than \$250 from use of the facility, the user will be held responsible for additional cost of repair or replacement.

PAYMENTS – Payment is due on the date a facility reservation is accepted by the Loudon Parks and Recreation Department. Reservations are not guaranteed until payment is received. A damage deposit of \$250 is also due at the time of reservation.

STAFF FEES – A supervision fee of \$20.00 per hour (applicable to, before, and after normal operating hours) will be charged for reserved facility usage. This charge is in addition to the rental fee. All activities must be concluded and the facility vacated by 2:00 a.m. Cleanup and takedowns must have been completed by this time. Any use of the facility after this hour by a late-running event will be charged a rental rate of \$100.00 per hour.

NORMAL SERVICES – The department staff will make sure rooms are clean, neat, and orderly. Any service beyond normal setups must be arranged by the applicant at the time the space is reserved.

SPECIAL CUSTODIAL SERVICES – Any setup requiring more than “Normal Custodial Services” will be the responsibility of the user. The user is responsible for cleaning the facility to the satisfaction of the staff on duty. The group reserving the facility will be responsible for setups, takedowns, and cleanup. Any trash generated by the activity must be placed in available containers at each site. The facility must be left in a “pre-event” condition.

SECURITY – Large group activities, with expected attendance of over 300, such as dances, parties, and arts shows, will require the facility applicant to employ security personnel. Security personnel may be the Loudon Police Department. Where these are not available, private security companies licensed to operate in Loudon may be used. The cost for this security will be the responsibility of the applicant. If a facility user fails to comply with this policy, he will forfeit his rights to reserve the facility for one year. All security details must be approved by the City of Loudon Police Department or designee, no exceptions.

UTILIZATION OF FACILITIES – Any organization or individual wishing to reserve space must state the specific use of the facility. The City of Loudon Parks and Recreation Department reserves the right to deny the use of facilities when deemed that it is not in the best interest of the public or the City of Loudon. Facilities may be reserved a year and a day in advance of the requested date.

- **CLASSIFICATION IS DETERMINED BY PRIMARY USAGE.**

USERS - Users will be classified as follows for the purpose of determining rental rates:

Class I: City administered. Activities or programs offered by the City of Loudon or Loudon Schools.

Class II: Loudon youth organizations and senior citizens. Activities must be sponsored by either a Loudon youth organization or a senior citizen organization featuring activities open to all senior citizens. Organizations may conduct fund raising activities, including merchandising, as long as the funds that are collected are retained by and used for the youth or seniors of Loudon. Senior citizens must be 55 years of age or older.

Class III: Loudon individuals and organizations. Fund raising activities, including merchandising, may be undertaken provided the funds that are collected are retained by the organization for community projects.

Explanation of Class III: It is determined by who the primary user is – the individual or the organization. For example, a Loudon resident who wishes to rent the facility for a Loudon organization would be a Class III. A non-Loudon resident renting the facility for a Loudon organization would also be a Class III because the organization is the primary user. Criteria for determining a Loudon organization as opposed to non-Loudon status:

1. The word Loudon appears in the title of the organization.
2. The organization has a permanent Loudon mailing address.
3. The organization is a Loudon chapter of a national organization, i.e., the American Red Cross.

Class IV: Non-Loudon residents, all businesses and commercial users.

Merchandising such as arts/crafts, ceramics shows/sales, and flea markets, shall be permitted as Class IV. Class IV users shall be upon the recommendation and approval of the Director of Parks and Recreation. Commercial Class IV users must have the recommendation of the departmental Director and approval by the Recreation Advisory Commission. Class IV may be reserved no more than four (4) months in advance.

Examples of Class IV:

1. A Loudon resident renting the facility for a non-Loudon organization.
2. Local businesses.
3. Local residents renting the facility for private profit, i.e., business opportunities, marketing meetings.

Exceptions to any of the above classifications will be by the Recreation Advisory Commission, as deemed necessary.

RECURRING USERS – The City of Loudon recognizes the need for local organizations to secure convenient and predictably available event locations. Reservations will be on a first-come first-serve basis. A recurring user procedure has been developed that will make facilities available for regularly scheduled programs on a yearly basis.

Space allocation shall be on a contractual basis, as follows:

- Annual agreement.
- No credit will be given for cancellations with the following exception:
In the event a recurring user should disband or experience serious financial problems, the organization may request a cancellation of the agreement. The request must be made in writing and be submitted to the Director of Parks and Recreation Department. If the agreement is dissolved, the organization will lose all rights and privileges granted to recurring users with no guarantee of

reinstatement in the future. The organization will be responsible for fees incurred up to the time the agreement is canceled.

- After an agreement is approved for recurring use, all other requests for space for usage will be added only as available on a first-come, first-serve basis. In the event the City feels that a group offers opportunities for expansion of City programs, a contract may be negotiated between the two parties

Reservation requests may be submitted in October for dates commencing the following 1 year (Jan. 1 – ending on Dec. 31). Confirmation of the reservations will be made within 15 days.

Details of requirements and agreements between the City and such organizations shall be specified in writing. A form will be included that shall require the signature of the representative of the organization stating that he/she has read the dates granted and the exceptions (dates when group may not meet as requested) and that they understand that they will not be meeting on the dates listed. This signed form will be returned to the department by the specified date.

City programs will have priority over other uses and where possible, will give 72-hour notice in order to cancel or reschedule an existing reservation. The exception will be emergency use of the facility.

FEE SCHEDULE CLASSIFICATION OF USERS:

\$20 per hour for Parks and Recreation employee on duty. All rental times must be indicated (fee start, ending) and employee will be available only during those hours. Anything past the ending time will result in \$30 per hour.

Class I – City sponsored events and programs – No Charge

Class II – Youth and senior citizen activities - \$5 per hour, a minimum of \$15, a maximum of \$50 per day

Class III – Loudon community organizations and adults - \$10 per hour, a minimum of \$30, a maximum \$100 per day

Class IV – Commercial use, nonresident and non-Loudon organizations - \$25 per hour, a minimum of \$50, maximum \$200 per day

All class charges are in addition to park employee fee listed at top of page.

PARKS AND RECREATION USE ONLY

Class _____

Expected Starting Time _____ Ending Time _____

LOUDON TATE & LYLE PERFORMING ARTS CENTER SPECIAL EVENT APPLICATION

Please submit this application as early as possible. If facilities are unavailable due to a previously scheduled event, the Parks and Recreation Department will help with the selection of other times or dates. Note: Rain dates are prohibited.

The completed application must be presented in person or mailed, with appropriate fees, to Loudon Parks and Recreation, PO Box 189, Loudon, TN 37774. Questions may be directed to the Loudon Parks and Recreation Department by calling (865)458-7525. Approval of an event will be granted upon receipt and review of the application and acquisition of necessary permits, licenses, certificates, inspections, and payment of appropriate fees. **It is the responsibility of the event sponsor or designee to obtain all necessary permits and pay all relevant charges and fees (other than facility rental fees) prior to the date of the event. Failure to comply with this will result in the event being canceled. No other date for canceled events will be scheduled.**

All application and processing fees for large events must be filed with the Parks and Recreation Department no less than ninety (90) days prior to the date of the event.

Name of Event: _____

Date(s) and Time(s) of Event: _____

Name of Sponsor: _____

Address: _____

Sponsor Representative:

Sponsor/Coordinator Contact: _____

Phone # W: _____ H: _____

E-mail address: _____

Parks and Recreation Representative:

Contact Person: _____

Phone # _____

E-mail address: _____

SITE INFORMATION

Please check YES or NO for each of the categories listed below. Failure to do this may slow the application process and require further explanation at a later date.

Trash Removal Plan Yes _____ No _____

How will the trash generated by the event be handled? Will containers be moved to the site?

Parking Plan Yes _____ No _____

Sponsors of large events will be required to submit a detailed parking plan that includes proposed parking locations, traffic control measures, and staffing. Contact the Parks and Recreation Department: (865) 458-7525.

Street Closure Yes _____ No _____

If any part of a Public Street or thoroughfare will be closed, written permission from the Loudon Police Department must be obtained. Phone: (865) 458-4423. A traffic control plan will be required.

Advertisement/Temporary Signs/Banners Plan Yes _____ No _____

Will the applicant be posting or erecting temporary signs regarding the event at the site? Absolutely no tape, nails, or screws can be applied to the walls of the amphitheater. If yes, inform the Parks and Recreation Department at time of Reservation.

Special Event (Vendor) Business License Yes _____ No _____

Insurance Certificate Yes _____ No _____

Name of Carrier _____

This insurance information must be provided for any event being held on property owned or leased by the City of Loudon. The City of Loudon must be listed as an additional insured party on the event liability policy (minimum amount \$1,000,000.00). Contact Parks and Recreation: (865) 458-7525.

CITY SERVICES REQUESTED/REQUIRED

The following services are available from, or may be required by, the City of Loudon. If additional support services are requested by the sponsor or required by the City, the applicant will be informed at the review session concerning contacts, fees, and conditions for any additional services. The applicant should provide written confirmation of

reservations/arrangements with the appropriate department(s) two weeks before the event.

Police Support and Services Yes _____ No _____

Determination of police support and services will be made by the Loudon Police Department: (865)458-4423.

Public Works Department Support and Services Yes _____ No _____

Example: Street/Parking Lot Cleaning Call: (865) 458-7537

Fire Department Support Services Yes _____ No _____

Determination of medical support services will be made by the Loudon Fire Department. Contact the Loudon Fire Department: (865) 458-4423

Will onsite medical personnel be required? Yes _____ No _____

Restroom Facility Services

Portable toilets must be provided by promoter.

EVENT SITE LAYOUT

Indicate the location of the following:

- Activity areas/tents/kiosks/structures
- Food/cooking/hand washing facilities
- Music/bandstand area/speakers/sound booth
- Restrooms/portable toilets. Portable toilets must be provided by promoter.
- Street barriers/traffic control plan will be required
- Parking areas/shuttle bus stops
- Sign plan showing publicity, directional and day-of-event signs
- First Aid station

HOLD HARMLESS AGREEMENT

I assume all risks, hazards, and liability, incidental to participation including transportation to and from the activities and do hereby waive, release, absolve, indemnify and hold harmless the City of Loudon, The Parks and Recreation Department, its organizers, employees, instructors, participants for any claim arising out of an injury, illness, or loss of life.

Signed _____

Print Name _____

Position _____

Date _____

EVENT APPLICATION APPROVAL

The Special Event described herein is approved subject to any conditions noted on this form or otherwise set forth by the Loudon Parks and Recreation Department.

Parks and Recreation Department Contact Person Date

Parks and Recreation Department Director Date

The Loudon Tate & Lyle Performing Arts Center can be used for a variety of programs and activities. The facility user is responsible for setups, takedowns and cleanup for an event. The City will assume no liability for persons setting up, taking down or cleaning up for the scheduled events. The Loudon Parks and Recreation Department will have a staff person on duty to provide access to equipment, provide information and watch over the building. He/she will not be available to assist with event preparations.

- Commissioned Security Officers will be required at large events such as parties, receptions, dances and sporting events unless otherwise stated by the Recreation Department Director.
- Absolutely no tape, nails, screws, etc., can be applied to amphitheater walls.
- Set up plans and decorations **must** be pre-approved.
- The pre-event inspection must be completed before set up can begin.
- Tables, chairs and other equipment **must not be dragged** across floor.
- Children under the age of 12 must be under direct supervision of an adult.
- Clean up of facility must be completed by time stated on rental contract.
- All trash must be placed in proper containers.

The Facility Monitor and facility user will complete the inspection prior to the beginning of the set up. Previously damaged areas are to be pointed out and noted during the walk-through. Each party will initial the form indicating that initial walk-through was completed.

After the event, the Facility Monitor and facility user will do a final inspection of the facility. If the cleanup is not satisfactory or if there is damage, the facility user will be billed for the amount of the estimated repair.

Initial inspection completed: _____
Facility user Staff Date

Final inspection completed: _____
Facility user Staff Date

Exceptions/discrepancies noted:

The following rules will apply to all facility rentals at the Loudon Tate & Lyle Performing Arts Center:

Before the event:

- Contracts can be obtained at the Loudon Parks and Recreation Office.
- Payment for the event is due when reservation is accepted by the Loudon Parks and Recreation Department.

After the Event:

- Clean up of facility must be completed by the time stated on the rental contract.
- The facility should be returned to pre-event condition.
- Decorations must be removed.
- All trash must be removed to appropriate containers.
- Food/drink spills will require damp wiping or mopping.
- The Facility Monitor will inspect the facility at the end of the event.

TATE & LYLE PERFORMING ARTS CENTER RULES

- 1. Absolutely no driving or parking on the grass.**
- 2. Loading and unloading will take place in designated areas. Once a vehicle is unloaded, it must be parked in the parking areas.**
- 3. Absolutely no nails, screws or tape may be used to attach item or equipment to the amphitheater.**
- 4. All tables and chairs must be returned to the storage areas prior to leaving the building.**
- 5. All use of the facility will be on a reservation basis and booked by the Parks and Recreation Department.**
- 6. The facility rental fee is for the entire facility. There is no reduction in fees when only part of the facility is utilized.**
- 7. The facility user is responsible for the cleanup of the area, i.e. picking up litter on grounds and the facility.**
- 8. Liability insurance and event security must be required for activities.**
- 9. A Recreation Department employee must be at all events.**
- 10. No alcoholic beverages are allowed in the park.**

FREQUENTLY ASKED QUESTIONS:

Who will provide concession for the event?

Loudon Parks and Recreation has control of and all rights in providing food concessions for the scheduled event unless other arrangements are made. Promoter control of all vendor booths is negotiable with Loudon Parks and Recreation.

Will security be provided?

Promoter will be responsible for the expense of providing security. Arrangements must be made with Loudon Police Department by calling (865) 458-4423.

Do I provide insurance?

Promoter will be responsible for providing general liability insurance through an insurance company.

Who is responsible for traffic control and parking?

Promoter will be responsible for making arrangements with local law enforcement for the orderly traffic control before, during, and after the event at its own expense.

FACILITY FACTS

The construction of the Loudon Tate & Lyle Performing Arts Center is part of an effort to attract quality entertainment to the Loudon area of East Tennessee.

The amphitheater is located in 111 acre Loudon Municipal Park. It is designed to accommodate up to 7,500 spectators for an outdoor concert or event.

The stage area is 1,750 square feet flanked by two dressing rooms with restroom facilities. In the rear is a 500 square foot green room. The facility also has promoter and entertainer parking at the rear and tour bus parking on one side.

The facility also has ample electrical services available including a pedestal with electrical outlets for sound/light technicians approximately 100 feet from the front of the stage.

RESERVATION/REFUND POLICY

Guaranteed reservations are valid once all forms are completed and **all** fees are paid. Refunds will only be allowed for those requesting refunds thirty (30) days in advance.