



MARBLE SPRINGS

Home of John Sevier

STATE HISTORIC SITE

Knoxville, Tennessee

1220 W. GOV. JOHN SEVIER HWY • MAIL TO: PO BOX 20195, KNOXVILLE, TN 37940 • 865-573-5508 • MARBLESPRINGS@GMAIL.COM • MARBLESPRINGS.NET

RENTAL POLICY AND CONTRACT



Marble Springs is funded under an agreement with the Tennessee Department of Environment and Conservation, Tennessee Historical Commission, and supplemented by additional funds raised by the Governor John Sevier Memorial Association.

Thank you for considering Marble Springs for your event. Below you will see a list of policies and contract information. If you have any questions, please call our staff for additional help.

SITE RENTAL CONTRACT:

Event: _____

Contact: _____

Address: _____

Phone: _____

Email Address: _____

Please add me to the Marble Springs State Historic Site mailing list for information about upcoming events.

Event Date _____ Start Time _____ End Time _____

Set-Up Date & Time _____ Take Down Date & Time _____

Number of Guests _____ Event Location(s) _____

Bride and Groom's Name (if applicable) _____

EVENT INFORMATION

*Certificate of Insurance required **Copy of current ABC license and photo ID required

Equipment Rental Company* _____

Contact Name _____ Phone _____

Delivery Day/ Time _____ Pick Up Day/ Time _____

Tent Rental Company* _____

Contact Name _____ Phone _____

Delivery Day/ Time _____ Pick Up Day/ Time _____

Florist _____ Phone _____

DJ/ Entertainment _____

Contact Name _____ Phone _____

Caterer* _____ Phone _____

Optional

Will you be serving alcohol? YES NO

ABC licensed bartender** _____ Phone _____

RENTAL FEES

<u>Hours</u>	<u>Guests</u>			
	<u>1-25</u>	<u>26-50</u>	<u>51-150</u>	<u>150+</u>
0-3	\$150	\$300	\$400	\$500
Each additional hour	\$25	\$50	\$75	\$100
Refundable Deposit	\$100	\$200	\$300	\$400
Cleaning Fee (optional)	\$25	\$50	\$75	\$100
Private Option** (site will close all day)	\$250	\$250	\$250	\$250

*Events that extend beyond the agreed upon time will be charged \$100 per half hour thereafter.

**Private Option is subject to availability

All site rentals must be made at least two weeks in advance. A signed contract and the security deposit (as described in the fee schedule) must be paid to reserve the date.

A refund will only be available if your event is canceled 2 weeks (14 days) prior to the scheduled date. If necessary, you may reschedule your event for another date, pending availability, within 1 year of the original rental date at no additional charge.

Additional options to reserve a private event (the site will be closed to all regular visitors) will be available for additional charges. If a MS program or event has previously been scheduled for the date of your rental, the site will not be able to close.

Please speak to our staff if you are interested in programming or tours during your event. There is an additional fee for these services.

RENTAL TERMS AND CONDITIONS

The following conditions are required by all renters, vendors, guests, and all other persons in attendance before, during, or after a rental of Marble Springs State Historic Site (here forth referred to as "MS"). At least one staff person from MS will always be present during private rentals of the property to ensure these guidelines are met.

Because Marble Springs State Historic Site is a state-owned property, political and religious events, other than wedding ceremonies, are prohibited. Please consult our Executive Director if you have any questions regarding the type of event you wish to host.

Please be aware that MS's priority and focus is to preserve, conserve, and educate the public about the historic site. Renting this property, therefore, will require following rules not necessarily found at other rental facilities.

Rental Period

The cost of your rental covers the use of the property and designated facilities for the designated rental period. All events must be over by 10pm, which includes time for set-up and take-down. We recommend that all events end by 9pm so that all clean-up can be finished by 10pm. This includes the departure of all event personnel, rental party, and renter from the site. It is recommended that the renter(s) communicate this with not only their guests, but their vendors as well. An overtime fee will be charged at \$100/ half hour (30 minutes) for any event still on site after 10pm.

Pre-Event Site Damage

Prior to set-up, please inform staff of any observed damages to the property. Otherwise, noticed damages after your rental may be considered damages that occurred during your rental.

Security/ Damage Deposit

The Security/ Damage Deposit is refundable, provided that the property is left in the same quality of condition in which it was received, and departure was made on time. MS will refund the check by mail within thirty (30) days of your rental. Please see the rental schedule for the required security deposit for your event.

Cancellations

All cancellations and/or change of date requests must be made in writing. A change of date can be made one time, based on availability at the site, and must take place within one calendar year of the original requested date. Any cancellations within fourteen (14) days will forfeit the security deposit.

Severe Weather

If severe weather (i.e. extreme winter weather, tornadoes, etc.) is deemed to be life-threatening to guests and/or staff, the staff and board at MS has the right to postpone your event. There will be no charge in rescheduling if staff requests the postponement of the event. Staff will make all attempts to assure the safety of you and your guests without canceling as possible.

Catering

All caterers must be licensed. Caterers and/or anyone serving food at MS must provide a Certificate of Liability Insurance naming Marble Springs State Historic Site as an additional insured party for a minimum of \$500,000. This certificate must be submitted to MS no later than 14 days before the event. Failure to provide certificates before deadline forfeits catering options

Food and Drink

No food or drink is permitted inside any of the historic buildings.

Grilling

Grilling is permitted. Grills must be placed at least 20 feet away from any and all buildings and trees.

Firearms and Fireworks

Firearms and fireworks are strictly prohibited. This includes sparklers.

Tents

Tents may be rented from an outside vendor for use in approved areas on the property. Please inquire with site staff if you are interested.

Alcoholic Beverages

If serving Beer, Wine, or liquor, it is required that an ABC licensed bartender be present and serving. The renter (or renter's designee) is responsible for compliance with the following rules in regard to private events:

A license or permit is not required for an event where alcoholic beverages are served if:

- (1) The event is private and includes a bona fide guest list restricting access to invited guests only;*
- (2) The hosts or bona fide guests of the event are providing all of the alcoholic beverages;*
- (3) All alcoholic beverages are served without charge;*
- (4) There is no admission cost for the event, including ticket price, required donation, or door charge; and*
- (5) There is no commercial purpose related to the sale, marketing, or promotion of alcoholic beverages for the private party or event.*

Authority: T.C.A. §§ 57-3-104, 57-4-101, 57-4-201, and Chapter 147, Public Acts of 2017.

As well as all other laws, state and local, pertaining to the sale or serving of alcoholic beverages. They are also responsible for obtaining copies of all licenses and insurance and providing them to MS and filed with the rental contract. The service, possession, or consumption of alcohol on the premises shall be terminated if the renter, in consultation with site staff, determines that intoxication is present. As stated above, the renter is responsible for all clean up and disposal of beverage containers in provided receptacles. No consumption of alcohol will be allowed in the vicinity of the historic buildings.

Event Decorations

Decorating in the historic area must take place under the supervision of site staff. We recommend that your event ends at 9pm so that all clean-up can take place by 10pm.

No open flames will be permitted. Candles may be used if in a glass enclosure.

Please do not use confetti, fake flower petals, glitter, sparklers, or rice. Bubbles, real or dried flower petals, and birdseed are permitted.

Any balloons and/or bows used must be removed by the end of the rental period (10:00pm).

Electrical outlets are available in the pavilion. Please do not overload the outlets.

Historic Area

Weddings may take place in the historic area, but only after 5pm (unless private rental is purchased). No tents are allowed in the historic area that require stakes or disturbing the ground. Please do not handle or touch historic artifacts or furniture inside the cabins or on the grounds. Please do not play on farm or maintenance equipment. Do not cross access ropes or barriers in structures or on the grounds.

- In compliance with the Tennessee Antiquities Act of 1906:
 - Nothing shall break the surface of the soil or ground cover.
 - No digging or stakes allowed in the historic area.
 - **Discovered or uncovered artifacts are the property of the state of Tennessee and shall be released to the appropriate representative of Marble Springs.**

- If an artifact is discovered, do not touch or move the object. Notify MS staff immediately.
- No artifact or stone shall be removed from the site.

Trash

Please place trash in proper receptacles. Failure to throw trash away may result in loss of partial or whole security deposit due to cleaning by staff. Renter are in charge of removing trash from premises UNLESS trash removal option is selected.

Additional Items

- Wedding rehearsals and rehearsal dinners: The site may be rented at an extra fee for use during a rehearsal and/or rehearsal dinner. Please inquire with site staff.
- Animals: Any animals coming on-site should be cleared with site staff. Please pick up after your pets and dispose of waste in appropriate containers. Wildlife: Please do not approach or intimidate the wildlife. Hunting and fishing are not permitted.
- Parking/ Cars: Vehicles should be parked in designated parking areas. For guests with mobility issues, please speak with site staff. If a vehicle must be left overnight, it will not be available for pick up until the regular business hours the next business day. Marble Springs is not responsible for the vehicle or any personal belongings inside.
- Photography: If a professional photography session is desired, it must be scheduled in advance and is subject to a \$20 photography fee. Professional photographers must also sign a code of conduct prior to the session. These sessions should be done during open hours. Marble Springs is not responsible for any photographer's fees. By hosting or participating in an event on the Marble Springs property, you and your guests have given permission for any photographs or videos to be taken and used in Marble Springs' publications (social media, newsletters, website, etc.).
- Smoking: Smoking is not permitted in any structure. Any and all cigarette butts must be removed from the property.
- Security: Marble Springs does not provide security for any rentals. Marble Springs State Historic Site, the Tennessee Historical Commission, the Governor John Sevier Memorial Association, staff, and volunteers are not responsible for security, damage or loss of personal property in the parking areas, items stored in the pavilion or cottage, or any items left unattended. For events with more than 250 guests, we ask that you hire an off-duty police officer for security.
- Site Address: 1220 West Governor John Sevier Highway, Knoxville, TN 37920
Please provide adequate driving directions for guests, vendors, and others as staff are not always available to provide directions over the phone.
- All state laws must be adhered to.
- It is recommended that all visitors remain on hiking trails.
- Bicycles should not be ridden off the paths.

MEMBERSHIP DISCOUNTS

Governor John Sevier Memorial Association members at the \$100 Patron level or higher receive a 5% discount on property rentals for a year. Supporters who have been in the membership at the Patron level or higher for at least two (2) consecutive years will receive a 10% discount off property rentals. Please let site staff know if you are interested in this option.

Your total rental fee (+ trash) is: _____.

Your total security deposit is: _____.

Rental Amount Received: ck# _____.

Security Deposit Amount Received: ck#: _____.

The remaining balance is to be paid no later than 2 weeks (14 days) prior to event date or Marble Springs reserves the right to cancel your event.

No refunds will be issued if event is cancelled due to failure to pay remaining balance.

Date Received _____ Staff Signature: _____

Security Deposit Agreement

The deposit of _____ will be returned to me within thirty (30) days of the event if all grounds, buildings, and property are left clean and undamaged. Any damage to the site and/or its buildings will result in the forfeiture of the deposit. Marble Springs will require payment of any damages sustained to the site above and beyond the damage deposit as the renter is liable for all damages. This payment will be due within two weeks of notification from the site.

Signed: _____

Print Name: _____

Signed (Site Representative): _____

Date: _____

Site Rental Liability Release

I, _____, personally assume responsibility for my actions and the actions of my guests during the rental period. I release the Tennessee Department of Environment and Conservation, Tennessee Historical Commission, the Governor John Sevier

Memorial Association, its Board of Directors, employees, and agents from loss, injury, or damage to myself or my property and my guests and their property. I certify that I am of lawful age and competent to sign this release, and have done so voluntarily.

Signed: _____

Please print name: _____

Date: _____

Signed (Site Representative): _____

Alcohol Consumption Policy

Any event or venue rental at Marble Springs State Historic Site is solely responsible for the safety and wellbeing of its patrons. This includes the proper serving and age verification procedures of any alcoholic beverages. If

your event is serving alcohol, or if your guests are consuming alcohol, you **MUST** use a licensed and insured server. The renter (or renter's designee) is responsible for compliance with the following rules in regard to private events:

A license or permit is not required for an event where alcoholic beverages are served if:

- (1) The event is private and includes a bona fide guest list restricting access to invited guests only;*
- (2) The hosts or bona fide guests of the event are providing all of the alcoholic beverages;*
- (3) All alcoholic beverages are served without charge;*
- (4) There is no admission cost for the event, including ticket price, required donation, or door charge; and*
- (5) There is no commercial purpose related to the sale, marketing, or promotion of alcoholic beverages for the private party or event.*

Authority: T.C.A. §§ 57-3-104, 57-4-101, 57-4-201, and Chapter 147, Public Acts of 2017.

Marble Springs requires documentation of both license and insurance. We require this documentation within 14 days of the event. Please contact us if you need more information.

Failure to provide this documentation within the specified timeframe will result in not being allowed to serve alcohol.

Last call no later than 10:00 PM

Check and sign one of the below:

I, _____ (event /venue renter), have read and understand the above policy on alcohol consumption at Rocky Mount State Historic Site. We ARE NOT serving alcoholic beverages.

Date: _____

Vendors/Rental Use

- Vendors/renters are responsible for the procurement of appropriate and applicable licenses, permits and taxes.
- Vendors are to stay within the assigned locations.

- Vendors/renters are responsible for all clean-up and restoration of used parcel to its original condition.
- There is no driving permitted on the grounds of the historic area.
- No set up is permitted in the designated historic area.
- Access to the set up area should be cleared by the site representative.
- No part or parcel of the site/grounds may be altered in any way without express permission.
- Nothing shall break the surface of the soil or ground cover within archaeological area.
- No fill, grading or site enhancements shall be conducted.
- All state laws must be adhered to.

Conduct Guidelines for Site Rentals

Visitors

- Follow park hours as they are posted.
- Park in designated areas only.
- Do not damage structures or vegetation.
- Place trash in proper receptacles.
- Pets are allowed in designated areas only.
- Please pick up after your pets and dispose of waste in appropriate containers.
- It is recommended that all visitors remain on hiking trails.
- Do not approach or intimidate the wildlife.
- Hunting and fishing are not permitted.
- Please do not play on farm or maintenance equipment.
- Do not cross access ropes or barriers in structures or on the grounds.
- Bicycles should not be ridden off the paths.
- In compliance with the Tennessee Antiquities Act of 1906:
 - Nothing shall break the surface of the soil or ground cover.
 - No digging or stakes allowed in the historic area.
 - Discovered or uncovered artifacts are the property of the state of Tennessee and shall be released to the appropriate representative of Marble Springs.
 - No artifact or stone shall be removed from the site.
- Please do not handle or touch historic artifacts or furniture inside the cabins or on the grounds.
- Fireworks are prohibited.