

**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 ten (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 CONSIDERED FOR APPROVAL ON 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

**STEWART COUNTY GOVERNMENT
STEWART COUNTY VISITOR CENTER**

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

RESERVATIONS

The Stewart County Visitor Center Cumberland Room and grounds are available for weddings, receptions, meetings and other approved uses. Reservations for the Cumberland Room shall be made through Addison Cook with the Stewart County Mayor's Office at 226 Lakeview Drive, Dover, TN 37058. **Please contact Addison Cook at acook@stewartcogov.com or at (931) 305-1821 for all event bookings.**

The Visitor Center Room Request Form and the Visitor Center Agreement Form can be found on the county's website.

- Visit Stewartcogov.com
- Select "Visitor Center" from the top Toolbar.
- Scroll to the bottom of the page where both forms can be downloaded.

BOOKING PROCEDURES

1. A Visitor Center Room Request more must first be submitted to Addison Cook at the Stewart County Mayor's Office. Contact Information and Event Information **MUST** be included in order for your request to be considered. Reservations are up to the discretion of the Stewart County Mayor's Office and may not be approved once received.
2. Upon approval of your request, Addison Cook will notify you and request that the Visitor Center Agreement be filled out and returned.
3. Once the Agreement has been received, you will receive an invoice for your reservation. You will have 5 business days to make your payment. After 5 business days, your reservation will no longer be held without payment.
4. Once payment has been received, a receipt will be sent and will serve as confirmation of your booking.
5. To retrieve the key, you may come to the Stewart County Mayor's Office no earlier than 3 business days before your event date. You will be responsible for the key until it is returned no later than 3 business days after your event date.

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 Addison Cook with the Stewart County Mayor's Office. Checks should be made payable to Stewart County Government. The fee and agreements should be delivered to:

(In person)

Stewart County Mayor's Office
c/o Addison Cook
226 Lakeview Drive
Dover, TN 37058

(By Mail)

Stewart County Mayor's Office
c/o Addison Cook
P.O. Box 487
Dover, TN 37058

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

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 an LCD high-definition projector with a 110-inch electronic drop-down screen. 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.

- If you will be using audio/visual equipment, please contact Addison Cook ahead of your event and she will send you full instructions for use of the equipment.

BASIC RULES:

1. Certain types of live or recorded background music are permissible in designated areas. Please check with us before making these plans.
2. Your hours of use at the Stewart County Visitor Center must adhere to the approved event booking.
3. The Stewart County Mayor's Office will be in charge of your event and has the authority to make all final decisions. Your representative contact is Addison Cook.
4. It is your responsibility to make sure anyone involved with your event knows about these guidelines.
5. 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. Security camera footage may be reviewed at the discretion of the Stewart County Mayor's Office.
6. A Damage Deposit may be required.
7. Children MUST have RESPONSIBLE adult supervision at all times.
8. It is your responsibility to make sure anyone involved with your event knows about these guidelines.
9. 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.

GENERAL GUIDELINES:

1. No large pieces of furniture or equipment can be brought in for use in the Cumberland Room without approval.
2. Delivery or drop off as well as the pick up of any items must be arranged with Addison Cook with the Stewart County Mayor's Office.
3. The use of any type of candles except battery operated candles must be approved.
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. 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-five (25) tables (8 ft long) which seat approximately 6 people are available for use. Please check with Addison Cook 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 Addison Cook if all tables are needed to ensure availability. **Tablecloths are not available.**
9. Two-hundred (200) 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.
12. Access to the Stewart County Visitor Center is not allowed without special permission of the Stewart County Mayor's Office representative.
13. **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 through the booking reservation. The Responsible Person will tour the Cumberland Room and outdoor areas to see that all is in good order.
14. **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).
15. Cars can be parked only in designated areas. Please contact Addison Cook for details.
16. **YOU ARE RESPONSIBLE for any and all damages incurred during your time of use.**

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.
- If you used the audio/visual equipment, please abide by all procedures outlined in those separate instructions.
- 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.

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