

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

PLEASE READ CAREFULLY

The Stewart County Visitor Center Cumberland Room and grounds are available for weddings, receptions, meetings and other approved uses. The type of event must be discussed with and approved by the Stewart County Mayor's Office before your event is approved and the date is confirmed. For more information, please contact the Mayor's Office at 931-232-3100.

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 a 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.

BASIC RULES:

1. Please fill out and return the information sheet at time of booking. Finalize all specific arrangements several weeks before your event. You and/or someone else should be designated "Responsible Person" to work with the Stewart County Mayor's Office representative. The "Responsible Person" must agree to stay until all guests have left and the facility and clean up is completed.
2. Upon receipt of your request the Stewart County Mayor's Office may or may not approve of your request. If approved a Stewart County Mayor's Office representative will be appointed and will contact you.
3. Certain types of live or recorded background music are permissible in designated areas. Please check with us before making these plans.
4. **The Cumberland Room closes at 11:00 PM. Guests should leave by 10:00 PM to allow for proper clean up.**
5. The Stewart County Mayor's Office representative will be in charge during your event and has the authority to make all final decisions.
6. **It is your responsibility to make sure anyone involved with your event knows about these guidelines.**

GENERAL GUIDELINES:

1. No large pieces of furniture or equipment can be brought in for use in the Cumberland Room without the approval of the Stewart County Mayor's Office representative.
2. Delivery or drop off as well as the pick up of any items must be arranged with the Stewart County Mayor's Office representative.
3. The use of any type of candles except battery operated candles must be approved by the Stewart County Mayor's Office.

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 in charge. 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 (20) tables (8 ft long) which seat approximately 6 people are available for use. **Tablecloths are not available.**
8. Twenty-five (25) tables (60" round) which seat approximately 6 people are available for use. **Tablecloths are not available.**
9. Three hundred (300) 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 representative
12. **ALCOHOLIC BEVERAGES AND THE USE OF TOBACCO PRODUCTS ARE NOT ALLOWED IN THE CUMBERLAND ROOM. If you have any questions contact your Stewart County Mayor's Office representative.**
13. Access to the Stewart County Visitor Center is not allowed without special permission of the Stewart County Mayor's Office.
14. **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 to with your Stewart County Mayor's Office representative. The Stewart County Mayor's Office representative and the Responsible Person will tour the Cumberland Room and outdoor areas to see that all is in good order.
15. **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).
16. Cars can be parked only in designated areas. Ask your Stewart County Mayor's Office representative for details.
17. **YOU ARE RESPONSIBLE for any and all damages incurred during your time of use.**
18. **A Damage Deposit may be required.**
19. **Children MUST have RESPONSIBLE adult supervision at all times.**

TO CONTACT MAYOR'S OFFICE, CALL 931-232-3100

FACILITY RENTAL

The Cumberland Room may be reserved by calling the Stewart County Mayor’s Office at 931-232-3100. A facility fee will be charged and payable to Stewart County Government prior to the event. 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 the Stewart County Mayor’s Office. The fee and agreements should be delivered to:

(In person)

Stewart County Mayor’s Office
226 Lakeview Drive
Dover, TN 37058

(By Mail)

Stewart County Mayor’s Office
P.O. Box 487
Dover, TN 37058

If county staffing is requested at the event, there will be an additional charge of \$25 per hour, with a minimum of 2 hours being charged.

FEE SCHEDULE

Weddings/Receptions (full day)	\$150.00
Banquets (full day).....	\$150.00
Half Day Rental (up to 4 hours) with food	\$75.00
Meetings without food (up to 4 hours)	\$25.00
(additional \$25.00 charge for every 4 hours after)	
Fund Raisers for Non-Profit Groups.....	\$25.00

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EVENT INFORMATION

TYPE OF EVENT: _____

EVENT DATE(S): _____

HOURS OF EVENT: _____

RESPONSIBLE PERSON: _____

WORK PHONE: _____

HOME PHONE: _____

2ND RESPONSIBLE PERSON: _____

WORK PHONE: _____

HOME PHONE: _____

REFRESHMENTS: **KITCHEN NEEDED? YES () NO ()**
 CATERED? YES () NO ()

DESCRIBE FOOD AND BEVERAGES TO BE SERVED AND BY WHOM:

PLANS FOR PARKING CARS:

DESCRIBE YOUR PLANS FOR USE OF TABLES AND CHAIRS:

ADDITIONAL INFORMATION ABOUT YOUR EVENT WHICH WOULD BE OF HELP TO US:

