

ASSEMBLY HALL RENTAL FEES and POLICIES

Located in Smyrna's Depot District
110 Front Street, Smyrna TN 37167

The Assembly Hall facility may be rented for many types of activities and events such as parties, reunions, weddings/receptions, showers, family gatherings, meetings, community events, etc.

After booking a reservation, a Rental Request Form must be submitted to the Parks Office and approved, and rental payment made within 14 days of making a reservation. A permit will be issued at time of rental payment. The key to Assembly Hall may be picked up at the Parks Office the business day before your scheduled reservation.

Rental arrangements for Assembly Hall can be made at Smyrna Parks & Recreation OFFICE, 100 Sam Ridley Pkwy E., Smyrna, TN 37167.
Office phone number: 615-459-9773, Monday – Friday, 8am-4:30pm.

		<u>Cost</u>
<u>Rental Times Available:</u>	8am -2pm	\$75 + Refundable Deposit: \$100
	4pm-10pm	\$75 + Refundable Deposit: \$100
	8am-10pm	\$150 + Refundable Deposit: \$100

INFORMATION: Maximum Capacity of Building = 100
Main Room is 40' long x 27' wide, tiled floor
Raised tiled floor in back of main room
80 folding chairs and wall seating
8- 8' rectangular tables
Restrooms and drinking fountain
No telephone at building

PROHIBITED: Nails, staples, or tape on walls
Alcohol (unless permission approved by Parks Director for
Community Events – **Permit Required**)
Smoking or tobacco products
Open Flames or Burning candles
Home Parties, Consignment Sales, Yard Sales, Flea Markets

ADDITIONAL INFORMATION

- Clean facility before leaving.
- Secure building before leaving.
- Town not responsible for lost or stolen items.
- Town not responsible for any items brought into the building.
- Return building key to Parks Office by 4pm the next business day. Failure to return key will result in forfeiture of the deposit.
- The Renter is liable for any damages to the building, its furnishings, equipment, and grounds during the period of rental. Any damages are the sole responsibility of the Renter and will be reimbursed to the Town at replacement cost.
- Smyrna Parks and Recreation reserves the right to cancel reserved uses of Building in cases of special needs or emergencies. A full refund will be remitted.
- Any Renter found to be in violation of any rules or regulations for use will forfeit the deposit and right to reserve the facility in the future.
- Renter should report any unsafe, undesirable or unusual condition to the Parks Office.

CLEAN UP

Upon leaving the building, the Renter is responsible to see that the following have been completed:

- Return tables and chairs to storage or original set-up
- Place all trash in cans provided
- Sweep floors. Mop up spills. Cleaning supplies are in the front closet. Mop and mop bucket are in the back room on the right.
- Remove all personal items
- Turn interior lights off and exterior lights on before leaving
- Close and lock all doors.
- If the building is not left in the condition in which it was prior to use, the deposit will not be refunded and future use may be denied.
- Possibility of another group to use the facility after you leave.

CANCELLATION POLICY: Please give 72 hour notice of cancellation of event
NO REFUNDS on cancellations less than 72 hour notice
\$10 processing fee assessed on refunds

Police Dept. 459-6644
Parks Office (Monday-Friday, 8am-4:30pm) 459-9773