



Harvest Moon Pavilion Rental Agreement

This agreement made and entered into in Germantown, Tennessee, this _____, 2024, by and between **THE BOBBY LANIER FARM PARK** (hereinafter called the "LESSOR") and _____ (hereinafter called the "LESSEE" or "Renter").

WITNESSETH THAT, in consideration of the mutual covenants and agreements herein contained and of the faithful performance by LESSEE of all such covenants and agreements, LESSOR does hereby demise and lease unto LESSEE and LESSEE does hereby rent and take as LESSEE the demised premises (hereinafter called the "PREMISES").

| Areas Requested | Package Type of Event | Start Date Start Time | End Time |
|-----------------|--------------------------|-----------------------|----------|
| | | | |

- Decorations are permitted, but must be displayed in accordance with the rental guidelines provided to the LESSEE. • LESSEE must coordinate all event plans including but not limited to set-up; breakdown, clean-up and garbage removal, catering, alcohol services, decorating, logistics and parking, valet service, equipment and furnishing rentals, photography and music.
- Only approved caterers and alcohol services will be available to LESSEE. All other outside vendors must be approved by Parks & Recreation.
- Deposit is due at the time reservation is made. Full payment of rental is due 60 days before the event.
- LESSOR accepts checks or credit cards as payment for facility rental. The rental fee is for the specified spaces and time only and does not include any other services. Additional services will be charged to the LESSEE under a separate agreement not associated with The Bobby Lanier Farm Park rental agreement.
- A current copy of the Tennessee Tax Exemption Certificate is required to be submitted with the rental deposit and on file at the City of Germantown Parks and Recreation office for all tax exempt entities.

LESSEE hereby agrees:

To the terms of this agreement, this includes The Bobby Lanier Farm Park LEASE AGREEMENT COVENANTS AND CONDITIONS [EXHIBIT A and B] as attached.

In the event that during the LESSEE's set-up through, and including, the LESSEE's breakdown of the event, damage is incurred to the facility or grounds by the LESSEE or any vendors hired by the LESSEE, LESSEE will be held responsible for repairs or replacement of damage to the facility and/or grounds.

IN WITNESS WHEREOF, the parties hereto by themselves or their lawfully authorized officers or agents have executed this agreement on the day and in the month and year first hereinabove written.

To pay LESSOR at its office the amount of _____.

***Sales tax is required by the State of Tennessee unless a State of Tennessee Sales Tax Exemption Certificate is provided**

LESSEE AGREES TO PAY A NONREFUNDABLE PAYMENT AT THE SIGNING OF THIS AGREEMENT TO RESERVE SPACE:

SIGNATURE LESSEE (PRINT) DATE _____ LESSEE

LANIER FARM PARK DATE _____ LESSOR THE BOBBY

THIS RENTAL AGREEMENT NOT VALID UNTIL SIGNED BY LESSEE AND LESSOR AND FILED WITH THE OFFICE OF PARKS AND RECREATION WITH THE CITY OF GERMANTOWN, TENNESSEE.

THE BOBBY LANIER FARM PARK LEASE AGREEMENT COVENANTS AND CONDITIONS

This Agreement is made and entered into upon the following expressed covenants and conditions, all and everyone of which LESSEE hereby covenants and agrees to and with the LESSOR to keep and perform:

1. That LESSEE will comply with all laws of the United States and the State of Tennessee, all ordinances of the City of Germantown, and all rules and requirements of the police and fire departments or other municipal authorities of the City of Germantown, all rules and regulations adopted or prescribed by LESSOR for the government and management of The Bobby Lanier Farm Park, and will obtain and pay for all necessary permits and licenses and will not do or suffer to be done anything on said premises during the term of this lease in violation of any such laws, ordinances, rules or requirements, and if the attention of LESSEE or of any person employed by or admitted to the said premises by LESSEE, LESSEE will immediately desist from and correct or cause to be corrected such violation.
2. The LESSEE shall defend, indemnify and hold harmless the LESSOR and its agents and employees from and against all claims, damages, losses and expenses including attorney's fees arising out of or resulting from the operations of the LESSEE and the LESSEE's occupation of the Demised Premises, provided that any such claim, damage, loss or expense (1) is attributable to bodily injury, sickness, disease or death, or the injury to or destruction of tangible property, including the loss of use resulting therefrom and (2) is caused or is claimed to have been caused, in whole or in part, by any act or omission of the LESSEE, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts may be liable, or (3) is caused or is claimed to have been caused, in whole or in part, by any product sold by the LESSEE, its agents, employees or subcontractors regardless of whether or not such claim, damage, loss or expense is caused or is claimed to have been caused, in part by a party indemnified hereunder.
3. In any and all claims against the LESSOR or any of its agents or employees by any employee of the LESSEE, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, this indemnification obligation shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the LESSEE or any subcontractor under Workmen's Compensation Acts, Disability Benefit Acts, or other Employee Benefit Acts. The LESSOR and the LESSEE hereby waive all rights against each other for any loss caused by fire, extended coverage perils and vandalism covered by insurance.
4. That LESSEE shall not do or permit anything to be done in or upon any portion of the PREMISES to bring up or keep anything therein or thereupon which will any way increase the premium of any insurance policy on the PREMISES or any part thereof, or in any way conflict with the regulations of the fire department or with any of the rules, regulations or ordinances of the City of Germantown or in any way obstruct or interfere with the rights of other tenants in the PREMISES.
5. LESSEE agrees that it has inspected the PREMISES and its facilities and that the same are in acceptable condition and is suitable for the uses contemplated.
6. That LESSEE shall not injure, mar, nor in any manner deface said PREMISES or any equipment contained therein, and shall not cause or permit anything to be done whereby the premises or equipment therein shall be in any manner injured, marred or defaced; and will not drive or permit to be driven nails, hooks, tacks or screws into any part of the PREMISES or equipment contained therein and will not make or allow to be made any alterations of any kind to the PREMISES or equipment contained therein.
7. LESSEE shall quit and surrender the PREMISES and all equipment contained therein to LESSOR at the end of the term provided for herein in the same condition as at the date of commencement of this lease, ordinary wear and tear accepted. LESSEE shall return said space in a broom-clean condition and to include removal of tape, banners, tags and markings from floor, walls and ceiling to include fixtures attached/installed thereto. Removal of trash, mopping and disinfecting shall be done by the caterer.
8. That if said PREMISES or any portion thereof or any equipment contained therein during the term of this lease shall be damaged by the act, default or negligence of LESSEE, or of Lessee's agents, employees, patrons, guests, or any person admitted to said premises by LESSEE, LESSEE will pay to LESSOR upon demand such sum as shall be

necessary to restore said PREMISES or equipment contained therein to their original condition. The LESSEE hereby further assumes the full responsibility for all property entrusted to the care of the LESSEE or on the leased PREMISES during the term of the lease which shall become damaged, lost, stolen or which shall have disappeared.

9. All property owned by LESSEE or its agents, subcontractors or employees which is kept, stored or maintained on the premises shall be so kept, stored or maintained at the risk of LESSEE only, and LESSOR shall not be responsible for the loss of or damage to said property.
10. The LESSOR reserves the right to remove from the PREMISES all effects remaining after the time specified at the sole expense of LESSEE and to store the same at the sole expense of the LESSEE without any liability therefore on the part of the LESSOR.
11. The LESSEE will not post, exhibit or allow to be posted or exhibited any signs, advertisements, showbills, lithographs, posters, cards of any description inside or in front or on any part of the PREMISES except upon express written consent of The Bobby Lanier Farm Park. If consent is granted, LESSEE will use, post or exhibit only such signs, advertisements, show-bills, lithographs, posters or cards upon designated locations as are related to the LESSEE'S event to be given on the PREMISES and for such period of time as designated by the PREMISES Administration and the LESSEE shall take down and remove forthwith all signs, advertisements, showbills, lithographs, posters or cards of any description objected to by the PREMISE Administration.
12. That the LESSOR has full control of the use of all areas and structures at The Bobby Lanier Farm Park at such times not designated and identified by the LESSEE.
13. With the help and assistance of LESSEE, the LESSOR reserves the right to enter any portion of the PREMISES and to eject any objectionable person and/or persons from said PREMISES and upon the exercise of this authority through its FARM PARK EVENT PLANNER, agents, park rangers or police, LESSEE hereby waives any right and all claims against LESSOR.
14. The LESSEE shall not use or permit the PREMISES to be used for any improper, immoral or objectionable purpose, and the decision of LESSOR shall be final.
15. That LESSEE shall not assign this lease without the written consent of LESSOR nor suffer any use of said PREMISES other than herein specified.
16. If LESSEE, being entitled to possession hereunder, shall fail for any reason to take possession of or to use the PREMISES, no rent refund shall be made and the full rent called for by this lease, including any disbursements or expenses incurred by LESSOR in connection therewith shall be payable by LESSEE to LESSOR as liquidated damages and not by way of penalty.
17. That LESSEE understands that once a contract is signed, the LESSOR may decline other profit making opportunities for that day. Accordingly, in the event LESSEE cancels the function, no rent or deposit refund shall be made.
18. That LESSEE agrees that if any default is made in the payment of the rent or any part thereof at the times specified, or if any default is made in the performance by it or any covenant or agreement herein contained, this letting and the relation of landlord and tenant at the option of LESSOR, shall cease and terminate, and the relation of the parties shall be the same in all respect as if said term had fully expired, and LESSOR may re-enter the premises and hold the same as of its former estate therein, remove all persons there from and resort to any legal proceedings to obtain such possession and LESSEE shall, notwithstanding such re-entry, pay the full amount of rental as herein agree to be paid.
19. In the event the PREMISES or any part thereof shall be destroyed or damaged by fire or any other cause, or if any other casualty or unforeseen occurrence shall render the fulfillment of this lease by LESSOR impossible, then and thereupon this lease shall terminate and LESSEE shall pay rental for said PREMISES only up to the time of such termination, at the rate herein specified, and LESSEE hereby waives any claim for damages or compensation should this lease be so terminated.
20. LESSOR reserves the right to take temporary possession and control or evacuate the PREMISES at any time inclusive of LESSEE'S activity in the PREMISES where it is deemed necessary for the safety of the general public; but nothing herein contained shall be construed as imposing any obligation on LESSOR to so take temporary possession and control or evacuate the PREMISES, LESSOR is to provide LESSEE a copy of Emergency Evacuation Plan. LESSEE shall be responsible for taking appropriate precautions during inclement weather and threatening conditions.

21. The keys of the PREMISES shall be at all times under the charge and control of LESSOR.
22. LESSEE understands and agrees that during the term of this lease LESSOR may use or cause to be used any portion of the PREMISES not leased to LESSEE.
23. That the LESSEE shall not, without written consent of LESSOR, put up or operate any engine, motor or machinery in the PREMISES or use oils, burning fluids, camphene, kerosene, naphtha, or gasoline for either mechanical or other purposes or any other agent than gas or electricity for illuminating the premises. The LESSEE shall not commit the use of inflatable display or props (i.e. balloons) without written permission from the PREMISES management.
24. LESSOR, its representative, employees and contractors, shall at all times have free access to said premises as deemed necessary to conduct respective assigned work tasks. LESSEE will secure through a separate fee, the designated FARM PARK EVENT PLANNER to assist as liaison with the facility.
25. LESSEE agrees that there shall be no discrimination against any subcontractor or against any employee who is contracted or employed in the work covered by this contract, or against any bidder or applicant for such work or employment because of race, color, religion, sex, national origin or age. This provision shall include, but not be limited to, the following: contracting, subcontracting, employment, upgrading, demotion or transfer, bidding or bid advertising, recruitment or recruitment advertising; rates of pay or other forms of compensation; and selection for training, including apprenticeship.
26. LESSEE will be responsible for obtaining licensing agreements and paying all fees and royalties for the same which may be necessary and owing out of the use of this facility, and will indemnify and hold harmless LESSOR for any and all claims, demands, suits and damages for copyright infringement arising out of Lessee's failure to do so.
27. This Agreement shall be governed in all respects by the State of Tennessee and shall be binding upon the parties, their heirs, representatives, successors and assigns, and cannot be varied or waived by any oral representatives or promises of any agent or other person of the parties hereto unless the same is in writing and mutually signed.
28. Any matters not herein expressly provided for shall be in the discretion of LESSOR.

THE BOBBY LANIER FARM PARK RENTAL USAGE RULES AND REGULATIONS

The following is a list of rules and regulations to be upheld by LESSEE, which includes outside VENDORS, CATERERS and WEDDING CONTRACTORS who are involved in the planning and execution of a special event on the PREMISES of The Bobby Lanier Farm Park.

Pricing and Booking Guidelines

How to Book

Space is reserved on a first-come, first-serve basis. Interested parties should call the Parks and Recreation Office at (901) 757-7375 for all rental inquiries and to make an appointment to tour the site.

Tentative Holds

Tentative holds on a weekend event are allowed for 4 days. This allows time for the renter to tour the site and submit a rental contract.

What's Included

The facility/site rental fees include the use of the Harvest Moon Pavilion and the Cloyes parking lot for the specified blocks of time contracted with a midnight deadline. The fee includes the use of tables and chairs for 96, but set-up and takedown is the responsibility of the Lessee. Rental of a tent is required for parties with more than 96 people and is the responsibility of Lessee. Wi-fi and built in screen are available, all other audio/visual and sound system equipment, if required, must be secured by Lessee. This and any other special needs must be discussed at the time of the contract signing. Port-a-let restrooms may also be required for larger events and will be the responsibility of the Lessee to secure from the approved vendor list.

Secure a Date

To secure a date for your event, the following is required:

- Schedule a Rental Orientation Meeting with the Parks and Recreation Front Office Administrative Assistant to review the facility and rental information.
- Pay the required deposit. This fee does not apply toward rental fees and will be forfeited should you cancel your reservation.
- Complete and sign the rental contract with a valid credit card (Visa or MasterCard) or check payable to the City of Germantown to guarantee booking.
- Remaining payments are due 60 days prior to your event.
- Reservations must be made at least 60 days prior to an event date unless special approval is given by the Parks and Recreation Department.

Pricing

Facility rental fees are due 60 days prior to the event. There is no discount for buildings, areas or spaces not used. Not every weekend is available for private bookings as public events and programs do take place at the Farm Park. Deductions are not accepted once a contract is signed. Renter is responsible for paying all items originally contracted.

**Renter may make arrangements for rented Port-a-let restrooms, tents and tables/chairs to be picked up first thing Monday morning, but this must be scheduled ahead of time and all other cleanup efforts must be completed prior to Monday.

Tents

Rental of a tent from an insured vendor is required for parties with more than 96 people and is the responsibility of Lessee.

Holidays

No renting on Holidays.

Discounted Rates

Any renting organization or business that holds a "premier" Bobby Lanier Farm Park current sponsorship certificate may

Rental Deposit, Fees, Refund and Cancellation/Change Information

Rental Deposits

A rental deposit must accompany all completed contracts to secure your booking.

Rental Deposit Refunds

The rental deposit does not deduct from your facility rental fee, but is refunded one month after the event date unless:

- Damage to the facility or equipment was caused during the event, contract is neglected or booking is canceled.

If you cancel your booking at any time, the rental deposit is nonrefundable and will be held by the City of Germantown, no matter how far in advance you cancel or your reason for canceling.

If the rental deposit was made by check, the refund check will take no more than 30 days to process.

If damage is caused to the Harvest Moon Pavilion or any area at the Farm Park or to tables, chairs or other equipment during your event, the rental deposit will be forfeited by the renter to the City of Germantown for payment of those damages. If damage caused exceeds the provided rental deposit, the City will invoice the renter and hold the renter responsible for the additional amount.

Invoicing

Renter will be invoiced approximately 120 days prior to the event for the remaining charges with the option to submit payment via check or credit card. Renter expressly agrees that failure to supply check or credit card payment for any remaining invoiced fees by the required due date stated on the invoice will result in forfeiture of reserved date(s). If that is the case, the deposit will be forfeited.

Payment Due Dates

All rental fees are due 60 days prior to your event date.

Cancellation Policy

Cancellation of any event must be made in writing via email or standard mail to the City of Germantown Parks & Recreation Department. The renter must secure a response in writing via email or standard mail from the City of Germantown Parks and Recreation Department acknowledging and confirming the cancellation.

Renter is responsible for the following financial penalties upon confirmed cancellation:

- Cancellation received more than 120 days prior to the event - forfeiture of rental deposit only
- Cancellation received 120 – 91 days prior - 50 percent of total rental fees and forfeiture of rental deposit
- Cancellation received 90 days prior or less - 100 percent of total rental fees and forfeiture of rental deposit

Any form of refund is refunded only to the issuing party. Fees cannot be transferred, sold, auctioned or gifted to any other person.

Event Date Changes/Transfer Fees

Date-change requests must be made in writing via email or standard mail to Parks & Recreation. If a new date is feasible, a response in writing acknowledging and confirming the request will be sent to the Lessee.

Upon receipt of a written date change request, renter will be given two weeks from that date to confirm in writing the new date selection.

If a new date is not confirmed within two weeks, the original contract and event will be cancelled, and standard cancellation policy penalties will apply (please see above).

Event date changes will be accepted one time per contract within six months of the original date (no longer).

A new contract will be required if the event date jumps to a different year. The newly secured event date may reflect a change in rental rates. Written confirmation will act as an addendum to the original contract.

Additional date changes will require cancellation of the original contract (cancellation policy applicable) and rebooking with a new contract and deposit.

Catering and Alcohol

Catering

The use of a licensed and insured caterer is required for serving food at the Harvest Moon Pavilion. All required catering documentation (please see the Farm Park Catering Requirements Checklist document for the list of documentation) must be received by the Parks and Recreation Department for the approval process no later than 30 calendar days prior to the rental event. If catering documentation is not received 30 days prior to the event date, the rental application is no longer valid, the renter will need to re-apply, and the rental date may be subject to change. At the time of the Rental Orientation Meeting, Parks and Recreation Rental Facilities Manager and Administrative Assistant staff will be able to let renters know a list of which caterers are current on their paperwork and have their documentation on file, to give renters the option to use a “preferred caterer.”

Vendors

A caterer must be selected for rentals where food will be served. The selected caterers prepare all food in a commercial kitchen, purchase from a commercial store or deliver from a restaurant. **Potlucks for private events are not allowed.**

The City of Germantown controls the use of alcohol at the Farm Park through the services of caterers available to provide “ABC” bartending services for rental functions. This policy is intended to prevent any misuse of facilities and to ensure that all alcohol consumption guidelines are strictly followed by all parties.

All food service must be under the supervision of a selected licensed caterer. Catering supplies such as linens, plates, glasses and serving ware can be provided by your caterer. Please be sure to discuss what they will provide and the costs prior to contracting with one of the caterers.

Baked goods, such as cakes, pies, cookies, etc. are exempt from this rule and can be self-provided.

Bartending

All alcohol (beer and kegs of beer, white/red wine, champagne and hard alcohol) are allowed at the Farm Park. However, all glass bottles must be handled by the bartender only. Single bottled beer must be poured into a cup for guest consumption. All alcohol must be served by a licensed ABC bartender. Some caterers employ licensed bartenders and can arrange the bartending service for you. If the renter plans to include alcoholic beverages in their event, it is their responsibility to find a licensed and insured caterer who employs ABC licensed bartenders. No independent bartenders are allowed; bartenders must be employed by the caterer. No self-serve is allowed. The bartender will not serve “shooters”.

Please see the Harvest Moon Alcohol Rules and Regulations Form (available at the Parks and Recreation Office) for a complete list of bartending requirements and the Alcoholic Serving and Consumption Application. **All bartending documentation (copy of bartender’s photo ID and ABC Permit) and the Alcohol Serving Application form must be received by the Parks and Recreation Department for the approval process no later than 14 calendar days prior to the rental event (when serving alcohol), or the rental event date may be subject to change.**

Use of privately provided alcohol, including flasks, is not allowed. Open bottles of alcohol, usually wine, on the tables for self-pour service and decoration are also not allowed. Service must end one hour prior to your rental end time. Event insurance may apply – please discuss the requirements with the Parks and Recreation Department Office.

Decorating Rules and Regulations

YOU are responsible for ensuring that these directions are followed.

Failure to adhere to these Rules & Regulations may result in forfeiture of your deposit and/or denial of future use, and additional fees for damages caused.

1. Please plan to explain your decorating plans to Parks and Recreation.
2. All items brought into the Farm Park must be removed at the end of the event. Garbage must be dumped into the onsite dumpster.
3. The hours you have booked the facility for include your decorating and takedown time.
4. Please review these directions with all members of your decorating crew and hired vendors.

Decorating NOT Allowed:

- No tape on any wall, floor, ceiling, railings, windows or doors– even blue painters tape, electrical tape or adhesive sticky goo.
- No nails, tacks, staples, pins or glue can be used on the building walls, floors or equipment.
- No throwing of birdseed, rice, flower petals* or confetti.
- No taping down aisle runner to floor.
- No use of sparklers or pyrotechnics inside or out.
- No sprinkling of glitter, confetti, potpourri or sequins on tables, floors or ledges.
- No tiki torches inside & outside.
- No open-flames or burning of items (exception: one unity candle is permitted if it is contained in a cylinder and only burned during the ceremony).
- No balloon releasing.
- No affixing décor to light fixtures in Hay Barn Pavilion.
- No staking into landscaping beds or grass lawn – ie. shepherd hooks, tents.
- No space heaters or propane umbrella heaters inside.

The City of Germantown reserves the right to reject any decorating plan & make changes to decorating policies. We recommend having your plan reviewed and approved by the Rental Coordinator prior to your event and before purchasing all decorations to confirm permission..

* Objects heavy enough to leave marks on the floor are to be handled very carefully, so no marks are made. Please see your event staff for the use of a hand truck or dolly. No motorized vehicles are permitted inside the farm gates except for deliveries and pickups .

* Broken glass and other sharp objects need to be disposed of separately from the regular trash containers in the facility. Please see your caterer for proper direction.

Event Parking

There is no parking allowed on Farm Park ground except for delivery/loading. The Cloyes Soccer parking lot has 38 spaces with an additional 50 along the new Farm Road. There are over 200 spaces that may be available at the Red Devil Baseball field lot. All parking is free, but the need and use of all parking lot spaces must be approved and coordinated by Parks and Recreation at the time of booking and prior to your event. Additional handicapped spaces can be assigned by request. Larger events may be asked to use a valet service for easier access.

Vendors

Renters must provide a list of all businesses, companies and individuals providing services (such as florists, photographers, cake decorators, musicians and/or DJ's.) Parks and Recreation Staff will assist the renter in determining which vendors will require insurance/liability waivers.

Rental Equipment/Storage Information

Overnight, pre-and-post storage at the facility is unavailable, unless requested and approved by the Farm Park. Renters are responsible for all rental items brought into the facility or its grounds for the duration of the rental items stay. Renters are responsible for the setup and takedown of all their rental items. Unless approved and arranged, all items brought into the facility must exit the facility at the close of your contracted rental period. All items brought in for a rental event must be marked for identification purposes to ensure return. All rental equipment must arrive at the beginning of your rental for setup and exit the facility at the end of your rental.

Renters should know that there is no after-hours security at the site, and outdoor areas cannot be secured from the public – so all pre-setups are at your own risk, and the City of Germantown is not responsible for theft, vandalism or other destruction of items brought in by the renter or contracted vendors.

Technology

Internet & Phone Line Access

The Farm Park does offer wireless internet access. No access codes are needed. If you plan to plug-in to our internet or phone connections with credit card machines, we suggest testing your technology with our system in advance.

Signage

Sign Code Ordinance

Enforced by the City of Germantown Code Compliance Office.

On-Site Event Signage

- Signs must be A-frames and are only allowed during the day of the event and only within the boundaries of the Farm Park grounds.
- Signs are not provided by the City. However, the City may require the renter to provide special temporary traffic and/or parking signage per our specifications. Signage needs will be covered during the contract discussion. Any necessary signs will be posted by the Park Ranger during your event. The renter will be responsible for all temporary signage removal after the event.
- No signs with stakes can be pounded into the ground.
- A-frames must be no more than six feet square per face and four feet in height and non-illuminated. ● Appearance of A-frame signs shall be maintained in an aesthetically good condition. Professional lettering and graphics in common typefaces on plywood are allowed. Handwritten A-Frames, on cardboard or with irregular lettering, are prohibited.
- No sign shall be placed on the main emergency access drive.
- Farm Park staff can provide approved “in park” locations for A-frame signs.
- No signage can be placed on entrance right of ways or parking lots (with the exception of necessary traffic and safety signage).
- A-frames shall not be located directly on walkways or paths and shall not create a hazard to either pedestrians or emergency vehicles.
- Signs are permitted during the day of the event only and must be taken down immediately at the close of the event. For multi-day events, your signage must be removed at the close of each day and reset the next morning. ● One banner may be attached to the entryway gate one day prior to your event; however, approval by Farm Park Operations Coordinator must be received. No banners may be erected on any other part of the property including on entryway kiosks, attached to trees, any building structures or fences.

For signage outside of the above provisions, make an application to the City of Germantown Code Compliance Office, 1930 South Germantown Road, Germantown, TN 38138 901-757-7200.

“At A Glance” Responsibilities Checklist






| | | |
|---|---|---|
| X | | |
| | X | |
| | X | |
| | X | X |
| | X | |
| | | X |
| | X | |
| X | X | X |
| | X | X |
| | | X |
| | | X |
| | X | |
| | X | |
| | X | |
| | X | X |
| | X | X |
| | X | |
| | X | |
| X | | |

- Unlocks the facility
- Delivers & unloads event materials & supplies
- Decorates the facility – indoor & outdoor
- Set up of all rental equipment brought in
- Set up of our facility equipment – tables, chairs
- Prepare catering & bar service area
- Coordinates event activities & transitions
- Monitoring guest & vendor activity
- Move, rearrange or remove facility equipment during your event if required Bus tables
- Empties garbage, bags recycling materials
- Hauls garbage & recycling materials to appropriate and legal off site premise Keeps the restrooms cleaned & stocked
- Takes down decorations – indoor & outdoor
- Takes down facility owned tables & chairs after the event
- Tears down rental equipment
- Cleans up kitchen – sweeping, mopping, wiping down tables, microwave clearing out fridge & freezer
- Hoses down areas as needed
- Final restroom cleaning
- Shuts windows & locks doors
- Post event inspection

Farm Park Equipment List

Your rental includes the use of the following equipment made available by our staff. However, the renter is responsible for all set-up and take-down.

Equipment availability will be predetermined at the time of the rental contract. How long it will take to complete your set-up will be determined by the size of your event & the amount of equipment.

| | | |
|---|--|------------|
|  | <p>32" Black wrought iron round tables</p> <p>7 Seats 4</p> <p>Comfortably 5'W x 2.5'H</p> | <p>\$0</p> |
|  | <p>60" Round Tables 12 Seats 8</p> <p>Comfortably 5'W x 2.5'H</p> | <p>\$0</p> |
|  | <p>30" Round Tables (cocktail size)</p> <p>6</p> | <p>\$0</p> |
|  | <p>3.5'-Use as cocktail tables</p> | <p>\$0</p> |
|  | <p>6' Rectangle Tables 6 6'L x 2.5'W x 2.5' H White Chairs 100</p> <p>17.5"W x 31"H x 15.5"D</p> | <p>\$0</p> |



Brown Chairs 100

\$0



5' Rectangle Tables 1 5'L x 1.5'W x 2.5'H

\$0

| |
|----------------------------|
| Amenities Included: |
|----------------------------|

- (12) 60" Round Tables (Seats 8 comfortably) 5'W x 2.5'H
- (6) 6' Rectangle tables 6' x 2.5' x 2.5'
- (1) 5' Rectangle tables 5' x 1.5' x 2.5' H
- Beautiful vintage metal and wooden chairs, banquet tables and ● Outdoor lighting
- Twinkle lights in the Harvest Moon Pavilion
- Wi-Fi
- Full service catering kitchen with warming drawers, refrigeration and ice maker
- Parking lots
- Bathrooms
- Heat, fans and electricity included in the barn. NO AIR CONDITIONING.
- White folding lawn chairs
- Bistro tables
- Wheelchair access (2 handicap parking spaces near the Pavilion door)

Special Restrictions

- **No BYO alcohol - Alcohol can only be provided and served by approved licensed bartenders through your caterer.**
- All decorations must be approved by Parks and Recreation; florists, cake decorators, photographers and musicians may be selected by the renter (liability insurance may be required for these specialty vendors)
- No rice, birdseed, confetti, etc.
- Approved musicians and bands allowed
- Amplified music OK indoors and outdoors
- Music must end by 11:00 p.m. and site vacated by midnight on Friday and Saturday and by 8 p.m. on Sunday
- A tobacco-free site
- No open flames
- Valet parking is recommended for over 100 guests

VENUE LOCATION

2660 Cross Country Drive
Germantown, Tennessee