

**THE PAVILION AT THE ELLIS-SCOTT GARDENS, KINGSTON, TN**

**Application for Group Use : MUST BE SIGNED AND DATED IN TWO PLACES**

Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Phones: (H) \_\_\_\_\_ (cell) \_\_\_\_\_ (W) \_\_\_\_\_

Email: \_\_\_\_\_

Date of event: \_\_\_\_\_ **Type of Use:** \_\_\_\_\_

Estimated number of people \_\_\_\_\_

Is This a Catered Event \_\_\_\_\_ Will Alcohol be Served \_\_\_\_\_

**Please Fill Out and Sign the Following:**

I have read the Pavilion's deposit policy, and understand that my deposit donation is non- refundable. My deposit and/or total donation of \$ \_\_\_\_\_ is enclosed. The remaining balance of \$ \_\_\_\_\_ and the certificate of insurance are both due three weeks prior to use of the facility and should **BE MAILED TO: SHANNON BOLDEN, P.O. BOX 792, KINGSTON, TN 37763** or **YOUR INSURANCE AGENT CAN EMAIL THE CERTIFICATE TO [jssrhsc@aol.com](mailto:jssrhsc@aol.com)**

The undersigned is over 21 years of age and has read this form and The Rules and Regulations for Group Use and agrees to comply with them. He/she agrees to be responsible to Ellis/Scott Family Gardens and Memorial Cemetery Trust and the Trustee, a corporation, for the use and care of the facilities. He/she on behalf of all attending does hereby covenant and agree to defend, indemnify and hold harmless Ellis/Scott Family Gardens and Memorial Cemetery Trust and Ellis/Scott Family Gardens and Memorial Cemetery, Inc. from and against any and all liability, loss, damages, claims, or actions (including costs and attorney's fees) for bodily injury and/or property damage, to the extent permissible by law, arising out of or in connection with the actual or proposed use of property, facilities and/or services.

The undersigned assumes full responsibility for any and all risk of injury, death or property damage arising out of said activities and further agrees to indemnify and hold harmless the Ellis-Scott Memorial Family Gardens Trust, its Trustee and Board of Directors from all loss or liability, actual or alleged, that may arise from the groups conduct, either intentional or negligent, while participating in the above described activities. Person is aware of the condition of the premises and property and accepts its present condition and agrees to abide by all safety regulations. The undersigned has carefully reviewed this document, understands its contents, and signs it voluntarily, without being subject to coercion.

I certify that all statements on this application are complete and correct.

**Applicant must provide the Following Insurance:**

**Individual Use Required Insurance:**

- Applicants Homeowner's Declaration Page - From Person Signing Application

Section Two – Liability Limit of \$300,000 (Minimum )

**Must Name: Ellis/Scott Family Gardens and Memorial Cemetery Trust, and Its Trustee as Additional Insured**

- Policies shall **Not** exclude the Off-Premises Activities of the Insured

**Commercial Use Required Insurance:**

- Check with Property Manager as to Requirements

**Alcoholic Beverages are Prohibited unless it is a Catered Event. Caterer must Provide:**

- Certificate of Insurance for Liquor or Dram Shop Liability in Addition to General and Products Liability

Limits of \$1,000,000 (Minimum)

**Must Name: Ellis/Scott Family Gardens and Memorial Cemetery Trust, and Its Trustee as Additional Insured**

- Caterer's Certificate of Insurance must be emailed to [jssrhsc@aol.com](mailto:jssrhsc@aol.com) three weeks prior to date of event.

**X SIGNATURE** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Signature of Group's Representative (Must be signed before Reservation is Confirmed) Agree and sign electronically – email to [ellisscottgardens@gmail.com](mailto:ellisscottgardens@gmail.com) and [jssrhsc@aol.com](mailto:jssrhsc@aol.com)**

Questions or concerns about these regulations? Contact Shannon Bolden, Property Manager, at (865) 898-4685 or (865) 376-5306

## RULES AND REGULATIONS FOR GROUP USE

*In keeping with our purpose, we ask groups to follow these regulations:*

- \_\_\_\_ 1. Tobacco Free Facility: Includes cigarettes, chewing tobacco, dip, cigars, etc.
  
- \_\_\_\_ 2. Do not litter. This includes confetti, rice, birdseed, petals, and plant materials from bouquets.
  
- \_\_\_\_ 3. Garbage and recycling cans are provided for your convenience. The Pavilion provides two 30-gallon trash cans; take garbage in excess of this with you. Please put trash and recycling into their proper receptacles; if the Pavilion has to sort garbage and recycling, you will be charged \$50.
  
- \_\_\_\_ 4. Alcoholic beverages and liquor are **prohibited** unless it is a Catered event with the Caterer providing a Certificate of Insurance **as listed under Insurance Requirements on The Application For Group Use**
  
- \_\_\_\_ 5. Do not staple/tack/nail anything into the wood or stone of the Pavilion. Only easily removable adhesive putty, tape, or string should be used to hang decorations. Anything left behind, or any damage to the wood or stone, will result in a charge to your Cleaning & Damage Deposit. Fireplace Use is **prohibited**. Candles can be placed in Hearth.
  
- \_\_\_\_ 6. Groups are welcome to rearrange tables and other equipment, but should return them to their former positions before leaving.
  
- \_\_\_\_ 7. Amplified and live music is allowed as long as it does not disrupt others or violate the City Noise Ordinance.
  
- \_\_\_\_ 8. No firearms, weapons or fireworks. The possession and use of firearms and/or any other weapon or fireworks are strictly prohibited at all times.
  
- \_\_\_\_ 9. Dogs, except for guide dogs, are not permitted at group activities.
  
- \_\_\_\_ 10. The Pavilion does not permit active sports that may be damaging to the site or disturbing to others.
  
- \_\_\_\_ 11. Bicycles, motor vehicles and horses are prohibited within the Pavilion. Foot traffic and wheel chairs only on the trails please.
  
- \_\_\_\_ 12. All plants and wildlife are protected. Please do not pick, dig, move or disturb them.

**X** Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Please sign electronically and submit -*

[www.ellisscottgardens@gmail.com](mailto:www.ellisscottgardens@gmail.com)

and [jssrhsc@aol.com](mailto:jssrhsc@aol.com)