



ASSEMBLY HALL

110 Front Street, Smyrna, TN 37167



Rental Request Form

Date Requested:

<u>Time Requested:</u> (Check one)	<input type="checkbox"/> 8am-2pm \$75	<input type="checkbox"/> 4pm-10pm \$75	<input type="checkbox"/> All Day \$150	Number of Guests:
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NO REFUNDS on cancellations if less than 72 hour notice
\$100 DEPOSIT (refundable) REQUIRED on all time slots

Name of Renter:

Address:

City/ST/ZIP:

Phone Numbers:

Type & Brief Description of Activity/Event:

Event Advertised publicly? Yes/ No

If so, how? (Newspaper, Flyers, Websites, etc.....) _____

Are you Contracting with a Special Event/Catering Company? _____ If so, who? _____
*** Certificate of Liability Insurance required from each company ***

List items being brought in by special event company: _____

Check if Applying for Community Event Alcohol Permit

List items being brought in by you: _____

Will there be an admission fee for your event or will you be selling product? _____

If so, what amount for admission or what product(s) will be sold? _____

I have read and understand the attached Assembly Hall Rental Policies. I agree to abide by these policies and to assume responsibility for all damages and/or loss of property to the facility as a result of failure to abide by these policies.

I understand and agree that in using Assembly Hall that is maintained by the Town of Smyrna, there is the possibility of accidental or other physical injury. The undersigned further agrees to assume the risk of such injury, and further agrees to indemnify the Town of Smyrna, and any and all of its agents, representatives, successors in interest, employees and assigns from any and all liability attributable to the Town of Smyrna, its agents, representatives, successors in interest, employees and assigns by either the undersigned or third parties as a result of the use by the undersigned of the facilities. **I am age 21 or older.**

Name (Please Print)

Today's Date

Signature

Please allow 2-3 business days for processing

NOTE: Renter should submit completed application, obtain approval of application, and pay rental fee within 14 days of the date of booking your reservation. If rental fee is not paid within the 14-day period, you reservation will be released and made available for rental by another party.