



## **Downtown Commons**

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## **Event Rental Policies**

1. Downtown Commons will set-up and teardown *all Downtown Commons* tents, tables, chairs, for your event. Downtown Commons is responsible for the coordination of all trash removal at the Renters expense.
2. Renters may set-up their own equipment, decorations and sound equipment.
  - a. Set-up and teardown needs are the responsibility of the renter.
3. **Events that charge an admission fee will be considered a private rental.**
4. Cut-off times for Downtown Commons Events vary. All events shall comply with the Local noise ordinances and Downtown Commons schedule. Please contact a staff member for more information.
5. Beer and wine is available for sale at the Commons if coordinated in advance. All alcohol distributed must be through Downtown Commons and no outside alcoholic beverages are to be brought onto the Commons by the rental party or caterer without prior approval. Orders must be received at least thirty (30) days in advance.
6. Downtown Commons will work with any caterer, DJ, limo service, florist, equipment rental company, etc. the renter chooses. If the renter would like a list of our preferred partners, Downtown Commons staff can supply one. ***These arrangements are the sole responsibility of the renter. Renter must also communicate these arrangements and deliveries to Downtown Commons staff.***
7. A non-refundable deposit of 25% the rental rate is required to reserve your date. The remaining balance is due fourteen (14) days before the event. Any additional charges added on the day of the event will be billed immediately following the event with full payment due to Downtown Commons fourteen (14) days after receipt of invoice.
  - a. We accept cash, check, or money order.
  - b. Cancellations or date changes to your event date must be submitted ninety (90) days in advance to receive a full refund. Cancellations or date changes received 60-89 days in advance will be given 50% of payments back. Cancellations thereafter are nonrefundable. ***The rental deposit is non-refundable in all cases.***
  - c. There are no refunds if inclement weather occurs on the day of your event. But, Downtown Commons will work with Renters for contingency plans prior to your event. Renters are responsible for renting tents or shelter in advance to use if needed.

8. Date changes are not guaranteed and are subject to availability.

9. Proof of liability of insurance is required for all event rentals, with coverage of at least \$1,000,000 for the day of the event, with Downtown Commons as an additional insured. The certificate must be provided to the venue no later than fourteen (14) days prior to your event. Renter's insurance companies shall state Downtown Commons will be held harmless with respect to any liability arising out of or relating from use of Downtown Commons. To obtain this insurance, we recommend contacting your insurance company. If that is not an option, we recommend obtaining the insurance through companies such as [www.theeventhelper.com](http://www.theeventhelper.com) or [www.wedsafe.com](http://www.wedsafe.com).

a. Any damage caused to Downtown Commons grounds and/or equipment during the event will be billed to the renter and/or their insurance policy holder.

10. Bird seed, confetti, rice, glitter, and loose artificial flower petals are not allowed in any area of Downtown Commons.

11. Lit candles are allowed only upon written approval by Downtown Commons.

12. Downtown Commons will try to accommodate rentals as the sole renters of the premises. As a public venue, Downtown Commons cannot guarantee the exclusivity of any rental event. Downtown Commons will not be held liable for distractions or disturbances. Additional fencing is recommended.

13. The interactive fountains are a public space and they will remain on during all events. Both the fountains and/or the sound/music may be turned off in specific cases with written approval from Downtown Commons.

*All rates, regulations and rules are subject to change without notice.*

**Please note: that the space & date that you are requesting cannot be confirmed until Event Contract Form is completed and signed and a deposit has been paid.**