



EVENT RENTAL INFORMATION

Reservation Process

1. Please be sure to review the Fountains at Gateway, LLC (“Fountains at Gateway”) calendar of events before submitting an event application to ensure no conflicts occur with your requested event date.
2. Submit an event request by contacting Sherri Dasilva at 615-890-4651 or by filling out the event request form.
3. Once your event request form is reviewed and approved, an invoice will be emailed to the address on file. The non-refundable reservation fee and Security Deposit are due within 7 days of receipt. A separate invoice will be issued for final payment for the event and will be due 2 weeks prior to the event.
 - ***All packages include a built-in \$200 non-refundable reservation fee – which is applied to balance***
 - ***A \$200 Security Deposit will be due at the time of booking and will be returned within 30 days of completion of event assuming no damages occurred and no additional cleanup was needed. ***

Packages

PLAZA PACKAGES AVAILABLE:

Package P1: Splash Pad Exclusivity - **\$200**

- 2 hour sessions available M-F at 6 pm and Saturday at 8 am and 10 am

Package P2: Half of Event Lawn and Splash Pad Exclusivity - **\$350**

- 2 hour sessions available M-F at 6 pm and Saturday at 8 am and 10 am

Package P3: Stage and Event Lawn for Performances (Pricing below)

- Half-day rentals (M-R): 5 pm to 10 pm - **\$500**
- Half-day rentals (Fr): 5pm to 10 pm - **\$600**
- Half-day rentals (Sa-Su): 8 am to 3 pm or 4 pm to 10 pm - **\$750**
- Full-day rentals: Saturday and Sunday only. 8 am to 10 pm - **\$1200**
- Plaza roads will be closed to vehicles and open to pedestrian traffic only
- Includes parking in designated areas only

Package P4: Parking Only (Pricing below)

- Half-day rental (weekday): 6 pm – 10 pm - **\$200**
- Half-day rentals (weekend): 8 am to 2 pm or 3 pm to 10 pm - **\$250**
- Full day rentals: Saturday and Sunday only. 8 am to 10 pm - **\$450**
- Parking area will be designated to include up to 150 parking spaces

Package P5: Ice Rink Exclusivity - **\$1,000**

- 2 hour sessions available Monday and Tuesday at 4 pm, 6 pm and 8 pm during the months of December and January only (subject to weather conditions)
- Includes ice skate rental for up to 150 guests
- Choose a movie from Fountains at Gateway movie selection to have projected during your skate session (**\$200 additional**)

**A \$150 cleaning and management fee will be added to all packages.

Fountains Plaza Rules and Regulations

1. The use of alcohol on the plaza is strictly prohibited.
2. Vandalizing or defacing of property will result in arrest.
3. Pets must be on a leash at all times: please pick up after pets.
4. Please place trash in the cans provided on site.
5. Do not leave personal items unattended.
6. Skateboards and roller skates are prohibited.
7. No solicitation.
8. Language and music must be appropriate for all ages
9. A designated responsible adult must be present with minors.
10. Smoking is not permitted on the property.

Event Rules and Regulations

1. All Fountains Plaza rules and regulations are applicable to events.
2. Any individual reserving Fountains Plaza must be at least 18 years of age.
3. All equipment brought onto Fountains Plaza is subject to the approval of Fountains at Gateway management team.
4. Amusement and entertainment services must be preapproved by the Fountains at Gateway management team and will require a Certificate of Insurance naming Fountains at Gateway as additional insured for \$1,000,000 for each occurrence. Certificate should be provided at least 2 weeks prior to the scheduled event.
5. All electrical lines and extension cord placement must meet the following code criteria. In the event sound or other high-amperage equipment is to be used, maximum amps per electrical unit shall be listed on application.
 - a. No temporary wiring
 - b. Extension cords may not cross walkways
 - c. Extension cords are to be U.L. listed and sized accordingly
 - d. Circuits shall not be overloaded
6. Set up and breakdown for the event must take place within the time of the reservation.
 - a. A Fountains at Gateway team member will be on site to meet you at the beginning and ending time of your reservation.
 - b. The area must be cleaned and vacated by 10 pm unless prior arrangements have been made.
 - c. Fountains at Gateway is not responsible for any items brought to the property or left unattended.
7. Cooking is not allowed on site.
8. Any service equipment, decorations and supplies must be removed by 10 pm and facility must be left in same condition as it was found.
9. Catering services must provide a Certificate of Insurance naming Fountains at Gateway as additional insured for \$1,000,000 for each occurrence. Certificate should be provided at least 2 weeks prior to the scheduled event.
10. Alcoholic beverages / beer is prohibited on the plaza.
11. Sound amplification that exceeds the City noise ordinance is prohibited.
12. Rented facilities must be left in the same condition as found prior to the event.
 - a. User is responsible for removing all equipment, decorations, supplies and trash left by the event.
 - b. Food waste and other related items must be properly bagged and placed in the designated areas for trash or completely removed from the grounds.
13. Food trucks must be approved by Fountains at Gateway management and should not compete with any offerings of Fountains at Gateway tenants.
14. Event Insurance is required for any event held at Fountains Plaza. The following guidelines must be followed:
 - a. Insurance limits must be \$1,000,000 each occurrence with \$2,000,000 aggregate.

- b. Fountains at Gateway and Hearthstone Properties must be named as additional insured.
- c. All participants must be covered.
- d. Certificate should be provided at least 2 weeks prior to the scheduled event.