



2010 Rental Guidelines

The Factory is an historic property with a unique appearance that we know your guests will enjoy!

RENTAL GUIDELINES THE FACTORY AT FRANKLIN

General hours of operation are:

Monday - Thursday 10 a.m. - 5p.m.

Friday & Saturday 10 a.m. - 6 p.m.

Sunday (select Merchants) 1 p.m. - 5 p.m.

Contact restaurants and theatre for operating hours.

Thank you for your interest in The Factory at Franklin for your event. This is an historic property with a unique appearance that we hope you and your guests will enjoy. Please take a moment to review all the listed guidelines to ensure a successful event. **Your signature on a Rental Agreement verifies you have read these guidelines and will honor them.**

The retail hours listed are typical store hours, however, some stores are open more or less. There are several restaurants, a theatre, as well as other events happening at the Factory on a regular basis. Public access must be maintained at all times.

The right to refuse rental of event space at The Factory at Franklin for functions or events for which there is no bona fide and identifiable sponsor is reserved. Individuals and organizations must be able to demonstrate a reasonable degree of control and responsibility for the conduct of all guests. The Factory reserves the right to require police presence at the event at the clients' expense.

The following guidelines have been set to make sure your event runs smoothly and the facilities at the Factory are maintained properly. **A signed Rental Agreement means you have reviewed these Guidelines and accept them in their entirety.**

NO SMOKING

ALLOWED IN ANY OF THE BUILDINGS AT THE FACTORY.

IMPORTANT

Children must stay in rented areas during events and are prohibited from running or playing in the halls of The Factory. This is for their safety and the security of the stores.

KEEP ALL EXITS CLEAR AND UNOBSTRUCTED

CONTRACT/DEPOSITS

- No request for use of The Factory event spaces will be honored until a deposit of \$500.00 is received. The \$500 deposit is applied to your rental rate. A signed Rental Agreement is expected to be on file in the office as soon as possible after making a deposit. **Full payment of the rental fee and cleaning deposit is due 10 days prior to an event. Payments may be made by cash or check made out to The Factory at Franklin.**

- **Effective September 1, 2010**, A Cleaning Deposit of \$500.00 is required from the individual or company renting the space. \$500.00 will be returned if the event space is left clean and in good condition, all supplies and trash removed, no tape left on the floors or walls etc. and if the caterer (or anyone serving food or beverage) leaves the kitchen or work site clean with all trash removed, counters and sinks wiped clean and equipment emptied and clean. The cleaning deposit will be returned within 30 days when all accounts are settled or applied to any outstanding balance. The applicant is liable for any damages assessed in excess of the cleaning deposit.

- A final invoice will be mailed to you after your event with any remaining balance owed. This invoice will have miscellaneous items such as the lift fee, additional tables & chairs, etc.

- Cancellations will be honored up to 90 days prior to the event and the deposit returned. 90 days or less there will be no refund.

RENTALS

- The Factory has several miscellaneous items available for rent to help with your event. This list of items with rates will be included in your initial packet of information.

- Factory table & chair rentals are \$5 per table and \$1 per chair. If a Factory caterer is selected for an event in Jamison Hall, Liberty Hall, Heritage Room, Commons Area, or the Courtyard, the client will receive up to \$300 discount on the table and chair rental fee. If the table and chair rental amount is less than \$300, client will be refunded the cost of tables and chairs only. Any amount over \$300 the client will be billed. Table sizes available are 60" round, 8' x 30" rectangular banquet and 4' x 30" rectangular banquet. The chairs available are walnut painted metal framed, upholstered chairs with a sage-green fabric.

- Outside rental services are welcomed, however, arrangements for early delivery (the day before, etc.) or late pick up (the day after, etc.) is not guaranteed. **Your rental service must be able to accommodate day-of-event delivery and day-of-event pick up regardless of the hour** unless prior arrangements have been made through the Events Manager.

- Client must provide necessary staff for meeting deliveries. The Factory employees are not responsible for receiving or signing for any deliveries.

- Tables and chairs rented from The Factory will be in the event space prior to your arrival and will be removed by Factory staff at the conclusion of the event. Exact placement of these items is the client's responsibility unless arrangements are made in advance to have the Factory staff assist with set-up at an hourly rate. Factory maintenance staff is available to assist in set-up at the hourly rate of \$25.00 per man-hour and must be arranged at least 2 weeks in advance. This assistance is only provided if Factory staff is available.

- Any tents and/or awnings must be inspected and permitted by the Franklin Fire Department. It is the responsibility of the client to obtain these permits prior to the event. Please call (615) 791-3270 Monday through Friday, 8am-5pm. Client must be prepared to produce written certification of fire retardant compliance to Factory staff or fire code official if requested.

- Any additional power supply or generator must be inspected and permitted by the Codes Department of the City of Franklin. It is the responsibility of the client to obtain the application forms, pay application fees, acquire permit and arrange for inspection prior to the event. Please call City of Franklin Codes Dep't. (615) 794-7012 for more information.

FOOD & BEVERAGE

- Once the event is confirmed by a signed contract and deposit, Factory caterers and other merchants may be contacting the client to offer quotes on providing catering, bar, and other event-related services. The client may opt out of being contacted by notifying the Events Manager, and may engage the services of an outside caterer or vendor if preferred.

- A site inspection is recommended for an outside caterer prior to an event. Please have the caterer contact the Events Manager at The Factory to schedule the visit.

- When alcohol is served, if the caterer purchases the alcohol on client's behalf, client is required to provide The Factory a copy of the caterer's Certificate of Liability showing insurance coverage of a minimum \$1,000,000.00 (one million dollars). If the alcohol is donated, or the client purchases the alcohol, it is his responsibility to make sure the certificate is purchased and delivered to The Factory office. The Factory at Franklin must be named as additionally insured on the policy. The certificate or copy of current proof of insurance is required 10 days prior to the event. The certificate may be sent to The Factory office by mail or FAX at 615-591-2511.

- Alcoholic beverages may not be sold unless an ABC licensed caterer and servers are used or you, the client, must obtain a license. Beer Permits from the City of Franklin Beer Board must be obtained for beer sales.

- Under no circumstances are persons under the age of twenty-one to be served alcoholic beverages.

- Propane tanks are not permitted inside Factory buildings or outside within 10 feet of a building or vehicle.

EVENT SET-UP

- Client has access to the event space for the entire day. Events may last until midnight of the rented day. Clients may have a reasonable amount of time after the event to clear the space of trash, decorations, etc. A clean-up checklist will be provided to the client prior to the event.

- Event spaces are available for set-up the day prior to an event if not already rented to another client. The rates for set-up days are as follows; when scheduled at time of original booking - \$1200 for Liberty Hall, \$1000 for Jamison Hall, and \$500 for Commons Area or the Heritage Room. When scheduled 5 days or less in advance of the event - \$250 for Liberty Hall, \$100 for Jamison Hall, the Commons Area, or the Heritage Room.

- Tables, chairs, & easels may not be borrowed from shops or restaurants adjoining Commons Area. These belong to the individual merchants and are not the property of The Factory.
- The Factory has a LIFT available for set-up. Client assumes liability to him/herself and Factory property while operating the lift. Staff can be hired to operate it for you or a short lesson from a staff person on operation may be arranged. Keys must be checked out from and returned to the Front Desk.
- Any equipment rented by client must be installed and removed at the client's expense. Any equipment brought in must have non-marking tires so that no marks are left on the floor.
- The client must provide all supplies such as extension cords, scissors, tape, Xerox copies, ladders, etc. Tape use is limited to "Gaffers Tape" only. Duct Tape and Masking tapes are not allowed. You may purchase a roll of Gaffers Tape from the Front Desk for \$13 per roll for cash or charges may be billed on the final event invoice.
- Decorations, signs, banners, etc. may not be nailed, stapled or drilled to Factory property. You may use wire, fishing line or Gaffers tape to hang decorations, etc.
- All cables, electrical cords, etc. must be kept away from traffic areas or taped down to prevent any hazards. Gaffers tape required. **All lighting cords, A/V cables, and/ or extension cords must also be UL listed.**
- The Factory is not responsible for the protection or storage of items brought onto the property for an event. Jamison Hall, Liberty Hall and the Heritage Room may be locked upon your leaving and unlocked upon your return, however, no room keys will be handed out.
- The use of small particles for decorative purposes such as glitter, sand, confetti, etc. is allowed but subject to a cleaning fee of up to \$300.00. There will be no charge for the use of these items if completely cleaned.
- The use of candles is at your own risk and subject to inspection or prohibition by the Franklin Fire Department or Factory staff. **Each candle must be contained in its own hurricane glass or votive container where the flame is protected, and firmly secured to a non-combustible base. OPEN FLAME CANDLES ARE NOT PERMITTED.** Candles should be kept away from any flammable fabric, decoration or object at all times. Wax drippings causing damage or clean up labor will result in the loss of the Cleaning Deposit.
- It is a violation of fire codes to hang anything from fire sprinkler pipes and conduits in the ceiling.
- Due to noise considerations and Fire Marshal regulations the interior doors to Jamison Hall, Liberty Hall and the Heritage Room must be able to close during an event. Decorations, curtains, etc. must NOT prohibit closure.
- **Also due to Fire Marshal regulations, all fabric and linens used for decoration or draping, must be made of certified flame-resistant or non-combustible fabric. Client must be prepared to produce written certification to Factory staff or fire code official if requested. This also applies to any buffet or food-service table linens that involve sterno or flame. Sternos must rest in an approved container and not directly on the fabric.**
- There is a Fog machine/ hazer usage charge & smoke detector disabling charge. The fee for oil-based liquid is \$1000.00. Water-based liquids are preferred and will assess a fee of \$50 to dismantle the duct detectors. The **SMOKE DETECTORS MUST BE DISABLED** prior to use or test. This must be arranged several days in advance with the Events Manager at The Factory.

- More than 199 chairs set up theatre-style must be secured together as ordered by the Franklin Fire Marshal. Factory staff must execute this set up according to Fire Dep't. regulations, and a ganging fee of \$25 per 200 chairs will be charged to the client following the event.

EVENT CLEAN-UP

- Clean-up is the responsibility of the Client and/or Caterer, during set-up and following the event. Everything brought into the building is to be removed. **All dirty dishes, linens and flatware, lights, sound equipment, decorations, etc. must be removed from the event site at the conclusion of the event** unless prior arrangements are made with the Events Manager.
- Only birdseed and real rose petals (**white only**) may be thrown outside the buildings. Bubbles are also allowed. No rice, confetti, sparklers or fireworks permitted at any time.
- ICE is to be discarded in the kitchen sink or in a pavement storm drain outside. **NEVER** discard ice on a grassy area as this will kill the grass.
- All trash must be bagged and moved to one of the 6 available dumpsters on the property (unless prior arrangements have been made to pay for our garbage hauling service) at the conclusion of the event. All boxes need to be flattened and placed in the dumpster for cardboard. It is the client's responsibility to place all garbage in a dumpster and not on the ground next to a dumpster.
- We offer a Garbage Hauling Service for clients. This service is for bagged garbage only. The Factory staff will remove all bags from your rented space at \$5/bag. You will be charged this fee in an invoice mailed to you after your event. Any trash not bagged will result in the forfeiture of your cleaning deposit.
- Decorations or equipment may not block any designated exits from the buildings. Do not park in any fire lanes. Truck drivers loading or unloading rentals or other supplies must move trucks when delivery is completed.
- No cars or trucks are to be driven on any patio or area not designated as a loading zone. Planters or bollards are not to be moved to allow cars access to these areas.
- Live music, bands and Disc Jockeys are welcome in the event spaces but must maintain a noise level that does not disturb merchants or other parties that are taking place at The Factory. **If during an event the music continues to disturb other patrons, Management reserves the right to intercede by having the entertainment modified or discontinued.**

SECURITY

- Factory personnel will be on hand during the entire event. This will be someone from the management staff or Front Desk personnel. The Factory is not responsible for damage or theft beyond our control.
- At the Factory's discretion, client may be asked provide a minimum of four (4) additional security officers, at the client's expense, for the duration of the event. The Factory requires Franklin Police Officers (615.550.6834) or Rock Solid Security (615.254.4357) be hired. At least one week's notice is required for scheduling of officers.
- More than 199 chairs set up theatre-style must be secured together as ordered by the Franklin Fire Marshal. Factory staff must execute this set up according to Fire Dep't. regulations, and a ganging fee of \$25 per 200 chairs will be charged to the client following the event.