



Sevierville Civic Center

Please adhere to the following rules below when utilizing the Sevierville Civic Center for your event:

1. If **any** spills happen to occur during your event, please notify the attendant working **immediately** so that they can be cleaned up and treated right away.
2. Any group in Council Hall that does not notify the staff of any spills/stains on the carpet before leaving will be charged a \$30 cleaning fee.
3. Any items that require a hold over after the event, **MUST** be approved by management 48 hours prior the event. If no notice is given and items are left overnight this will result in a \$25 storage fee.
4. Decorations, Pinata's and Bounce Houses must be approved by management, the items below are **NOT** allowed for use in the Sevierville Civic Center:
 - NO Glitter
 - NO Confetti filled Balloons
 - NO Confetti OR Confetti-filled Balloons
 - NO Open Flames (battery-operated candles only).
 - NO Duct Tape is to be used at all.
 - NO Tape of ANY kind is to be used on the floor.
 - NO Silly String
 - NO Play Dough
 - NO Sand
 - NO Paint
5. **DO NOT** hang any items or decorations on partition in Council Hall without approval of staff.
6. You may come in 1 hour prior to event start time for set-up.
7. Additional set-up time is available. \$50 an hour in the LeConte Auditorium and \$30 an hour in Council Hall.
8. When your event is over **PLEASE** remove all your belongings in a timely manner so that the attendant can clean the room and set up for the next event.
9. Children **MUST** be supervised by parent at all times and **MUST** remain in room during event times.

We appreciate your assistance with this and hope your event here is enjoyable! ☺