



Wedding Rehearsal Dinner & Small Party Rental Contract

Rev. Brandon Rich, Director of Weddings & Rentals

1900 Belmont Boulevard · Nashville, TN 37212 · www.BelmontMansion.com

Phone: 615.460.6589 · Fax: 615.346.0157 · Email: brandon.rich@belmont.edu

Availability

The mansion may be available for Wedding Rehearsal Dinners and Small Dinner Parties on select Thursday, Friday or Sunday evenings, subject to availability. Please keep in mind that during certain busy seasons of the year we may not be able to offer a small event rental on a Friday, Saturday or Sunday due to wedding ceremony and reception bookings. Small event bookings may be available during the week, but available parking must be considered depending on the time of year.

Rental Spaces

The Grand Salon

The primary space available for events is the Grand Salon. This is the only room where food and drink are permitted inside the mansion. The Grand Staircase is the primary focal point in the Grand Salon. Due to the dimensions, construction, and age of the staircase some key rules apply to its use.

1. We do not allow large groups to stand above the fourth step, due to the free form nature of the construction as well as the age of the staircase.
2. For more information on décor please see the “Steadfast Rules” section of this document.

The Front Hall

The Front Hall is the primary entry point to the Belmont Mansion. This space can be used for a guest registry table or a display table. It can also serve as a welcome area if you choose to have a receiving line. Please note that food and beverage are not allowed in the front hall.

Outdoor Space

The Front Porch, Front Walk, and the two (2) Gazeboes nearest to the house may be decorated for a small party or wedding rehearsal dinner. This area may not be used for food and beverage service nor are musicians or any audio/visual equipment allowed for this type of rental event.

Upstairs

During rehearsal dinners and small parties the upstairs of the mansion is closed to guests. At the end of the evening the Director of Weddings & Rentals or Event Coordinator may take guests upstairs for a brief tour, upon request subject to time constraints and staffing.

The Downstairs

The entire downstairs museum will be open for guest viewing. However, all rooms other than the Grand Salon are considered museum-only rooms. We do not allow food or drink in these rooms and there is no seating in these rooms.

Preparation Facilities

The kitchen is available for caterers, cake designers, florists, and others in the rental party assisting with the event. The kitchen area should be returned to its original condition upon completion of event. See Event Personnel Guidelines and Provisions document for additional details.

Mansion Personnel

The event will be supervised by the Director of Weddings & Rentals or his designated Event Coordinator. Mansion event staff will be present to set up and break down all amenities provided by the mansion. Further, event staff will be present to monitor the mansion during the event and answer basic questions from vendors and guests. Mansion event staff does not provide food and beverage service nor are they responsible to clear tables, clean the kitchen nor provide trash removal.

Amenities

The mansion has several items available at no additional cost. These items include chairs, chair covers, tables and linens in the Grand Salon and foyer, (2) black iron 6-branch candelabras with candles, (2) black iron 3-branch candelabras with candles, (2) silver candelabras for serving tables, (1) punchbowl, (1) tray, (1) ladle, (1) silver cake plateau, guest registry table, display table, use of a grand piano, and use of kitchen facilities.

Rental Time

Wedding rehearsal dinners and small dinner parties are allowed a total of four (4) hours which includes set up of catering and client-provided decorations, the dinner itself and clean up. Be sure to leave adequate time for your service personnel to clean up at the end of the event. We recommend that your caterer and any decorators arrive one hour prior to your dinner's start time. Your dinner/party itself should last up to two hours. You should allow up to one hour for removal of any decorations and caterer shutdown/exit. Absolutely no one with a rental event may enter before 4:00 pm which is when the mansion concludes tours. Museum tour guests may still be in the mansion on the first floor until 4:15 pm. anyone with the event arriving prior to 4 pm will not be permitted to enter. This applies to rental party, guests and service personnel. All events must conclude no later than 11:00 pm.

Steadfast Rules and Reminders

1. All rules in the Provisions and Guidelines for Event Personnel must be followed.
2. All food served must be provided and served by a licensed and insured professional caterer. Caterers are required to cook all food off property but may have use of our kitchen for staging and warming only. The client's caterers are responsible to serve all food and beverages and to plate and serve cake. The client's catering staff is responsible for all clean up of food and beverage in the guest areas and in the kitchen. Belmont Mansion staff does not provide food service or food clean up.
3. NO ALCOHOL is allowed on the Belmont University campus or in Belmont Mansion.

- Guests with alcohol or intoxicated guests will be required to leave campus immediately.
4. Smoking is strictly prohibited in the mansion, including the kitchen and bathrooms. As of August 1, 2011 all tobacco will be prohibited on the Belmont University campus.
 5. The mansion provides all candelabra candles. However, tea lights or votives may be brought in to decorate, provided that they are contained in glass. The mansion's Director of Weddings & Rentals or Event Coordinator may refuse unsafe candles or other décor.
 6. By order of the Metro Fire Department, there is no parking on the circle drive in front of the mansion, unless accompanied by a driver (limo, etc.) Unless a university event is scheduled that would reduce available parking, we discourage the use of a valet parking services.
 7. Time restrictions of this contract will be enforced.
 8. In the Grand Salon, the sofas, pianos, credenza, pair of busts on pedestals, floor rugs, gilded mirror and sofas cannot be moved and will remain in their respective places. Other furniture and accessories may be moved, but only by the mansion staff.
 9. Children must have adult supervision at all times while on mansion and university property. Unruly guests, including unruly and unsupervised children, will be required to leave. The Belmont Mansion Event Coordinator may call upon Belmont University security as needed.
 10. The mansion has no control over other events on the university campus, outside the mansion.
 11. No red punch, red grape juice, or any liquid with dark dyes, or colored candles are allowed.
 12. No tape, nails, staples, tacks or other such devices may be used to affix decorations to any surfaces.
 13. No signs, banners, draperies, temporary structures or anything else requiring a ladder are allowed.
 14. No floral petals (real or synthetic) may be placed on the hardwood floor or on the steps, or in any other place except as part of table décor.
 15. Floral arrangements or other decorations may be prohibited if they pose a safety hazard. Please consult with the Director of Weddings & Rentals or the Event Coordinator for clarification. Belmont Mansion staff has final authority in this and all such matters.
 16. Belmont Mansion reserves the right to refuse access to vendors based on poor performance in previous events or other similar considerations.
 17. Belmont Mansion reserves the right to invoice the client for any damage or theft of property at replacement value.
 18. Rehearsal Dinners and Small Parties may not be available on Saturday nights or on any night of the week during months when wedding bookings are most popular.
 19. **Belmont Mansion's Director of Weddings & Rentals and Event Coordinator have final authority in all matters.**

Special Requests

Any special requests that extend beyond provisions of this contract need to be presented to the Belmont Mansion Director of Weddings & Rentals for approval in advance of the event, preferably at the time of contact signing. If additional requests need to be made after the contract is signed, those requests need to be presented to the Director of Weddings & Rentals for approval no later than 24 hours prior to the event itself. All last-minute requests must be presented to the Belmont Mansion Event Coordinator for his or her approval. Please note that the Director of Weddings & Rentals and the Event Coordinator have the final authority in such matters.

Service Personnel/Event Vendors

ALL service personnel – caterers, florists or decorators, coordinators, musicians, photographers, and videographers MUST receive, review, and agree to follow the rules spelled out in the Provisions and Guidelines for Event Vendors. The rental client must get the signature of such personnel on the Provisions and Guidelines for Event Vendors form, acknowledging they have received and intend to follow Belmont Mansion’s Provisions and Guidelines. These forms must be signed and returned to the Director of Weddings and Rentals no later than one week prior to the event.

Number of Guests

Wedding rehearsal dinners and small parties are allowed a maximum of fifty (50) guests. Seating configuration will be set accordingly. Larger or longer events will require upgrade options.

Security Deposit

Reservation dates are secured by the first deposit and contract received on a “first come, first served” basis. Your security deposit of \$200 books and holds your date. If you cancel your reservation the deposit will not be refunded. The deposit does not apply toward the rental fee. Security deposit will be refunded to you within two weeks after your completed event, provided no theft or damage occurs and all the requirements of this contract are followed. As signer of this contract, you are responsible for any damage or theft at replacement value. We reserve the right to retain all or part of this deposit to compensate for property damage, contract violations including overages in number of guests and time, and cancellation. Please note that deposits in the form of cash and checks are deposited and deposits on credit/debit card are charged.

Rental Fee/Payment

The \$500 rental fee (plus any upgrade) is due thirty (30) days prior to the date of the event and is to be paid in full with cash, check or accepted credit card (Visa, MasterCard or Discover). The full amount of deposit and rental fee will be due at once if booking occurs within 30 days of the event. The mansion reserves the right to invoice the client for insufficient funds charges on returned checks.

Change of Event Date and Cancellation Policy

The client may be allowed to transfer to a different event date provided the mansion has an available date, subject to the approval of the Director of Weddings & Rentals. If the client plans to cancel the event, written notice (paper or email) must be provided to the Director of Weddings & Rentals. If the mansion is able to re-book the date with an event of equal or greater value, a refund of deposit and fees paid may be provided, less a 10% processing fee, upon receipt of the re-booked event’s payment. If the mansion is not able to re-book the date after cancellation, no refund of fees or deposit will be provided.

To secure your date, the mansion must receive this contract completed and signed.

One week before the event, the mansion must receive the *Provisions and Guidelines for Event Vendors* form, signed by all personnel involved in event. This form is available online at www.BelmontMansion.com/weddings-rentals/documents/.

Failure to follow guidelines and/or any request of Belmont Mansion staff may result in total forfeiture of renter's deposit.

Package of Services

Wedding Rehearsal Dinner or Small Party \$500.00

Included in the package are the following provisions and restrictions:

1. Four (4) hour rental with earliest access at 4:00 pm for set up. Rental period begins with entry of first service personnel/vendor or member of the rental party and ends with the exit of catering staff and/or guests.
2. Set up and use of guest and serving tables, chairs and chair covers and table cloths with a limit of fifty (50) seated guests.
3. Four (4) iron candelabras and candles upon request, select silver table and serving pieces
4. Use of a concert grand piano and kitchen plus parking

Upgrades for Additional Time and Guests

The client may choose to add more time to their Rehearsal Dinner or Small Party at the rate of \$50 for every thirty (30) minutes or \$100 per hour. The client may choose to add guests beyond the fifty (50) guest limit in groups of ten (10) at \$50 per group.

Please add _____ minutes or _____ hour(s) to my rental

Please add _____ guests to my rental

Additional Considerations

Accurate time and guest count information is needed in advance of the event to determine proper staffing levels and to insure proper setup of the venue. Clients whose rental event extends beyond the pre-determined and contracted time and /or number of guests will have the corresponding amounts deducted from their security deposit refund. Please note that all events must conclude no later than 11:00 pm and that the maximum seated capacity of the venue for a dinner is one hundred twelve (112) guests. The mansion reserves the right to invoice the client after the event for any fees or damages not covered by the security deposit including charging the client the full fee for a reception rental if the event runs beyond prescribed limits and upgrades.

Planned number of Guests: _____ Event Date: _____

Entrance Time: _____ Exit Time: _____

Total amount of fees due thirty (30) days prior to the event: \$_____

This information will be verified by mansion personnel prior to acceptance of this contract.

Please note that you must supply your updated guest count 24 hours before the event. Mansion staff will only provide chairs/tables up to the maximum capacity of your event. Additionally, we will verify that all selected packages and any requests plus number of expected guests conform to the provisions and restrictions of this contract.

Renting Belmont Mansion, an historic house museum with rich Nashville history, is both an honor and privilege. While we want you to have a wonderful event in this beautiful setting, we have some museum rules that you may not experience at other rental facilities. In addition to you (the renter/client), everyone involved and attending your event will be required to follow the rules and the directions of the Director of

Weddings & Rentals or Belmont Mansion Event Coordinator. Please give serious consideration to our rules and regulations and to your desires, needs, and guests before committing to this contract.

The client/renter will return this completed contract along with the security deposit check in order to secure a booking. Please keep a full copy of the contract for future reference.

The client and /or responsible party agree to all provisions of this contract as indicated by signature.

Signature of Client _____ Date _____
(or other responsible party)

Signature of Mansion Representative _____ Date _____

Client Contact Information

Client: _____ Email: _____

Cell/Home Phone: _____ Work Phone: _____

Street Address: _____

City: _____ State _____ Zip _____

Client's Event Coordinator/Planner: _____

Cell/Work Phone: _____

Email: _____

General Contract Notes:

To be completed by Belmont Mansion personnel only:

Date Contract executed _____

Personnel Forms received _____

Total amount due including standard fee plus upgrades: _____