



## Wedding Rental Contract · Traditional Ceremonies & Receptions

Rev. Brandon Rich, Director of Weddings & Rentals  
1900 Belmont Boulevard · Nashville, TN 37212 · [www.BelmontMansion.com](http://www.BelmontMansion.com)  
Phone: 615.460.6589 · Fax: 615.346.0157 · Email: [brandon.rich@belmont.edu](mailto:brandon.rich@belmont.edu)

### 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 entry point for brides into 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 wooden construction as well as the age of the staircase.
2. We prohibit bridal parties descending the stairs two-by-two due to narrow width.
3. We prohibit small children from descending the stairs as flower girls or ring bearers.
4. 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 gift table and guest registry table for small and large weddings and for wedding receptions. 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 mansion may be used in a variety of ways for wedding ceremonies and receptions in accordance with the following stipulations:

- (1) Mansion chairs, tables and candelabras and other amenities may not be used outside. If you desire an outdoor ceremony you will be required to utilize the services of the mansion’s approved outdoor staging vendor. All outdoor decorations, floral décor, amenities and set-up of these items must be done by the mansion’s approved outdoor event staging vendor.
- (2) Food and beverage in outdoor spaces shall be limited to punch bowl(s) and or small trays of light foods in the gazeboes or front walk to be used during transition between indoor ceremony and reception. Outdoor receptions are not allowed. No electrical appliances are permitted outside without express written permission of the Director of Weddings and Rentals. Due to weather concerns, wedding cakes must be set up in the Grand Salon only.

### **Changing areas**

The upstairs landing is available to brides and attendants as a dressing and staging area. There is neither restroom nor elevator access to the upstairs of the mansion. The museum suites upstairs will be locked. A room is provided downstairs adjacent to the kitchen for the groom, his attendants, and the officiant.

### **Upstairs**

During weddings and receptions, the upstairs of the mansion is closed to guests due to the use of the landing as a bridal changing area. During a reception-only event, the upstairs will remain closed to guests unless the rental client has paid an upgrade fee of \$200.00 at contract signing. This option can only be exercised in advance of the event due to staffing considerations.

### **The Downstairs**

The entire downstairs museum (excluding offices, kitchen and groom's room) 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 bridal 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**

#### **Mansion Event Staff**

Each wedding/reception event is supervised by an on-site Event Coordinator. This individual is responsible for and in charge of the Mansion and its staff during these events. The Event Coordinator is the liaison between the Mansion and your bridal party. He or she is responsible to supervise your event as well as your rehearsal, if one is held. The Event Coordinator will insure the safety of the mansion and its property and see to it that your rental contract is followed with regard to set-up, tear-down of furnishings provided by the mansion. The primary function of Belmont Mansion event staffers, who report to the Event Coordinator, is to monitor the Mansion and its guests to insure that no damage is done to mansion property. Further, event staffers are present to answer basic questions from your bridal party, guests and vendors regarding the history of the mansion and university or more basic questions, such as location of restrooms, preparation facilities, etc. Please note, that it is your responsibility to provide for the planning, coordinating and logistics of your wedding and reception if you choose our basic wedding rental options. We suggest that you appoint a paid or volunteer Event Coordinator to give direction to the rehearsal and to the wedding if you choose our basic rental option. The mansion's Event Coordinator can support and advise your Event Coordinator but will not direct your event. With regard to your reception, your caterer and cake designer are solely responsible for food and beverage service. Mansion staff will not touch, move, cut or serve wedding cake nor any other food or beverage. Additionally, your caterer is responsible for cleanup of all food and beverage and trash removal. Your designated bridal party Event Coordinator must remain for a final walk through to ensure that all bridal party belongings and other items have been removed from the mansion. For a complete listing of rules and regulations, please see the form entitled Provisions and Guidelines for Event Vendors.

### **Indoor Amenities**

The mansion has several items available for indoor use at no additional cost. These items include chairs, chair covers, tables and basic linens to be used 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 reception tables, (1) punchbowl, (1) tray, (1) ladle, (1) silver cake plateau, guest registry table, gift table, use of a grand piano, and use of kitchen facilities. One small table may be provided for use in a gazebo, if needed.

### **Outdoor Amenities**

All amenities used for outdoor wedding ceremonies must be provided and staged by the mansion's approved event staging vendor. The ceremony rental includes separate changing spaces for the bridal party inside the mansion, set-up and use of up to one hundred twenty (120) white outdoor chairs, a steel-supported 8' x 16' platform with black carpeting and skirting, four columns with tops and bottoms to form a colonnade plus one small column for sand ceremony or unity candle and a drapery swag across the top or a colonnade topper. The mansion can also provide music stands for several musicians at outdoor ceremonies. Please note that gift table and guest book tables provided by the mansion can only be used indoors.

### **Upgrades**

#### **Wedding Coordination: \$500**

Belmont Mansion's Director of Weddings & Rentals can provide full coordination and direction of your ceremony and reception personally or by way of one of his staff event coordinators. This includes recommendation of preferred vendors, coordination of and communication with all wedding vendors, advance planning assistance and direction of the wedding rehearsal, ceremony and reception. Additional details available upon request.

#### **Wedding Officiating Services: \$300**

Belmont Mansion's Director of Weddings & Rentals can provide wedding ceremony officiating services personally or by way of one of his associate ministers. This includes provision of wedding ceremony samples, a premarital counseling program and two ceremony planning meetings at the mansion.

#### **Reception-Only Upstairs Availability: \$200**

Belmont Mansion's upstairs may be opened for supervised but self-guided guest tours during reception-only events provided the rental client pays the upgrade fee upon execution of this contract. The option cannot be exercised after the event has begun due to staffing considerations.

#### **Floral Decorating Package for Outdoor Ceremonies: \$1,600 plus tax**

Included in this package are several floral and non-floral items as follows:

Florals for the top of the columns and greenery garland swag for draping around columns or material draping around columns, plus greenery at the base of the columns.

Ten aisle flowers with ribbons to attach to the aisle chairs and floral petals for the center aisle.

Swag of drapery material and six floral clusters with ribbons for the handrails leading to the inside of the mansion. The cost of this upgrade plus tax is paid by the client to the mansion's approved outdoor event staging vendor.

### **Non-Floral Decorating Package for Outdoor Ceremonies: \$750 plus tax**

Included in this package are several non-floral decorative items as follows:

Greenery for the top and base of the columns plus a greenery swag for the columns.

Ten bows for the aisle chairs. Swag of drapery material and six bows for handrails leading to the inside of the mansion. The charge for this upgrade plus tax is paid by the client to the mansion's approved outdoor event staging vendor.

### **Upgraded Linens**

Wedding Reception Package \$450 plus tax

Choice of four (4) solid color options for tablecloths for guest tables and serving tables up. One multi-color/pattern cloth is available for an additional \$125 plus tax.

Additional upgraded linen items available a la carte, such as napkins, full chair covers, chair ties, etc. Samples are available in the Belmont Mansion Wedding Office. Upgraded linens are provided by the mansion's approved linens vendor. Fees for upgraded linens are paid directly to this vendor by the rental client.

### **Rental Time**

Large and Small Wedding Ceremonies and Outdoor Ceremonies have four (4) hours; Receptions have a six (6) hour rental. Wedding Ceremony (indoor or outdoor) and Reception is a seven (7) hour rental. All wedding ceremonies must start no earlier than 6:00 pm and no later than 7:00 pm. Keep in mind that the rental time begins when the first service person/bridal party member arrives and ends when the last service/bridal party member person leaves. Be sure to leave adequate time for your service personnel to clean up at the end of the event. Events not completed within these rental times will be charged \$100 per hour, to be deducted from the deposit. We recommend that wedding receptions conclude by 9:30. We require them to conclude no later than 10:00 to allow sufficient time for service personnel and bridal party to return the mansion to its pre-event state. 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 4:00 pm will not be permitted to enter; this applies to bridal party, guests and service personnel. The rental client must inform guests, bridal party and vendors that they will not be permitted to enter prior to 4:00 pm.

### **Wedding Rehearsals**

Wedding ceremonies (except elopements) get one (1) hour for rehearsal at no extra cost, subject to availability to be scheduled by the Director of Weddings & Rentals no sooner than thirty (30) days prior to the wedding date. Rehearsals are scheduled in accordance with the mansion's events and daily tours and may be available on the day of the wedding before 10:00 am (when museum tours begin), or on an evening (5:00 or later) prior to the wedding date, up to three days before the wedding. Due to mansion staffing considerations, participation should be limited to the standing bridal party (those who stand during the ceremony) and essential, available participants/vendors, such as the wedding coordinator, officiant and parents of bride and groom. Minimal seating is provided. Rehearsal participants will be permitted to enter the mansion no earlier than fifteen (15) minutes prior to the scheduled rehearsal time. All participants will be required to leave at the conclusion of the scheduled hour rehearsal.

### **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. The caterer must also provide trash removal.
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 products will be prohibited on the Belmont University campus.
5. The mansion provides any candles used in the bay window. However, tea lights or votives may be brought in to decorate, provided that they are in glass containers. The mansion's Director of Weddings & Rentals or Event Coordinator may refuse unsafe candles or other unsafe 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. ONLY bubbles, bells, streamer wands or real floral petals may be used outside for the bride and groom's exit. If floral petals are used, the client must remove them by 11:00 pm.
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. An event may be cancelled and all guests required to leave at once if guests, vendors or bridal party pose a threat to the mansion and grounds, the museum collection or the staff. No refund of fees or security deposit will be issued. 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, liquids with dark dyes or anything that stains is allowed. Coffee and tea are acceptable beverages.
12. No tape, nails, staples, tacks or other such devices may be used to affix decorations to any surfaces. Electrical or A/V cords may not be taped to the floors or any other surfaces.
13. No signs, banners, draperies, aisle runners, temporary structures or anything requiring a ladder is allowed.
14. No floral petals (real or synthetic) may be placed on the hardwood floor or on the steps, or in any other place inside the mansion, except as part of table deco,r inside the mansion.
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. Interior decoration may begin at 4:00 pm on the wedding day. Exterior decoration may begin at 3:00 pm on the wedding day.

18. Outdoor wedding ceremonies will be available from April through October each year. The Director of Weddings & Rentals may refuse an outdoor ceremony booking if the mansion's approved outdoor ceremony staging vendor is unable to provide service or if other circumstances prevent an outdoor ceremony from being feasible.
19. All amenities, greenery, floral and all other forms of decoration used in outdoor wedding ceremonies must be provided and staged by the mansion's approved event staging vendor.
20. The Director of Weddings & Rentals will evaluate the weather and decide whether or not an outdoor wedding ceremony may proceed twenty four (24) hours prior to the wedding. If an outdoor wedding cannot proceed, it will be moved indoors to the mansion's Grand Salon using the mansion's indoor amenities only. Exterior staging fees will not be refunded.
21. All outdoor ceremonies will be oriented toward campus with bridal party entering from inside the mansion processing out the center front door and down the exterior steps.
23. **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 rehearsal or event itself if there is no rehearsal. 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.

#### The Transition

If you choose to have an indoor wedding ceremony and reception, there is a 15 to 20 minute transition time between the wedding ceremony and the reception required for set-up. The time may vary depending on the complexity of your set-up. All guests and bridal party will be required to leave the Grand Salon. We suggest that guests go outside on the front porch for a group photograph or have punch in the small gazebos located in front of the mansion. We understand that this will depend on the weather and time of year. If guests cannot go outside, it is suggested that they move to other areas of the downstairs. Due to the fast pace of the set-up work done by mansion staff and vendors during the transition and due to safety concerns, photography is prohibited in the Grand Salon during the transition until all tables and chairs have been placed.

#### Event Vendors

ALL event vendors – 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**

1. Small Indoor Wedding Ceremonies are allowed a maximum of fifty (60) guests. Large Indoor Wedding Ceremonies are allowed a maximum of one hundred twenty guests (120) if followed by a reception at the mansion; one hundred forty (140) if it is an indoor ceremony-only booking.
2. If a wedding ceremony is followed by a seated reception, the maximum seating is for both ceremony and reception is 100 guests and 12 bridal party, due to the fact that reception tables will take up some of the seating. This can only be amended if the bridal party maintains separate guest lists for ceremony and reception.
3. Capacity for a standing only, mix & mingle reception is 150. This type of event should serve finger foods that guests can eat standing as very few tables will be provided for guest seating. A wedding ceremony held at a different venue could then be followed by a mix and mingle reception at Belmont Mansion with 150 guests. Please note that the maximum seating capacity for a wedding ceremony at Belmont Mansion is 120 when followed by reception. You must take this into consideration when considering a wedding reception package.
4. Capacity for a seated dinner-style reception is 100 guests and 12 bridal party. This maximum seating is provided with ten 60-inch round tables with ten chairs per table and one 72-inch round table for bridal party. Please note that the Grand Salon will be full of tables and chairs, thus leaving no space for dancing in the center of the room under the grand chandelier.
5. Please note that ceremony and reception seating will be provided in accordance with our capacities. Large indoor wedding ceremonies will be set up with a maximum of 120 guest chairs if followed by a reception; up to 140 if not. Small indoor wedding ceremonies will be set up with a maximum of 60 guest chairs. Seated wedding receptions will be set up with a maximum of ten 60-inch round tables each with a maximum of ten guest chairs for a total reception seating of 100. Please be mindful of your guest list, keeping our maximum capacities in mind.
6. Capacity for an outdoor ceremony is one hundred twenty (120) guests.

### **Security Deposit**

Reservation dates are secured by the first deposit and contract received on a “first come, first served” basis. Your security deposit of \$500 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 and cancellation. Note: security deposit checks/cash are deposited and credit/debit cards are charged.

### **Rental Fee/Payment**

Fees for weddings and rental events under this contract are due as follows:

1. \$500 security deposit is due at contract signing and does not apply toward the rental fees.
2. 50% of all mansion fees are due six (6) months prior to the event.
3. 50% of all mansion fees are due thirty (30) days prior to the event.
4. 100% of outdoor ceremony staging fees and upgraded linens fees are due to the approved vendor thirty (30) days prior to the event or at whatever date(s) the vendor specifies.

Events booked between 31 days and 6 months in advance shall require payment of \$500 deposit and 50% of fees at contract signing. Events booked 30 days in advance or less shall require payment of \$500 deposit and 100% of fees at contract signing.

It is the responsibility of the client to send in payments in accordance with the time requirements of this contract without respect to reminders or invoices from the mansion. The mansion reserves the right to assess late fees not to exceed the value of the security deposit. If unpaid, late fees are deducted from the security deposit.

### **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 an event is cancelled by the client prior to payment of fees, the deposit will not be refunded. If an event is cancelled by the client after the payment of fees, said fees and deposit will be not be refunded. If the mansion is able to re-book the date with an event of equal or greater value, a refund may be issued upon receipt of the re-booked event's fee payments. The mansion reserves the right to withhold up to 10% of any refund as a processing fee. If an event is cancelled by the mansion (exceptions listed below) all mansion fees and deposit will be refunded or the client may take the option to move the event to an alternate available date instead of taking a refund.

#### Exceptions and Reminders Regarding Cancellation:

1. The mansion is not required to provide refunds for cancellations due to weather conditions, acts of nature, client's personal situations, or other occurrences that are outside of the mansion's control. The mansion will not provide a refund if the couple calls off the wedding. The mansion will make every reasonable attempt to reschedule an event that is postponed due to extenuating circumstances. Clients planning outdoor weddings or events in winter months or who have job or personal situations that might impact the event should take these things into consideration prior to booking.
2. Fees paid to the mansion's approved outdoor ceremony vendor will not be refunded due to cancellation as a result of inclement weather, acts of nature or client's personal situation. **Clients must accept the risk of planning an outdoor ceremony.**
3. The mansion reserves the right to cancel and replace a booking without notice and withhold refund of paid deposit and fees if the client fails to pay full fees and/or meet other obligations in accordance with the terms of this contract.
4. The mansion reserves the right to cancel an event in progress and remove all guests, bridal party and vendors from the property if continuation of the event would pose a threat to the mansion and grounds, the museum collection or the staff. The Director of Weddings & Rentals or Belmont Mansion Event Coordinator may utilize Belmont University Security as needed. No refund of fees or security deposit will be issued. Further, the client agrees to accept responsibility for the cost of damages that exceed the value of the security deposit. The mansion will invoice the client within 30 days for damages to the mansion, its collection or any other property.

Please note that if the client plans to cancel his/her booking, notification of the cancellation must be provided by the client directly to Belmont Mansion's Director of Weddings & Rentals in writing (paper or email) and that the cancellation will be followed up with a telephone call or email for verification before becoming effective. If the client does not provide proper and timely notification of cancellation of a booked event, he or she will still be responsible for any unpaid fees in the contract.

To secure your date, the mansion must receive:

1. This contract completed and signed.
2. Your full security deposit of \$500, payable to Belmont Mansion.

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/](http://www.BelmontMansion.com/weddings-rentals/documents/).

### **Packages of Services**

#### **Small Indoor Wedding Ceremony \$1,000**

Included in this package are the following provisions and restrictions:

1. Four (4) hour rental plus one (1) hour rehearsal (subject to availability) to be scheduled by the Director of Weddings & Rentals no sooner than 30 days prior to the wedding
2. Set up and use of up to 60 guest chairs with covers
3. Guest registry table, gift table with skirt and overlay cloth
4. Dressing rooms for bride and groom
5. Use of a concert grand piano
6. Four (4) iron candelabras and candles plus three (3) iron plant stands

#### **Large Indoor Wedding Ceremony \$1,200**

Included in the package are the following provisions and restrictions:

1. Four (4) Hour Rental plus one (1) hour rehearsal (subject to availability) to be scheduled by the Director of Weddings & Rentals no sooner than 30 days prior to the wedding
2. Set up and use of up to 140 guest chairs with covers
3. Guest registry table, gift table with skirt and overlay cloth
4. Dressing rooms for bride and groom
5. Use of a concert grand piano
6. Four (4) iron candelabras and candles plus three (3) iron plant stands

#### **Wedding Reception \$1,600**

Included in the package are the following provisions and restrictions:

1. Six (6) hour rental with earliest access at 4:00 pm for set up. Rental period begins with entry of first service personnel.
1. Set up and use of guest and serving tables, chairs and chair covers, table linens, guest registry table and gift table
2. Four (4) iron candelabras and candles upon request, select silver table and serving pieces and three (3) iron plant stands
3. Dressing rooms for both bride and groom, upon request (for end of evening)
4. Use of a concert grand piano and kitchen

According to your number of guests, please choose either “mix-and-mingle” or “seated” configuration for your reception.

- > Mix-and-Mingle Style Stand-Up Reception (with minimal seating). Capacity: 150 guests
- > Seated Reception capacity: 100 guests plus 12 bridal party

### **Indoor Wedding Ceremony & Reception \$2,100**

Included in this package are all of the provisions and restrictions of a Large Indoor Wedding and a Wedding Reception (with the exception that the ceremony capacity is 120 guests) plus one additional hour for a total rental allowance of seven (7) hours on the evening of the event plus one (1) hour rehearsal (subject to availability) to be scheduled by the Director of Weddings & Rentals no sooner than 30 days prior to the wedding.

According to your number of guests, please choose either “mix-and-mingle” or “seated” configuration for your reception.

- > Mix-and-Mingle Style Stand-Up Reception (with minimal seating). Capacity: 150 guests
- > Seated Reception capacity: 100 guests plus 12 bridal party

### **Outdoor Ceremony \$2,400**

Included in the package are the following provisions and restrictions:

1. Outdoor ceremonies have a four (4) hour rental on the day of the event plus a one (1) hour rehearsal (subject to availability) scheduled by the Director of Weddings & Rentals no sooner than 30 days prior to the wedding
2. Set up and use of up to 120 white outdoor guest chairs, provided by approved vendor
3. Steel-supported platform with carpeting and skirting, provided by approved vendor
4. Four columns with tops and bottoms forming a colonnade plus one small column for sand ceremony, unity candle or other display, provided by approved vendor
5. Drapery swag across top of the columns or a colonnade topper, provided by approved vendor
6. Music stands for musicians provided by the mansion
7. Changing spaces inside the mansion for bride and groom
8. Mansion event coordinator and staff to supervise the mansion and assist the outdoor vendor.

### **Outdoor Ceremony with Indoor Reception \$3,300**

Included in this package are all of the provisions and restrictions of the Outdoor Ceremony package combined with the Wedding Reception package.

Please check beside one of the following packages of services for your event at Belmont Mansion. If selecting a reception package, please also check which configuration you will need.

- Small Indoor Wedding Ceremony \$1,000
- Large Indoor Wedding Ceremony \$1,200
- Outdoor Wedding Ceremony \$2,400 (\$1,200 mansion fee + \$1,200 outdoor set-up fee)
- Wedding Reception \$1,600
- Indoor Wedding Ceremony & Reception \$2,100
- Outdoor Wedding Ceremony & Indoor Reception \$3,300 (\$2,100 mansion fee + \$1,200 outdoor set-up fee)

Note: Outdoor setup fee is paid directly to the approved vendor, not to the mansion.

If selecting a wedding reception please select the appropriate configuration:

- Seated: Limit 100 guests and 12 bridal party
- Mix and Mingle: Limit 150 guests with limited seating

The following are optional upgrades provided by the mansion. You may check by any, if applicable, or none.

- \_\_\_\_\_ Wedding Coordination \$500.00
- \_\_\_\_\_ Wedding Officiating Services \$300.00
- \_\_\_\_\_ Reception-Only Upstairs Availability \$200.00 – This is **not** available for ceremonies.

The following are optional upgrades provided by approved vendors. Fees for these services are paid by the client directly to the vendor, not the mansion.

- \_\_\_\_\_ Floral Decorating Package for Outdoor Ceremonies \$1,600 plus tax
- \_\_\_\_\_ Non-Floral Decorating Package for Outdoor Ceremonies \$750 plus tax
- \_\_\_\_\_ Upgraded Linens Solid Color Package \$450 plus tax
- \_\_\_\_\_ Upgraded Linens Multicolor/Pattern Package \$575 plus tax

Planned number of Guests: \_\_\_\_\_ (This number must match your selected package.)

Event Date: \_\_\_\_\_ Event Time: \_\_\_\_\_

**To be completed by the client and verified by Belmont Mansion:**

- Amount of mansion Fees (50%) Due on \_\_\_\_\_ (6 months prior to event\*): \$ \_\_\_\_\_
- Amount of mansion Fees (50%) Due on \_\_\_\_\_ (30 days prior to event): \$ \_\_\_\_\_
- Amount of outdoor vendor Fees (100%) Due on \_\_\_\_\_ (30 days prior to event): \$ \_\_\_\_\_\*\*
- Amount of upgraded linen Fees (100%) Due on \_\_\_\_\_ (30 days prior to event): \$ \_\_\_\_\_\*\*

*\*This amount is due with the security deposit if contract is signed within 6 months of the event.*

*\*\*These amounts may vary due to arrangements made directly between client and vendors.*

Please note that we will request your updated guest count at your rehearsal (if held) and 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 the completed and signed contract along with the security deposit check in order to secure a booking. Once signed by the mansion an electronic copy of the contract (or original) will be provided to the client. Please keep a full copy of the contract for future reference.

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

**The client or responsible party understands and agrees 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**

Bride/Client: \_\_\_\_\_ Email: \_\_\_\_\_

Cell/Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Street Address: \_\_\_\_\_  
\_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Groom/Client: \_\_\_\_\_ Email: \_\_\_\_\_

Cell/Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Street Address: \_\_\_\_\_  
\_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Client's Event Coordinator/Planner: \_\_\_\_\_ (if not provided by Belmont Mansion)

Cell/Work Phone: \_\_\_\_\_

Email: \_\_\_\_\_

***Deposit refunds are issued as checks and mailed within 15 days of the event provided all requirements of the contract have been kept and no damage has occurred. It is the renter's responsibility to inform the Director of Weddings & Rentals if there is a change in address for the deposit refund check.***

**Address to Refund Deposit after Event:**

Recipient Name: \_\_\_\_\_ (bride, groom, parent, other, etc.)

Street Address: \_\_\_\_\_  
\_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

