



## Provisions and Guidelines for Event Vendors

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

This form must be received 1 week prior to the scheduled event date

- ◆ In the case a question arises that is not addressed here in these guidelines, the Director of Weddings & Rentals and the Belmont Mansion Event Coordinator have final authority.
- ◆ **Failure to follow guidelines and/or any request of the Director of Weddings & Rentals and the Belmont Mansion Event Coordinator may result in total forfeiture of renter's deposit; further, vendors may be refused access to the mansion for future events.**

### Florists (or decorating personnel)

- ◆ **Florists (or the wedding party) are expected to inform the mansion of their plans in advance.**
- ◆ The mansion can provide 5 wrought-iron candelabras with candles, 3 silver tabletop candelabra with candles, and/or three small, white, round, marble-top tables at no extra cost. You must request these items prior to the event. Flame candles are prohibited.
- ◆ Florists may decorate the bay window area, the staircase banister, guest chairs, and the exterior entrance walk. Decorative items are placed on either side of the grand staircase and they serve a safety purpose and cannot be removed. You may NOT decorate the window frames, columns, the brown antique piano (located in the Grand Salon), or anything items in the museum spaces of the mansion. **The use of ladders is prohibited.**
- ◆ Arrangements, stands, ribbons, drapings, etc. are to be removed from the house, porch, and grounds immediately following the event.
- ◆ **Anyone arriving prior to 4 :00 pm will not be permitted to enter.** Any exterior decorating may begin at 3:00 pm.
- ◆ Florists may NOT use nails, staples, tape, or tacks. We suggest the use of pipe cleaners to safely secure decorations to the banisters and/or iron candelabras and/or plant stands provided by the mansion.
- ◆ Florists must ensure that any decorative or floral items affixed to the staircase banister are not wet.
- ◆ The tape marking the bottom step at the staircase may be removed. Please make this request at rehearsal.
- ◆ There are no electrical outlets available outside. The use of extension cords to the outside is prohibited.
- ◆ Nothing may be placed on the floor including but not limited to artificial or real flowers, aisle runners, arrangements, or various decorative items.
- ◆ Arrangements or other decorative items that contain water must not be tall/top-heavy.
- ◆ All floral arrangements and other décor must be removed at the end of the event.

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## **Belmont Mansion**

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### **Photographers & Videographers**

- ◆ The wedding party must inform the Director of Weddings & Rentals of all photographers/videographers involved in the event. The photography schedule must be discussed with the Director of Weddings & Rentals in advance.
- ◆ **If you desire a pre-event showing, you must schedule an appointment with the Director of Weddings & Rentals.**
- ◆ **Anyone arriving**
- ◆ **prior to 4 pm will not be permitted to enter.**
- ◆ Be advised that the Belmont Mansion has very low night-time lighting levels.
- ◆ Flash photography is acceptable.
- ◆ Tripods and free-standing equipment may ONLY be used in the Grand Salon, but not in the bay window or near any windows. Pictures in other rooms may only be taken with hand-held equipment.
- ◆ Museum ropes and sashes indicate spaces not to be entered or furnishings not to be sat upon.
- ◆ In the event of a wedding with reception, numerous photography considerations must be taken into account. (1) The entire wedding party, all vendors (except caterers & florists), and all guests must leave the Grand Salon during the transition of the Grand Salon from ceremony hall to reception hall. Guests will be allowed to wait in the gift shop and hallway area, front porch outside and downstairs museum rooms. Due to the logistics of the transition, photography is prohibited in the Grand Salon until all tables and chairs are placed. Photography schedule should be discussed with the Director of Weddings & Rentals and/or the Belmont Mansion Event Coordinator prior to the event.
- ◆ To protect finishes, electrical cords may NOT be taped to the floors, walls or any surfaces.
- ◆ Photographers and videographers must request permission to set-up interview locations or places for long-term equipment set-up.
- ◆ The Director of Weddings & Rentals and Event Coordinator have final authority in all matters and may refuse anything that may be a hazard to the mansion or its guests, personnel or other vendors.

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**You, the photographer/videographer, must sign the Provisions and Guidelines for Event Vendors form testifying that you have received a copy of these guidelines and your intention to abide by them.**

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### **Musicians and DJs**

- ◆ **Anyone arriving prior to 4 pm will not be permitted to enter.**
- ◆ The mansion has no restrictions on types of music, dancing, or instruments.
- ◆ Musicians playing large instruments (such as harps) must contact the Director of Weddings & Rentals prior to the event regarding entrance by elevator.
- ◆ The mansion can provide chairs and music stands for musicians up to the limit of our inventory.
- ◆ The black grand piano in the Grand Salon is available to be played. The mansion is not responsible for its tuning. The piano is tuned by the university approximately once a month during the school year. If you plan to have the piano tuned at your own expense, you must schedule that in advance with the Director of Weddings & Rentals and you must use our approved piano tuner.
- ◆ The brown antique grand piano in the Grand Salon may NOT be played, touched, or disturbed.
- ◆ The mansion does not allow for advance music rehearsal time other than the two-hour span of time prior to the event. We do recommend inviting your musicians to the rehearsal.
- ◆ The mansion has absolutely no electronic musical equipment, nor amplification.
- ◆ Due to the age of the mansion, electrical outlets are limited. Taping of cords to the floor is prohibited.
- ◆ A table can be available for a DJ. The request must be made to the Director of Weddings & Rentals in advance of the rehearsal.
- ◆ Speakers and electrical equipment CANNOT be elevated any higher than 4 feet off the floor and should be clear of walkways. The mansion prefers that speakers be placed on the floor or on the top of a table.
- ◆ Screens are permitted if they are no larger than 5 ft x 5 ft. The Director of Weddings & Rentals must be informed in advance and it can only be set up where the Director of Weddings & Rentals or Belmont Mansion Event Coordinator designates.
- ◆ DJs are expected to keep the volume at a moderate level.

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**You, the musicians/DJ, must sign the Provisions and Guidelines for Event Vendors form testifying that you have received a copy of these guidelines and your intention to abide by them.**

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### Caterers and Food Personnel

- ◆ **Anyone arriving prior to 4 pm will not be permitted to enter.** It is permitted for cakes to be dropped off early. Please note, Belmont Mansion Staff is not responsible for the safety of your cake. Belmont Mansion Staff will NOT transport, cut or serve your cake. Your cake/food setup time should be discussed with the wedding party so that you have adequate time for setup before the event starts.
- ◆ Belmont Mansion requires the use of professional caterers who possess liability insurance and a business license. Proper documentation must be provided one month before the scheduled event. These forms must be sent to the attention of the Director of Weddings & Rentals. These documents along with this form may be faxed (615-460-5688), mailed (Belmont Mansion, 1900 Belmont Blvd/Nashville, TN 37212) or emailed ([brandon.rich@belmont.edu](mailto:brandon.rich@belmont.edu)).
- ◆ The Belmont Mansion kitchen is equipped with a double oven and stove, a microwave, a triple sink, an industrial dishwasher, and plenty of counter space. There is no ice maker.
- ◆ **NO alcohol of any type may be served or displayed in Belmont Mansion.** Further, NO red or other dark colored beverages (coffee and tea are acceptable) may be served. In addition, alcohol is not permitted on the grounds of Belmont University.
- ◆ The mansion can provide a silver cake stand, silver punch bowl, tray and ladle. The caterer must wash them off after use. Please notify the Director of Weddings & Rentals at least one week prior to the event if you plan to use them.
- ◆ Unfortunately, there is no back loading dock directly into the mansion's kitchen. Everything must be carried up the front steps and through the mansion. Please take great care when loading in through the mansion. Be sure to have enough staff to achieve this task. Mansion staff are not permitted to assist caterers loading in or out.
- ◆ Due to the age of the mansion there are limited electrical outlets. Taping of cords to the floor is prohibited.
- ◆ **The caterer must display small signs for the buffet tables asking guests to keep food in the Grand Salon.**
- ◆ The caterer is responsible for all foods and beverages, set-up of refreshments and supplies, and clean up. Caterers are responsible for dishes, flatware, stemware and serving pieces. The mansion does not provide these items.
- ◆ **Caterers are required to bus tables and take out the trash.**
- ◆ **Caterers must provide sufficient staff for their needs.** The mansion staff is not responsible for kitchen or food service duties. The catering staff must bus the dirty dishes during the event and after. The Director of Weddings & Rentals or Belmont Mansion Event Coordinator will enforce this guideline.
- ◆ Catering staff should be aware of time constraints. Receptions have six hours (from the entrance of the first person to the exit of the last person), wedding & reception events have seven hours. Therefore, caterers should not delay in clean-up. **Caterers need to be aware of the fact that they must be completely out of the mansion by 11:00 pm or the bridal party's deposit will be reduced. Further, any infraction by the caterer may cause the deposit to be reduced in part or in full.**

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By signing this form, you acknowledge that you have received and read a copy of Belmont Mansion’s event guidelines. You further pledge to notify all of your staff or assistants of these guidelines and you pledge to follow all rules and policies.

In the event that a certain function is not part of an event (such as a florist decorating or a wedding coordinator directing), no signature is required. However, the renter is required to read ALL the guidelines and sign.

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Florist (or decorating personnel) Please print also.

\_\_\_\_\_  
Street Address City State Zip

\_\_\_\_\_  
Business Phone Cell Phone for Day of Event Email Address

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Caterer Please print also.

\_\_\_\_\_  
Street Address City State Zip

\_\_\_\_\_  
Business Phone Cell Phone for Day of Event Email Address

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Musicians/DJ Please print also.

\_\_\_\_\_  
Street Address City State Zip

\_\_\_\_\_  
Business Phone Cell Phone for Day of Event Email Address

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Photographer Please print also.

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Street Address City State Zip

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Business Phone Cell Phone for Day of Event Email Address

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Videographer Please print also.

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Street Address City State Zip

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Business Phone Cell Phone for Day of Event Email Address

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Paid or Volunteer Designated Event/Wedding Coordinator Please print also.  
(Must read guidelines for all others)

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Street Address City State Zip

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Business Phone Cell Phone for Day of Event Email Address

**Vendors and the rental client are responsible to follow these vendor requirements set forth in this document and in the Wedding Rental Contract. All vendors must abide by mansion guidelines in order for the client to have the full security deposit refunded. By signing this document, the rental client agrees to all the provisions set forth for vendors providing service at Belmont Mansion.**

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Signature of Rental Client  
(or responsible party)

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Date of Signature

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Client Name  
(Please Print)

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Event Date