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EVENT RENTAL POLICIES

In order to maintain the historical integrity of Belle Meade Plantation, the following guidelines must be met. Please remember that Belle Meade Plantation is, first and foremost, a historic museum. Belle Meade Plantation exists for the benefit of the public, which may place constraints on the properties and their availability. We appreciate your understanding of the extra care involved to insure our properties are available for public enjoyment and will gladly furnish you with additional copies of our guidelines for your caterer, florist, or event planner. **You are responsible for conveying our policies to any vendors, and their failure to respect our guidelines could result in forfeiture of your security fee.**

Belle Meade Plantation Grounds, Garden, Carriage House, Stables and Martin Education Building are available for rental for private functions generally AFTER 5:00 P.M with move-in beginning at 3:00 PM. However, special provisions may be made for day-time rental dependent on the space needed. Access to staff offices for any reason during an evening event is prohibited. By hosting or participating in an event at Belle Meade Plantation, you and your guests have given permission for the use of any photographs or videos in Belle Meade Plantation publications. Rates are based on event size and type. Rental pricing and packaging is available for wedding related events, corporate events, non-profit fundraisers, and private events.

Tables & Chairs:

Rental packages involving the Carriage House, Stables, or Gardens include the use of 250 natural colored wooden folding chairs, 25 sixty-inch round tables, 10 eight foot tables and 10 six foot tables unless otherwise indicated on your contract. As the Sales Department will explain, we do not mix our inventory with that of rental companies. Therefore, if your event requires more than the amounts indicated above, you must rent the total amount needed. For example, if you need 300 chairs for your reception you will need to rent the entire 300 chairs from an outside source.

Boxwood Garden

Features a large open area that will seat up to 350 people for wedding ceremonies and events, as well as several more intimate areas for smaller gatherings.

Carriage House

The 1890's Carriage House features two covered side porches and a covered breezeway. The facility can accommodate up to 250 for a seated dinner or 300 for a stand-up reception. The interior of the facility is heated, contains six ceiling fans and a small prep kitchen. The side porches and breezeway can be heated with the rental of propane heaters and tent walls. The interior of the Carriage House can also be air conditioned by renting a portable unit from an outside vendor.

Stables

The Stable area is available in conjunction with a primary site rental only. It can serve as an additional area for drink or dessert stations or passed Hors d'oeuvres. The Stables may also be used as a rain location for smaller wedding ceremonies. **The Stables cannot be used for catering preparation, food service or clean up. Additionally, guest seating for receptions and parties is not allowed due to the historic value of the brick flooring.**

Paddock Area

The Paddock Area behind the Stables is available for rental in conjunction with the rental of the Carriage House and Stables. Cost is dependent upon the date needed and does not include a tent.

Martin Education Building

This facility is available for private meetings or lectures. It features adjustable lighting and central heat/air as well as a built-in projection screen and separate audio/visual room. It will hold up to 100 people for theater seating, 48 classroom, or 40 U-shaped. Availability of the facility varies dependent on the Plantation's exhibit schedule.

Securing A Date:

A date is not secured until a contract is signed and a deposit, including the security deposit, is received. Once a contract is issued, you have fourteen days to return it with the appropriate deposit. If the contract and payment are not received within fourteen days the contract will become void and the date will be released. Final payment is due thirty days prior to your event date. Set-up will not be allowed without full payment. Belle Meade Plantation accepts cash, check, Visa, Master Card and Discover. We do not accept American Express.

Security Deposit

- **A Rental Deposit of one-half the total rental fee plus a Security Deposit is required to secure a date.**
- The **Security Deposit** covers the cost of repair for any damages and/or staff over-time that occurs during your event. In the event that the damage exceeds \$250 or \$500, you will be responsible for the remaining balance. Your Security Deposit is largely reliant on the condition of the property at the conclusion of your event. A Security Deposit of \$250.00 is required for events with less the 300 people. A Security Deposit of \$500.00 is required for events with 300 or more people. **The Security Deposit is fully refundable provided that all contractual conditions are met.**

Carriages

- **AT NO TIME** are guests allowed on or in the carriages. **Permission is required to decorate the carriages and ONLY DESIGNATED CARRIAGES** may be decorated. No live plants may be placed in any carriage.
- Carriages may be used for "décor" at a cost of \$50.00 per carriage. Rental from the carriages is used for their continued refurbishment and maintenance. The small, black carriage with red wheels is included in the Carriage House/Stables rental package and may be used for gifts or decoration.

Setup/Breakdown

- Deliveries and pickups of supplies including tents should be noted on the **Event Detail Sheet** and turned in two weeks prior to the event. Please notify our office immediately if any changes are made to the Event Detail Sheet, otherwise we cannot guarantee that these changes can be made!

- Belle Meade Plantation is not responsible for the protection or storage of items brought on the premise for an event.
 - Rental companies who desire to store their supplies overnight after the event, risk additional fees incurred to the client.
 - **Belle Meade Plantation is open to the public daily. Therefore, the Carriage House and Stables are available for deliveries after 3:00 PM the day of the event unless otherwise noted in your contract and negotiated with the Sales Department. Early deliveries may jeopardize your security deposit!**
 - If you are renting the Paddock Area, your tent may come in on 8:00 AM the day preceding your event. The tent must leave no later than Noon the day after your event.
 - If your event requires additional set-up/tear-down time in the Paddock Area, you will be charged \$500.00 per day for each additional day needed. This \$500 fee will not be pro-rated. Therefore, if you only need one-half of a day, you will be charged the full \$500 fee.
- If tables and chairs are included in your rental package, please note the following:**
- **At least two weeks before the event, you must turn in a complete layout with placement of tables, chairs, and carriages to the Sales Department.** Blank layouts of the Carriage House, Stables, and Garden are available for your convenience. Because you know your event best, event staff will not be responsible for completing the layout for your event. Our event staff will set up all tables and chairs as indicated on the layout. **If the event layout is not received by the deadline, event staff will not be held responsible for set up.**
 - For liability reasons, our staff is only able to move items that are owned by the Plantation. Also, because of liability issues you or your guests and vendors should not move items owned by the Plantation. In the event that special circumstances arise and our staff is needed to assist with a vendor's property, both the event contact and the vendor **MUST** sign a waiver, and a labor fee may be charged.
 - **ALL ITEMS MUST BE REMOVED IMMEDIATELY AFTER THE EVENT HAS ENDED.**

Catering

- Caterers must provide a **Certificate of Liability Insurance** naming Belle Meade Plantation as an additional insured for \$1,000,000.00 for each occurrence. This certificate is required at least thirty days before the scheduled event. Caterers **will not** be allowed on the premises until a Certificate of Liability is received by the Sales Department.
- **No cooking is allowed on the premises.** Grilling is permitted provided it is in a pre designated area away from property that might incur damage from the heat or flame.
- **If a caterer will be using any area for prep work other than the Carriage House Kitchen, they must provide rubber matting or brown paper to cover the floor in that area.** If a caterer does not bring a mat, Belle Meade Plantation will provide the covering at a \$50.00 fee that will be deducted from the security deposit.
- **No prep work, scrape down, or food service is allowed in the Stables.**
- **After each event, the catering kitchen floor must be swept and mopped.** Counter tops and sink must be wiped down with a clean wet cloth. Caterers are responsible for removing all food and service equipment supplies. Caterers are responsible for placing full garbage bags at the double doors on the west side of the Stables (Side closest to Martha's). **The premises must be vacated by midnight by all parties.** All catering and food supplies must be removed the evening of the event. Ultimately, you will be responsible for any clean up and items left on the premises (refer to Setup/Breakdown section).

Decorations

- **NO NAILS, STAPLES, TAPE, OR TACKS ARE ALLOWED! Remember, this is a historic structure!!**
- **ONLY THE USE OF RUBBER COATED WIRE OR STRING TO ATTACH DECORATION OR INFORMATIVE BANNERS IS ALLOWED IN ANY BELLE MEADE FACILITY.**
- All candles must be enclosed in glass and placed a reasonable distance from anything flammable. Any propane heaters used in conjunction with a tent must be placed a safe distance from tent sides.
- A representative from your event **must** be on property to sign for any deliveries including heaters, fans, linens, etc.
- **No confetti, flower petals, sparklers, or birdseed are allowed.** Bubbles, doves, and butterflies are allowed.
- **Fire codes prevent us from allowing anything to be hung from the center pipe or sprinkler heads in the Carriage House.**

Parking

- **FOR EVENTS WITH 150 GUESTS OR MORE, VALET PARKING IS REQUIRED BY AN OUTSIDE, LICENSED COMPANY.**
- For events that have rented the **full facility** and will be doing set-up the day prior to and during the day of the event, **Volunteers and staff that will be on site for set-up MUST park in the East Bridal Garden parking lot. Parking in the Restaurant lot or in front of the Carriage House is not allowed!**
- The valet company must provide **Certificate of Liability Insurance** to Belle Meade Plantation thirty days prior to an event. Belle Meade Plantation must be named as an additional insured, and a minimum of \$1,000,000.00 liability for each occurrence is required. Valet service **will not** be allowed on premises until a Certificate of Liability is received by the Sales Department.
- Some events may require a security guard at the client's expense.
- The circle drive in front of the Carriage House is for **DROP OFF or VALET ONLY**. There are to be no cars parked on the Mansion side of the rock wall during or before an event.

Music

- Due to fire codes, bands and DJs may not set up in front of the double doors in the Carriage House.
- Belle Meade Plantation is in the middle of a residential area. Bands and dancing are permitted, however, **LOUD MUSIC IS NOT ALLOWED.**
- Bands (no larger than eight members) may set up after 4:30 p.m. **ONLY**. Music must stop at 11:00 p.m. and the premises vacated by midnight.
- Our event staff will check the sound level throughout the evening to insure it complies with the City of Belle Meade noise ordinance that is **55db before 10:00 p.m. and 50 db after 10:00 p.m.**
- **If your music is above these levels, the band will be issued a warning from our event staff. If, after the first warning, the music does not comply with the City's guidelines, Belle Meade Police Department will be contacted resulting in your band being escorted from our property. In the event that Belle Meade Police is contacted by an outside party regarding the noise level of your event, Belle Meade Plantation will not be held responsible for any action taken by Belle Meade Police Department.**

Tents

- Tents are allowed in the Paddock Area and in the Boxwood Garden.
- The largest tent that the Paddock Area can accommodate is 80' x 130'.
- A tent no larger than 40' x 30' can be placed in the Boxwood Garden.

• **Tenting is allowed in these specified areas only and must be approved by Belle Meade Plantation staff before reserving the tent(s) with the rental company. The rental company must also check in with BMP before putting up the tent so that any gas and water lines can be pointed out.**

- When flooring a tent, the following fees are incurred IN ADDITION to your rental fee: When a dance floor no larger than 20' x 20' is needed, an ADDITIONAL fee of \$500.00 is incurred. When adding a floor over this size the ADDITIONAL fee is \$1000.00. These fees cover the cost of re-seeding and aerating the soil.
- If you are renting the Paddock Area, your tent may come in on 8:00 AM the day preceding your event. The tent must leave no later than Noon the day after your event. If you have an event on Saturday, the tent must come down by Noon on Monday.
- If your event requires additional set-up/tear-down time in the Paddock Area, you will be charged \$500.00 per day for each additional day needed. This \$500 fee will not be pro-rated. Therefore, if you only need one-half of a day, you will be charged the full \$500 fee.

Alcoholic Beverages

- Alcohol may be served to adults twenty-one years of age or older by a licensed bartender. Anyone serving any form of alcohol must have an ABC card on them at all times.
- Cash Bars are not allowed unless you are a licensed 501 (c) 3 organization and a special permit is obtained from the Alcoholic Beverage Commission by calling 741-1602. Belle Meade Plantation will be happy to provide a letter to the Alcoholic Beverage Commission if necessary.

Safety Requirement

• **SMOKING IS NOT PERMITTED IN ANY BELLE MEADE FACILITY. SMOKING IS ONLY ALLOWED OUTSIDE ON THE GROUNDS**

- No open flame is allowed in or around any Belle Meade facility.
- Any propane heaters used in conjunction with a tent must be placed a safe distance from tent sides.
- Electrical work must be done by a licensed and Plantation approved contractor. Proof of licensing and permission are necessary.
- Due to fire codes, no tents, tables, etc may be placed in the gravel drive in front of the Carriage House and Mansion.

Weddings/Rehearsals/Rain plans

- If you have scheduled a wedding in the Boxwood Garden and rain is expected, please contact the Sales Department and we will do our best to find an alternate location on property for your ceremony. Requests to move must be received no later than 72 hours prior to the event. We cannot guarantee that an alternate location will be available.
- **You must arrange a time with the Sales Department for your rehearsal. We will do our best to accommodate your request. Rehearsal dates and times will not be guaranteed until 30 days prior to your event.**
- **No rice, birdseed, sparklers, or flower petals may be used.** Bubbles, doves and butterflies are allowed.

Bridal Portraits

- Brides renting Belle Meade Plantation for either their ceremony or reception are allowed to have their bridal portrait taken on property, except in the Mansion, free of charge. Brides must schedule an appointment through the Belle Meade Plantation Sales Office and receive a photography permit. For information about having your portrait taken in the Mansion please read below.

- For those brides purchasing the Royal Wedding Package – Boxwood Garden, Carriage House, Stables and Paddock Area
- you are allowed to have your bridal portrait taken on the spiral staircase (only) inside the Mansion. Your one-hour session must be scheduled between 5:00 PM and 6:00 PM Monday through Thursday. Further rules regarding your session are available from the Sales Office.
- Brides who do not purchase the Royal Wedding Package but would like to have their portrait taken on the staircase may do so by paying an additional fee of \$350.00. Your one-hour session must be scheduled between 5:00 PM and 6:00 PM Monday through Thursday. Further rules regarding your session are available from the Sales Office.

Mansion Tours

- Guided tours of the mansion are available with an event rental for an additional fee of \$8.00 per person with a 50-person minimum and must be arranged two weeks prior to the event through the Sales Department.
- Walk-through tours of the Mansion are available for a flat \$900 fee. This fee covers the home being open for 2 hours.
- **NO FOOD, DRINKS, OR PHOTOGRAPHY ALLOWED IN THE MANSION.**

Cleanup

- **IT IS YOUR RESPONSIBILITY TO MAKE SURE YOUR CATERER, FLORIST AND ANY OTHER OUTSIDE VENDOR CLEAN UP AFTER THEMSELVES AND LEAVE THE FACILITY IN THE SAME CONDITION AS THEY FOUND IT.** Failure to do so will result in the forfeiture of your security deposit.
- All events expecting over 300 attendees will be responsible for hiring professional bathroom attendants for the duration of the event. Such attendants can be hired through Belle Meade Plantation for a fee of \$12.50 per hour.
- All events that expect over 300 guests and have tented the Paddock Area, must hire a professional clean up crew to assist with the tear down of the event. The crew may be hired through Belle Meade Plantation at the rate of \$12.50 per person per hour and the number of professionals needed will be determined by Belle Meade Plantation. Volunteer clean up committees are not acceptable for functions where alcohol is being served.

Cancellations and Refunds

- All cancellations must be submitted in writing and signed by the same person who signed the original contract.
- If the cancellation is received six months or more before the event, the Rental Deposit will be refunded, however, the Security Deposit **WILL NOT** be refunded.
- If the cancellation is received less than six months before the event, the Security Deposit will be refunded, however, the Rental Deposit **WILL NOT** be refunded.

Rental Policies subject to change without notice.

Last updated 11/1/07

I have read the above policies and procedures and understand that they are part of the Event Rental Contract:

_____ Date: _____
Signature