



## Wedding & Event Rental Contract

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### 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 construction as well as the age of the staircase.
2. We discourage brides or others from descending the stairs two-by-two due to narrow width.
3. 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 house may be used in a variety of ways for large and small weddings and receptions in accordance with the following stipulations: (1) Mansion chairs may not be used outside. If you desire outdoor seating you will be required to provide your own chairs. Please note mansion staff is not responsible for placement or removal of rented chairs. (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. No electrical appliances are permitted outside. 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 suite 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 since 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 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.

### **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, one small table for the gazebo if needed, (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.

## Upgrades

### **Wedding Coordination**

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. The charge for this upgrade is \$500.00

### **Wedding Officiating Services**

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 and two ceremony planning meetings at the mansion. The charge for this upgrade is \$300.00.

### **Reception-Only Upstairs Availability**

Belmont Mansion's upstairs may be opened for supervised but self-guided guest tours during reception-only events provided the rental client pays a \$200 upgrade fee upon execution of this contract. The option cannot be exercised after the event has begun due to staffing considerations.

## Rental Time

Large and Small Wedding Ceremonies have four (4) hours, Elopement Weddings have one (1) hour. Receptions/Large Dinner Parties and Wedding Rehearsal Dinners/Small Dinner Parties have a six (6) hour rental. Wedding Ceremony and Reception is a seven (7) hour rental. All small and large wedding ceremonies must start no earlier than 6:00 pm and no later than 7:00 pm. Small and Large weddings also get one (1) hour for rehearsal at no extra cost, subject to availability to be scheduled by the Director of Weddings & Rentals. Keep in mind that the rental time begins when the first service person arrives and ends when the last service 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. Events may NOT extend past 11:30 pm. 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 closes for tours. Anyone arriving prior to 4 pm will not be permitted to enter. This applies to bridal party, guests and service personnel.

## 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.
5. The mansion provides all taper candles, except unity candles. However, tea lights or votives may be brought in to decorate, provided that they are placed completely inside glass containers to prevent wax spillage and to prevent fires. 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. ONLY bubbles or bells may be used outside for the bride and groom's exit.
8. In the Grand Salon, the circular sofa, exhibit piano, 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'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 a wedding ceremony and reception, there is a 10 to 20 minute transition time between the wedding ceremony set-up and the reception set-up. The time may vary depending on the complexity of your set-up. We suggest that guests go outside on the front porch for a group photograph or have punch in the small gazebo 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.

### **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**

1. Small Wedding Ceremonies are allowed a maximum of fifty (50) guests. Large Wedding Ceremonies are allowed a maximum of one hundred twenty (120) if followed by a reception at the mansion; one hundred forty (140) if it is a ceremony-only booking. Elopement Wedding Ceremonies are allowed a total of ten (10) guests and bridal party combined.
2. If a wedding ceremony is followed by a seated reception, the maximum seating is for both ceremony and reception is 100, 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. This maximum seating is provided with ten 60-inch round tables with ten chairs per table. 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 Wedding ceremonies will be set up with a maximum of 120 guest chairs if followed by a reception; up to 140 if not. Small Wedding ceremonies will be set up with a maximum of 50 guest chairs. Elopement Wedding Ceremonies are not allowed any guest seating. 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.

### **Security Deposit**

Reservation dates are secured by the first deposit and contract received on a “first come, first served” basis. Your security deposit of \$300 books and holds your date. It does not apply toward the rental fee. It will be refunded to you after your event, provided no theft or damage occurred

and all the rules of this contract were 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.

#### **Rental Fee/Payment**

Except for Elopement Ceremonies, the full rental fee is due 30 days prior to your event. The deposit will NOT be applied to the rental fee.

#### **Cancellation**

The deposit is non-refundable after 72 hours of executing contract. Provided the mansion has an available date and approves the change, you may be allowed to transfer to a different event date. Your signature indicates your acceptance of all regulations herein. If an event is canceled any time after the initial 72 hours, the deposit and rental fee (minus \$50) will be refunded if, and only if, the mansion is able to re-book that date with a comparable event.

To secure your date, the mansion must receive:

1. This contract completed and signed.
2. Your security deposit of \$300, payable to Belmont Mansion. (Elopedments do not require deposit.)

One week before the event, the mansion must receive the Event Personnel Commitment Form, signed by all personnel involved in event.

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

## Package of Services

### **Elopement Wedding Ceremony \$500.00**

Included in this package are the following provisions and restrictions:

1. One (1) hour rental of the Grand Salon during non-tour hours, based on availability. No separate rehearsal time is allowed.
2. Candles and candelabras provided by the mansion in the Grand Salon, upon request.
3. Removal of furniture items in the center of the Grand Salon and Bay Window, upon request.
4. Director of Weddings and Rentals to serve as or provide officiant and supervise ceremony
5. Bridal party and guests are limited to ten (10) people. No seating is provided.
6. No reception or any food or beverage is allowed.

### **Small Wedding Ceremony \$950.00**

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 Director of Weddings & Rentals
2. Set up and use of up to 60 guest chairs with covers
3. Guest registry table, gift table and linen
4. Dressing rooms for bride and groom
5. Use of a concert grand piano
6. Four (4) iron candelabras and candles

### **Large Wedding Ceremony \$1,150.00**

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 Director of Weddings & Rentals
2. Set up and use of up to 140 guest chairs with covers
3. Guest registry table, gift table and linen
4. Dressing rooms for bride and groom
5. Use of a concert grand piano
6. Four (4) iron candelabras and candles

### **Reception/Large Dinner Party \$1,550.00**

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
  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

**Wedding Ceremony & Reception \$2,050.00**

Included in this package are all of the provisions and restrictions of a Large 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 plus one (1) hour rehearsal (subject to availability) to be scheduled by the Director of Weddings & Rentals

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

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. If you are hosting both your wedding and /or reception event as well as your rehearsal dinner at Belmont Mansion you will need to check two options below.

- \_\_\_\_\_ Elopement Wedding Ceremony \$500.00
- \_\_\_\_\_ Small Wedding Ceremony \$950.00
- \_\_\_\_\_ Large Wedding Ceremony \$1,150.00
- \_\_\_\_\_ Reception/Large Dinner Party \$1,550.00 \_\_\_ Mix and Mingle or \_\_\_ Seated
- \_\_\_\_\_ Wedding Ceremony & Reception \$2,050.00 \_\_\_ Mix and Mingle or \_\_\_\_\_ Seated

The following are three optional upgrades. You may check by one, two or three options, if applicable, or none.

- \_\_\_\_\_ Wedding Coordination \$500.00
- \_\_\_\_\_ Wedding Officiating Services \$300.00
- \_\_\_\_\_ Upstairs Availability \$200.00 – This *only* applies to reception-only bookings

Planned number of Guests: \_\_\_\_\_

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

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.

All prices and provisions of this contract are valid through December 31, 2010. Events booked after December 31, 2010 shall be subject to the prices and provisions approved for the year of the event. 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 and /or responsible party agree to all provisions of this contract as indicated by signature.

The client/renter will return pages eight, nine and 10 (8-10) along with the security deposit check in order to secure a booking. Please keep a full copy of the contract for future reference.

Mansion Office Use Only:

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 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 \_\_\_\_\_

