



## Provisions and Guidelines for Event Vendors

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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.
- ◆ Florists may decorate the bay window area, the staircase banister, 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 in any woodwork. 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.
- ◆ 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.

*Belmont Mansion is first, and foremost, an historic house museum. There are some rules that you may not encounter at other rental facilities. EVERYONE involved in a rental event is expected to follow the rules and requests of the mansion and its staff. Please give serious consideration to our rules and regulations before committing to an event in Belmont Mansion. You, the florist or decorating personnel, must sign an Event Personnel Commitment Form testifying you have received a copy of these guidelines and your intention to abide by them.*

# 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.**
- ◆ **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.
- ◆ Tripod and light trees may ONLY be used in the Grand Salon, but not in the bay window. Pictures in other rooms of the mansion may only be taken with a hand-held camera alone.
- ◆ 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), and all guests must leave the Grand Salon during the transition of the Grand Salon from wedding to reception hall is taking place. Guests will be allowed to wait in the gift shop and hallway area, front porch and outside and downstairs museum rooms. Due to the logistics of the transition and in consideration of event guests and mansion personnel please limit your photography sessions to less than 20 minutes between ceremony and reception. Photography schedule should be discussed with the Director of Weddings & Rentals and/or the Belmont Mansion Event Coordinator prior to the event.
- ◆ To protect the finish on the floor, electrical cords may NOT be taped to the floor.
- ◆ The Director of Weddings & Rentals and Event Coordinator have final authority in all matters and may refuse to allow anything that may be a hazard to the mansion or its guests and personnel.

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**You, the photographer/videographer, must sign an Event Personnel Commitment Form testifying 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.
- ◆ 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 Operations.
- ◆ 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 & Operations or Belmont Mansion Event Coordinator designates.
- ◆ DJs are expected to keep the volume at a moderate level.
- ◆ To protect the finish on the floor, electrical cords may NOT be taped to the floor

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**You, the musicians/DJ, must sign an Event Personnel Commitment Form testifying 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 either be faxed (615-460-5688) or mailed (1900 Belmont Blvd/Nashville, TN 37212.)
- ◆ 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.
- ◆ **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 people to achieve this task.
- ◆ Due to the age of the mansion there are limited electrical outlets. Taping of cords to the floor is prohibited.
- ◆ The mansion may 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 clean up after themselves 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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**You, the caterer, must sign an Event Personnel Commitment Form testifying you have received a copy of these guidelines and your intention to abide by them.**

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Client Name \_\_\_\_\_

Event Date \_\_\_\_\_

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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/Videographer

Please print also.

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Street Address

City

State

Zip

---

Business Phone

Cell Phone for Day of Event

Email Address

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

Please print also.

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Street Address

City

State

Zip

---

Business Phone

Cell Phone for Day of Event

Email Address

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Signature of Bride/Groom or Client that all Regulations will be followed. Please print also.