

EST. 1830



## **Rental Agreement General Policies and Procedures**

### **EVENT RENTAL COST**

- Monday –Thursday: 9:00am – 5:00pm..... \$450.00
- Monday–Thursday: 5:00pm – 11:00pm..... \$650.00
- Friday: 9:00am-11:00pm.....\$1,250.00
- Saturday: 9:00am – 11:00pm..... \$1,750.00
- Sunday: 9:00am-11:00pm.....\$1,250.00

### **ADDITIONAL FEES**

- Cleaning Fee: \$ 250

### **BUNDLE OPTIONS**

- **Event Bundle:**
  - Client may bundle a Friday or Sunday date, if available 90 days prior to booked Saturday event date, for a special rate of \$650.00 each in addition to their Saturday rental.
- **Weekend Buy Out:**
  - Rent the Cool Springs House for the whole weekend. Use Friday to set up for your event, Saturday to host your special day, and Sunday to break everything down. 9:00am-11:00pm access each day for a total of \$3,050. Discount only available 90 days prior to booked Saturday event date. *Cleaning fee not included.*
- **14 Days Out:**
  - **Set Up Rental:** Within 14 days of their event, client may book day-before access for early set up, storage, and/or rehearsal. The fee is \$350.00 and includes four consecutive hours of access between 9:00am and 5:00pm on the day prior to their event, subject to availability.
  - **Breakdown Rental:** Within 14 days of their event, client may book day-after access for tear down of tent, rental items, or removal of personal items. The fee is \$350.00 and includes four consecutive hours of access between 9:00am and 5:00pm on the day after to their event, subject to availability. Alcohol and trash items may not be left out overnight.

## **SEASONAL DISCOUNTS**

Available in December, January, February, and March. Prices are as follows:

- Monday – Thursday 9:00am – 5:00pm..... \$350.00
- Monday – Thursday 5:00pm – 11:00pm..... \$500.00
- Friday 9:00am – 11:00pm.....\$950.00
- Saturday 9:00am-11:00pm.....\$1,150.00
- Sunday 9:00am – 11:00pm.....\$950.00

## **SPECIAL PRICING:**

- **Additional Hours:** Additional hours may be added on the day of a client’s rental to allow earlier access to the venue beginning no earlier than 7:00am. This rate is determined by dividing the full price venue rental fee in which the requested time falls into an hourly rate.
- **Hourly Rate:** The Event Venue Manager may grant client special hourly rates on any available dates provided the dates are not booked 14 days out. The hourly rate is determined by dividing the full venue rental price by the number of hours specified. A minimum of three hours is required and no more than six hours may be rented with this rate.
- **30 Day out Rate:** Unreserved dates (weekend days: Friday, Saturday, and Sunday) may be booked within 30 days of an event for 50% of the regular rental rate.

## **CAPACITY**

- **Inside:**
  - The first floor will accommodate 75 persons for a seated dinner. For a standing reception event, the house will accommodate up to 100 persons.
  - The second floor provides a changing room for use by the bride during wedding rentals. A restroom is also available on the second floor.
  - Because the house is divided into rooms, an inside wedding ceremony is limited to a small group (approximately 40 in a single room) for everyone to be able to witness the ceremony.
- **Outside:**
  - When using a tent, the maximum number of guests allowed on property is 150. Outdoor ceremonies are held on the lawn or on the front porch.

## **RESERVATION POLICY**

- Individual dates can be booked up to 18 months in advance.
- To reserve a specific date, please view the Cool Springs House calendar for availability. If the date is available, send an email requesting to book the date to: [cs@brentwoodtn.gov](mailto:cs@brentwoodtn.gov). An electronic Rental Contract will be sent at that time.
- Client will have up to 72 hours to complete and return the Rental Contract, or the date will be released.
- The reservation will be secured upon receipt of the signed Rental Contract and required rental fee (50% of rental fee if the reservation date is more than six months out; full rental fee if the reservation date is within less than six months). Checks, cash or credit card payments are accepted. Credit card and electronic check authorizations require an additional transaction fee. Checks should be made payable to City of Brentwood and can

be mailed to City of Brentwood, Attention: Cool Springs House, P.O. Box 788, Brentwood, TN 37024-0788.

- The balance of the rental fee and the flat rate cleaning fee are due six months prior to the event.
- If this payment schedule is not met, the Event Venue Manager will send an email notice to the client (at the email address provided by the client in the booking contract) requiring immediate action. If payment is not received with seven days of notice given, the event reservation will be cancelled with no refunds given.

### **CANCELLATION POLICY**

- Client may cancel this contract at any time. Cancellations must be made with the Event Venue Manager in writing, preferably by email to [cs@brentwoodtn.gov](mailto:cs@brentwoodtn.gov)
- **More Than 180 Days:**
  - If client cancels more than 180 days prior to the event date, the City will return 50% percent of the deposit to the client.
  - If client paid in full at the time of booking, and there were more than 180 days prior to the event, the City will return payments, less 50% of the contracted deposit amount.
  - The cleaning fee may also be returned, if applicable.
- **90 Days to 180 Days:**
  - If client requests to cancel less than 180 days but more than 90 days prior to the event date, the City will return 25% of their total paid up to date, and the cleaning fee.
- **Less Than 90 Days:**
  - If client requests to cancel 90 days or less from their original contracted date no rental fee refunds may be given, however the cleaning fee may be refunded.

### **RESCHEDULING POLICY**

- If client requests to reschedule, client may NOT select a new date more than 12 months from the original event date. New date requests must be made in writing to the Event Venue Manager, preferably by email to [cs@brentwoodtn.gov](mailto:cs@brentwoodtn.gov).
- **More Than 180 Days:**
  - If client requests to reschedule the original date of their event more than 180 days prior to the original event date, prior payments made may be applied to the new event date and no penalties for the change will be required.
  - Should client choose a new date for which the booking fee is less than the original date, the City will return the difference in balance.
- **90 Days to 180 Days:**
  - If client requests to reschedule the original date of their event, and there are fewer than 180 days, but more than 90 days before the original event date, 85% of payments made, and the cleaning fee may be applied to the new date. A change fee of 15% of the *original contract* will be due to finalize the new date, regardless of the cost of the new date.
  - Should client choose a new date for which the booking fee is less than the than their original date, the client shall not receive any refunds for a difference in balance.

- **Less Than 90 Days:**
  - Any rescheduled dates less than 90 days before the event will be considered a cancellation and client will forfeit all funds associated with the account and will require a new booking with new payments for any future events.
- Should client choose a new date that is more expensive than their original date, the client will be required to pay any additional rental fees associated with the new date, as well as the change fee, if applicable, regardless of when the request to reschedule is made.
- Only one date change is permitted per booking. If client reschedules a date and then subsequently cancels the contract, client shall receive no refunds for the cancellation.

### **PERSONAL ITEMS**

- All personal items must be delivered and picked up within the confines of the rental period unless prior arrangements have been made. The City of Brentwood is not responsible for personal items. Client will be billed \$200 for any items left inside the house or on the grounds past the allotted rental period.

### **VENDOR RENTAL ITEMS**

- Rental items are an industry term used for items such as tables, chairs, linens, china, flatware, etc. The term “vendor rental items” refer to such items rented from an outside company separate from the City of Brentwood.
- **Insurance:**
  - Client may use any *licensed and insured* vendor for the rental of tables, chairs, linens, china, etc. The rental order must be submitted to the Event Venue Manager four weeks prior to the event.
  - The City requires rental companies to have a \$1,000,000 liability insurance policy. License and insurance information for tenting companies must be given to the Event Venue Manager no less than four weeks prior to the event.
- **Set Up/Teardown:**
  - The city **does NOT** provide setup or teardown of vendor rental items for client’s event.
- **Delivery/Pick Up:**
  - Rentals must be delivered within the confines of the rental period.
  - Rentals may be picked up the day following the event provided there are no other events scheduled. If another event is scheduled, the rentals must be picked up and *off property* no later than the contracted start time of the next event. Clients will be informed of the next day’s rental time at the time of booking, or upon the booking of the next day.
  - If rentals are being picked up after the end of the rental period, client is responsible for ensuring that all rental items are cleared from the mansion to allow for the rental company to access items after hours.
  - Client will be billed \$500 when rentals are left inside the mansion or remain on property past their designated time.
  - All rentals’ contracts are between client and their chosen rental company. The City, and any Event Representatives are not responsible for any outside vendor errors in timing, efficiency, or delays in pickup or delivery from property.

- Client is responsible for ensuring that rentals vendors are aware of the City's policies on using rentals, delivery procedures, and pickup timing.
- Rental companies may not drive in the grass for any reason to reach desired event area.

### **VENUE RENTAL ITEMS**

- The “venue rental items” outlined below are referring to the tables and chairs provided by the City of Brentwood within client’s contracts.
- **Rentals:**
  - Cool Springs House currently has a limited number of onsite tables and chairs for client’s use. The use of these tables and chairs is included in the rental fee. All linens must be supplied by client or rental company.
    - Because damage may occur at any point in time, the City cannot guarantee the quality or quantity of any items in its inventory of tables and chairs. Should damage occur to any of the City’s rental items, the City is not guaranteed to be able to replace any of the items prior to the next event.
- **Set up/Teardown:**
  - The City **does NOT** provide set up or teardown/removal of any rental items for client’s event.
  - All Cool Springs House items must go back in the shed before the conclusion of the Client’s event.
  - If client improperly sets up or tears down the City’s rental items, client will be billed \$200 to account additional required labor in correcting set up or teardown. Any damage found to the City’s rentals will be billed to the client.

### **TENTS**

- **Insurance:**
  - Client may use any *licensed and insured* commercial tent company they choose. The tent contract must be submitted to the Event Venue Manager four weeks prior to the event.
  - The City requires the tent company to have a \$1,000,000 insurance policy. License and insurance information for tent companies must be given to the Event Venue Manager no less than four weeks prior to the event.
- **Set up/Teardown:**
  - Tents are only allowed on the grounds in designated areas. These areas include the brick patio, and lawn in front of or to the side of the barn.;
  - Tent companies are responsible for all supplying, erecting and removal of tents. Tents must be constructed of fire-retardant material and meet all guidelines established by the fire marshal.
  - The City is not responsible for the tent nor items set up under or around the tent. Client will be responsible for any damage to the grounds resulting from the installation, use, and removal of the tent structure.
  - Use of any type of flooring must be approved by the Event Venue Manager prior to any contracts being signed with a rental company.
  - Tents must be set up within the confines of the rental period.

- With prior approval, tents may be removed no later than the day following the event provided there are no other events scheduled. If another event is scheduled, the tent must be torn down and removed from the property no later than the contracted start time of the next event.
- Client will be billed \$500 when tents remain on property past their designated time.
- Tent companies may not drive in the grass for any reason to reach desired tenting area.
- All tent contracts are between client and their chosen tenting company. The City, the Event Director, and any Event Representatives are not responsible for any outside vendor errors in timing, efficiency, or delays in erecting or removing tenting from property.
- Client is responsible for ensuring that tenting vendors are aware of the City's policies for delivery and pickup timing.
- **Tent Sharing:**
  - Clients may share a tent with any other adjacent events upon approval from the Event Venue Manager. A share plan, including delivery/pickup times must be submitted to the City within two weeks of the event and must be signed by both the contracting parties, as well as the planners, from each event.

## CATERING

- Client may use a catering service of their choice. The City recommends, but does not require, a licensed and insured caterer, as our kitchen is not equipped for food prep, cooking, etc. for large events.
- **Kitchen Equipment:**
  - The Cool Springs House kitchen is equipped with a small refrigerator/freezer, stove/oven, microwave, coffee pots, and small prep table.
  - The kitchen stove may be used for warming only and is not intended for active cooking.
  - The freezer does not make ice. Any required must be furnished by client.
  - The City does not supply pots, pans, flatware, etc. for catering usage. ~~for any cooking on site.~~ Any required must be furnished by client.
  - The kitchen sink does not have a garbage disposal. No food items or garbage may be put down the drain.
- **Catering Trash:**
  - Caterers and/or client are responsible for cleaning the space they use and returning it to the condition in which it was found.
  - The City will supply a limited number of trash cans for client to dispose of their trash at the conclusion of their event.
  - All trash must be in **tied** trash bags and placed in the containers inside the fenced area at the rear of the house. Any trash that does not fit within the provided containers must be removed by the client at the event's conclusion for disposal.
  - Trash bags are to be provided by the client.
  - Client will be billed \$100 if they improperly dispose of their trash either inside or outside. This additional cost is used to offset the additional labor the City must provide to dispose of client's trash.
- **Food Trucks:**

- Food trucks are allowed in designated areas only on the driveway. All food trucks must have a mobile food vendor permit issued by the City of Brentwood.

## **ALCOHOL**

- **General Requirements:**
  - Alcoholic beverages (including but not limited to beer, wine, liquor, seltzers and/or champagne toasts) may be served only by bartender(s) licensed by the Tennessee Alcoholic Beverage Commission. A copy of the bartender's ABC license must be on file four weeks prior to the event.
  - Bartenders must be on site only as a vendor and may not be the client themselves or a guest at the event.
  - Bartenders must remain with all alcohol through the duration of the event and are responsible for distributing alcohol to any guest of valid drinking age.
  - Bartenders may not consume alcohol in any form while working at a client's event.
  - Bartenders are responsible for all alcohol related trash and must place trash in tied trash bags in designated trash area.
- **Licensing and Insurance:**
  - In addition to the ABC license(s), client must obtain a host liquor liability insurance policy, which is required to be on file with the City four weeks prior to the event.
- **Consumption Requirements:**
  - The City of Brentwood strictly prohibits the pouring and consumption of pure alcohol in the form of shots.
  - All consumption of alcohol in dressing areas must end once event begins.
  - All alcohol must be packed away prior to the bartender departure. No alcohol may be consumed once the licensed bartender has left.
  - All alcohol consumption must end no later than 30 minutes prior to anticipated guest departure.
  - Client must confirm with the Event Venue Manager no less than four weeks prior to their event if they intend to have alcohol. Should Client inform the City that they are not providing alcohol at their event and the Client(s), or any guests (including members of the wedding party) are found consuming alcohol on the premises without the proper documents as outlined in this contract, the City reserves the right to immediately terminate client's event. Should this occur, no refunds will be given.

## **LIGHTING**

- **Inside:**
  - The house has standard lighting throughout. If client would like to add additional lighting inside, any requests must be submitted in writing to the Event Venue Manager.
- **Porches:**
  - All porches have flood lights or lanterns which may be turned on for events. These lights are not on dimmers and must be used as is.
- **Outside:**
  - The house has traditional flood lights on the corners and a spotlight on the barn. There are no lights provided for the reception area. Any additional lighting for outside is client's responsibility to acquire.

## **POWER**

- The Cool Springs House has three power distribution boxes at three different locations for band/sound and lighting hookups in the designated tent areas.
- If client requires more than three circuits of power, client will need to seek additional power sources.
- Clients are responsible for confirming with their vendors whether the Cool Springs House has adequate power sourcing for their specific event needs.

## **INSURANCE**

- **Client Obtained:**
  - The City of Brentwood requires each client to obtain a \$1,000,000 general liability insurance policy for the event, naming the City of Brentwood as an additional insured if the event involves more than 50 people and/or the use/consumption of alcohol in any form. If alcohol is served, the liability policy must include Host Liquor Liability. Proof of such insurance must be provided four weeks prior to the event date. Client may purchase this insurance policy from any provider of their choosing.
- **Vendor Required:**
  - All rental and tent vendors must carry \$1,000,000 in general liability insurance and provide the City of Brentwood with a certificate of insurance four weeks prior to the event.

## **MUSIC & DANCING**

- **Outside:**
  - All outdoor music must end at **10:00pm** to comply with the City of Brentwood's noise ordinance. No exceptions will be made.
  - Outdoor music on the house grounds must never exceed 70 decibels.
  - Because the mansion is surrounded by residential neighborhoods, music shall not contain obscene or patently offensive language.
  - The City reserves the right to shut down any event if the police find that they've violated the City's noise ordinance.
- **Inside:**
  - To prevent damage to the original wood floors, no dancing or bands are allowed inside the house.

## **DECORATIONS**

- Client shall be responsible for all decorations for the event.
- Signs, banners, floral arrangements, lighting, or any other decorations may **not** be taped, nailed, stapled, or otherwise fastened to the property. No adhesives of any kind are allowed. No holes may be drilled or punched anywhere on the property.
- All decorations must be removed, without leaving damage, prior to the contracted end time of client's event. Should the City find damage to the historic house or property due to client's decorations, client will be responsible for paying for repair costs in full.



- No loose glitter, confetti, fake or real flower petals or other materials prohibited by the Event Venue Manager may be used at any time.
- **Approved Send-off Methods:** Bubbles, glow sticks, pom poms, ribbon wands, streamers, or any other preapproved items may be used for send-off methods
- **Prohibited Send-off Methods:** Sparklers, rice, bird seed, flower petals (fake or real), sky lanterns, fireworks, and confetti are strictly prohibited.
- Any additional send-off methods must be approved by the City prior to client's event.

### **CANDLES/FIRE**

- **Inside:**
  - The use of candles or any type of open flame is strictly prohibited **inside** the house at any time. LED or flameless candles are allowed.
- **Outside:**
  - Candles may be used outside away from porches under the following guidelines: All candles must be contained or enclosed in glass and the flame must not reach higher than one-half inch below the top of the glass.
- **Restrictions:**
  - Except for sterno or similar product for heating food, no liquid fuel candles are permitted. No flame of any kind (other than the described above) is allowed on property.
  - No fire pits of any kind are permitted.

### **WEDDING REHEARSALS**

- All rehearsals must be done on the day of the contracted rental and may be no earlier than the agreed upon start time of the event, unless client has rented additional time the day prior to the rental as provided within this Policy.

### **PLANNER/CONSULTANT**

- Client is encouraged to hire an event planner for their special day and all of the activities that surround it. The Event Venue Manager may be consulted about recommended or appropriate uses of the house and grounds for the event but will not serve as the event planner.

### **SMOKING AND SUBSTANCES**

- Smoking of any kind is prohibited inside the house and on the porches at any time. Electric cigarettes are also prohibited inside the house and on the porches.
- Illegal substances (e.g. marijuana, cocaine) are strictly prohibited on the Cool Springs House property. The user(s) of said substances are required to leave property immediately.

### **CLEAN UP POLICY**

- Client shall pay a flat rate cleaning fee with their final balance payment, due six months prior to the event. This cleaning fee covers the cost cleaning of the house in preparation for the next event. Below outlines the client responsibilities for cleanup versus what your cleaning fee will cover.
- Client/outside vendor responsibilities: Trash removal inside the mansion, trash removal for reception area, dressing rooms trash and items clean up, catering kitchen clean up, putting

furniture back in their proper places inside the mansion, ensuring rental items are cleared from the mansion and put away, removing all décor and personal items.

- Cleaning company responsibilities covered under Client's cleaning fee: Sweeping, mopping and/or vacuuming of all surfaces, dusting and wiping down surfaces, restroom cleaning, restroom restocking.
- Should Client fail to perform their cleaning responsibilities as outlined in this contract, the cleaning company may bill the City for additional duties. Clients will then be billed for all additional fees that the City has incurred.
- Client and their representatives shall be responsible for collecting and removing all trash at the conclusion of event. Trash bags must be **tied** and placed in the trash cans provided in the black fenced area at the rear of the house.
- A trash receptacle is furnished for client, but the client is responsible for bringing their own trash bags.
- All decorations, equipment, and any other personal or rental items must be removed from the house/grounds at the conclusion of the event.
- All doors must be locked at the conclusion of the event, including the shed.
- Ice must be disposed in the kitchen sink and not in/on the yard/grounds of the house.
- Any items remaining when the City's cleaning service arrives will be discarded unless prior arrangements have been made. Should the City be charged by the cleaning company for additional cleaning services due to items left behind, the cost will be passed along to the client.
- Client is responsible for returning the grounds and facility to the condition in which they were found. All items that are property of the Cool Springs House are to be returned to the designated storage areas unless prior arrangements have been made and approval has been given by the Event Venue Manager. In no event will the City be liable for the loss or damage of items left out overnight.

### **GROUNDS**

- As a historical property, The Cool Springs House is occasionally undergoing upgrades, renovations, and repair. The City cannot guarantee the conditions of the property will match those of previous visits by client, though every effort will be made to minimize disruptions. If for some reason the property is compromised in an unexpected way (e.g., fire, tornado), and is no longer suitable for the event, the City reserves the right to cancel. All money paid by client to the City will be returned in full.
- Client acknowledges that Crockett Park is an active recreational park within the City of Brentwood. This park may have various sports and athletic activities happening all seven days of the week throughout the year. The City will make every effort to contact clients whose events fall on a date where there will be large amounts of additional park activities to allow for additional parking arrangements.
- Client is responsible for returning the grounds and facility to the condition in which they were found.

### **PARKING**

- Parking is available in the parking area behind the house with a walkway leading to the house.

- While parking is generally available in Crockett Park, should parking become unavailable for an event due to recreational activities in the park, the Event Venue Manager will assist client in creating an alternate parking plan.
- The City of Brentwood is not liable for any damage to vehicles due to being left in the park overnight.
- The driveway is for vendor load in/load out or drop-off of guests. Parking in the driveway, in the grass, or on the street is prohibited.
- Clients, vendors, and/or guests may not park or drive on the grass for any reason.

### HOUSE

- Damage to the house, furnishings, or other items must be reported in writing to the Event Venue Manager immediately; any damage will be billed to the client.
- Movement of furniture must be kept to a minimum. If two or more people are required to lift a piece of furniture, it may not be moved by client or client representatives. Any furniture moved for an event must be returned to its original placement before the conclusion of the event. Any damage to the furniture or floors from client event will be billed to the client.
  - Client will be billed \$50 per piece of furniture found in the wrong location at the conclusion of their event.
  - Inside furniture may not be brought outside under any circumstance.

### RENTAL PERIOD

- Client is required to do all setup and teardown within their contracted rental period.
- **Client must be out of the house no later than the end of their contracted rental time. There will be no grace period for remaining inside. Client will be billed \$100 for every five minutes that they or their guests/representatives remain inside the house past their contract. In the event City staff is not present at the end of the contracted rental time, staff may rely on photographic or video images from staff or the cleaning company to determine the timing of client departure.**

### ANIMALS

- Pets are permitted in wedding ceremonies and other special events **with prior notice** given to and approved by the Event Venue Manager. Pets must have a handler and be leashed at all times. All pet waste must be removed and properly disposed of in the trash. Pets are not allowed inside any buildings at any time.
- Larger animals and/or livestock must be approved by the Event Venue Manager. If approval is given, the animal must be supplied by a licensed and insured vendor/handler. The vendor/handler must stay with the animal at all times. At no time will the animal be allowed inside the house or on the porches. All items related to the animal, including animal waste, must be removed and properly disposed of in the designated trash area. Trailers are not permitted to drive and/or park on the grass. **Please note: not all requests for animals will be granted, and approval is given at the discretion of the Event Venue Manager on a case by case basis.**

### ADDITIONAL REQUIRED DOCUMENTS

- Two questionnaires are provided client throughout the booking process. These questionnaires are required documents and must be submitted back to the City in a timely manner.
  1. Vendor Questionnaire – load in and load out times are required for all vendors
  2. Final Questionnaire

### **FINAL EVENT PLANS**

- The following are required documents to be submitted to the City no less than four weeks prior to client’s event:
  - Client’s certificate of Liability Insurance
  - Host Liquor Insurance, if applicable
  - A copy of the bartender’s ABC license, if applicable
  - Vendor questionnaire
  - Tenting certificate of insurance
  - Rentals certificate of insurance
- A reminder and request for documents will be sent to Client six weeks prior to the event.

### **SUMMARY OF FEES**

- Client’s failure to comply with the policies listed above will result in the City seeking recovery of its costs as outlined below. Client is responsible for returning the grounds and facility to the condition in which they were found. Any damage to the property, over what is listed below, will be billed to the client.
  - Personal items remaining on property past rental period - **\$200**
  - Cool Springs House rentals being improperly set up or torn down - **\$200**
  - Vendor rental items remaining on site past contracted rental period (without prior approval in writing) - **\$500**
  - Tents remaining on site past contract rental period (without proper approval in writing) - **\$500**
  - Moving furniture without putting it back in the proper location - **\$50/piece of furniture**
  - Improperly disposing of all trash - **\$100**
  - Failing to exit the house by the end of contract - **\$100 per every five minutes** remaining on site

### **ENFORCEMENT**

- The City Manager or his designee may place additional restrictions or conditions on the use of the City’s property. The City Manager may deny use of the house to any user when it is determined to be in the best interest of the City.