



EVENT RENTAL INFORMATION

Date of Event: _____
 Type of Event: ___ Wedding Ceremony Only ___ Wedding Reception Only
 ___ Wedding & Reception ___ Special Event_____

CONTACT INFORMATION:

Renter Name/Organization: _____
 Contact Person: _____ Phone(day): _____
 Address: _____ State: _____ Zip: _____
 Phone(evening): _____ Cell: _____ Fax: _____
 Drivers License#: _____ Email: _____
 Alternate Contact: _____ Phone: _____
 If wedding, Bride's Name: _____ Phone: _____
 Groom's Name: _____ Phone: _____
 Address post wedding: _____

EVENT INFORMATION:

Rental Start Time: _____ Rental End Time: _____
 Actual time of event: _____ Number of Guests: _____
 Wedding Rehearsal Date: _____ Time: _____
 Wedding Coordinator: _____ Address: _____
 Phone: _____ Cell: _____ Email: _____
 Received copy of Rules ("Attachment B"): _____ Date: _____
 Caterer: _____ Address: _____
 Phone: _____ Cellphone: _____ Email: _____
 Date copy of liability insurance received: _____
 If caterer does not have liability insurance, name of company and phone number who will
 be providing liability insurance: _____
 Date received: _____
 Caterer received copy of Rules ("Attachment B") _____ Date: _____
 Will alcohol be served? _____
 Bartenders Name: _____ Date copy of ABC Card received: _____
 DJ/Band: _____ Phone: _____
 Florist: _____ Phone: _____
 Photographer: _____ Phone: _____
 Other Vendors:
 Name: _____ Phone: _____
 Name: _____ Phone: _____

Event use fee _____
Any additional fees or deductions _____
Alcohol fee _____
Total facility cost _____

Total Damage / Cleaning Deposit: _____ Paid: _____ Check # _____
Amount Due with signed contract: _____ Paid: _____ Check # _____

½ Balance due 30 days prior to event: _____ Date Due: _____ Paid: _____

Refund Amount: _____ Date Mailed: _____

All event contracts are subject to approval by the Executive Committee of Oaklands Association, Inc.

Signature _____ Date: _____

Oaklands Approval: _____ Date: _____

Special Notes or questions:

DESCRIPTION OF FACILITIES

Maney Hall rental includes:

- **Grand Ball Room**
 - **Tables and Chairs**
 - **Portable Bar**
 - **Audio/Visual Equipment**
- **Catering Kitchen**
- **Storage Area/Coat Room**
- **Front Porch of Visitors Center**

**The staff offices, gift shop and the presentation room will be locked and unavailable.
There is no bridal or groom changing room available at this facility.**

Grounds rental includes:

- **Front lawn of the mansion**
- **Parking lot available for weighted tents only. Stakes are not allowed in the pavement.**
- **Tenting of the grounds requires prior written approval.**
- **Access to exterior electrical outlets located at the visitor center and the mansion.
Visitors center and restrooms will be locked and unavailable unless rented separately
and/or with Maney Hall.**

Friday through Sunday	
<u>Maney Hall</u>	\$1500
Non-Licensed/Insured Caterer fee	\$ 600
Alcohol fee	\$200
Damage/Cleaning deposit (refundable)	\$400
Storage fee*	\$100 per day
**assessed for storage of any items brought prior to day of event or remain following event.	
Friday through Sunday	
<u>Museum Grounds</u>	\$325
Damage/Cleaning Deposit (refundable)	\$400
Storage fee*	\$100 a day
**assessed for storage of any items brought prior to day of event or remain following event.	
Restroom rental (based on availability)	\$150

Monday through Thursday after regular business hours.	
<u>Maney Hall</u>	\$725
Non-licensed caterer fee	\$600
Alcohol fee	\$200
Damage/Cleaning deposit	\$400
Storage fee*	\$100 a day
*assessed for storage of any items brought prior to day of event or remain following event.	
Monday through Thursday after regular business hours	
<u>Museum Grounds</u>	\$300
Damage/Cleaning Deposit	\$400
Storage Fee*	\$100 a day
*assessed for storage of any items brought prior to day of event or remain following event.	
Restroom rental is based on availability	\$150

Hourly Meetings – Monday through Friday during regular business hours.	
50+ will require parking at Oakland Park Pavilion on Roberts St.	
50+ will require rental of 3 hours or more.	
<u>Maney Hall</u>	
Rental (includes access to kitchen area)	\$80 per hour
Damage/Cleaning deposit	\$400
Alcohol fee	\$200

EVENT RENTAL POLICIES

We are pleased that you are considering Oaklands Historic House Museum (OHHM) as your event location. Please be advised that OHHM is first, and foremost, an historic house museum. Please give consideration to our requirements before committing to an event at OHHM. Everyone involved in your event is expected to follow the rules and requests of the museum and its staff.

Due to tourism, OHHM grounds and visitor center are available for weddings, receptions and special events **AFTER 4:00 P.M.**

Due to fire codes, the **maximum capacity of Maney Hall at Oaklands is 150 seated and 200 standing.** OHHM reserves the right to contact the fire marshal if maximum capacity is exceeded.

Be advised an officer with the Rutherford County Sheriff's Department **lives on site.**

We will be glad to furnish you with additional copies of EVENT RENTAL POLICIES for your caterer, florist, or other suppliers. Please read and initial the following guidelines to avoid any misunderstandings. Failure to comply with these regulations may result in the forfeiture of your damage/cleaning deposit and/or cancelation of your event.

Please initial each section, after reading, and return with signed contract.

_____ Chair and Table Rental

All tables and chairs located in the storage area are included in your rental fee. Table sizes range from 6' and 8' rectangles to 48" to 60" rounds. Tables and chairs rented from OHHM will be set up by the lessee and taken down by OHHM. **Oaklands' tables and chairs are for use in Maney Hall only and they are not to be removed for any reason.** Any additional tables and chairs rented from an outside company and brought into Maney Hall must have rubber tips on all legs, delivered and removed the day of the event, and be approved by OHHM. Tables and chairs that are to be used on the porch, parking lot, or lawn must be provided by the renter. OHHM does NOT provide linens, flatware, dishes, etc. Please do not stand on chairs belonging to OHHM. Renter is responsible for damage to chairs or other property of OHHM if caused through the course of this event. **OHHM tables and chairs are to be put up by the lessee and taken down by OHHM.**

_____ CATERING

Rules must be provided to and signed by caterer. Caterers must provide a Certificate of Insurance naming Oaklands Historic House Museum as additional insured for \$1,000,000.00 for each event. This certificate is required at least thirty (30) days prior to the scheduled event. The Caterer is responsible for **full clean up of the kitchen** including all counters, cupboards, sinks and mopping of floors. No sitting on counters, please. Caterers are responsible for removing all food, service equipment, and supplies. ALL ITEMS MUST BE REMOVED AFTER THE EVENT HAS ENDED. This includes linens, decorations, lights, etc... The kitchen should be left in the same condition as it was found. Caterer must check out with OHHM staff before leaving the premises. If this does not occur, the cleaning deposit can be retained. No cooking is allowed on the premises. **Trash bags will be in the cans as part of set up, however, if more are needed they must be provided by the lessee and likewise for paper towels.**

_____ PARKING

Valet parking is required for events with 50 or more people at the lessees' expense. Parking will not be permitted except in designated spaces. **No parking allowed on grass, driveway, loop, or gravel driveway between Visitors Center and mansion.** There is additional parking available adjacent to the ball fields, next to the picnic pavilion. Walking trails connect OHHM parking lot with the picnic pavilion lot. Damage to the irrigation system may exceed the amount of the damage deposit and the resulting balance will be billed to the lessee. During normal business hours, (10:00 AM to 4:00 PM) five parking spaces will be reserved for visitors to the Museum. If these rules are not met, the rental deposit may be retained.

NOISE LEVEL

OHHM is in the middle of a residential area. Bands and dancing are permitted, however, loud music is not allowed. All music must **end at 10:00 pm** in accordance with the City of Murfreesboro sound ordinance. Regulations will be supplied upon request. If noise regulations are not met, OHHM reserves the right to contact the appropriate authorities.

ALCOHOLIC BEVERAGES

Be advised an officer with the Rutherford County Sheriff's Department **lives on site**. Alcohol may be served to adults twenty-one (21) years of age or older. Alcoholic beverages MAY NOT be sold. A licensed bartender and the \$200 alcohol fee is **required if alcohol is present and/or served, including champagne punch and/or champagne (alcohol) that would be served or used as a "toast"**. A copy of the bartender's license must be supplied to OHHM (14) days in advance of the event. OHHM reserves the right to secure the services of an off-duty peace officer for the event at the expense of the renter. Alcoholic beverages of any kind **may not be served past 10:00 pm**. Any violation of the alcohol rules will result in forfeit of deposit.

SETUP/BREAK DOWN

OHHM tables and chairs are to be put up by the lessee and taken down by OHHM.

Maney Hall at OHHM is available for quiet (library voices & no music) setup after 12:00PM on the day of the event, with limited use of the facility. If the event is scheduled for a Sunday evening, the museum is open for wedding setup with prior arrangements. OHHM is an historic house museum whose first priority is to serve its visitors during normal business hours. To meet this objective, we ask that when you are on the property during business hours you are mindful of our guests and respectful of our property. Deliveries and pickup of supplies should be scheduled during the afternoon of the event. Delivery, setup, and take down of additional tables, chairs, tents, etc. **must be scheduled** with OHHM. OHHM is not responsible for **protection or storage of items brought onto the property for an event**. To assist you in planning, blank layouts of Maney Hall are available. Caterers are responsible for removing all food, service equipment and supplies. However, **the lessee** assumes full responsibility for all parties. The outside rental company should arrange for the setup and take down of their tables, if they are not the property of OHHM. **ALL RENTAL ITEMS MUST BE REMOVED AFTER THE EVENT HAS ENDED**. Failure to comply will result in assessment of storage fee and/or loss of deposit.

DECORATIONS

NAILS, STAPLES OR TAPE ARE NOT ALLOWED ON ANY OAKLANDS FACILITY. All candles must be enclosed in glass and placed a minimum of 3 feet from anything flammable. Under no circumstances should candles be placed on the mantle or the front porch of the mansion. Care should be taken in the handling of hot wax. Should it be necessary for the staff to remove candle wax from tables, chairs, floors, etc. a portion of your damage/cleaning deposit may be forfeited. Rose petals, bubbles, and birdseed are allowed, but must be cleaned up at the event end. Artificial confetti, rice, and artificial rose petals are prohibited and will result in forfeiture of cleaning deposit. Pyrotechnics including **sparklers are prohibited**. Maney Hall decorations are limited to floor and table-top decorations only. No decorations are to be hung, draped, pinned, etc. on walls, doors, or doorframes in Maney Hall. Mantle decorations are subject to approval by an OHHM representative. **No Fog Machines**.

PAYMENT

Your date may be held for seven (7) days without a deposit. After seven (7) days, you must return a signed contract and submit all of the damage/cleaning deposit (fully refundable if all contractual agreements are met), and half (1/2) of the facility fee. The balance for the facility must be paid thirty days (30) prior to the event. Certificates of insurance, a completed floor plan, and a list of all suppliers must also be supplied thirty days (30) prior to the event. If all of the above requirements are not met thirty days (30) prior to the event, the contract will be considered null and void.

CANCELLATIONS AND REFUNDS

A cancellation after a written contract has been signed will be accepted in writing only. If the cancellation is received six (6) months or more before the event, all deposits will be refunded. If the cancellation is received less than six (6) months before the event, only the damage/cleaning deposit will be refunded. However, the **rental fee WILL NOT be refunded.**

CLEANING OF PROPERTY

The lessee is **responsible for ensuring that the caterer is informed** about their responsibilities and that the requirements are met. The lessee is responsible for sweeping out Maney Hall and picking up any outside debris or trash left by the event. This would include the sweeping of area outside Maney Hall, emptying of cigarette ash receptacles, and removal of cups and party debris. **OHHM tables and chairs are to be put up by the lessee and taken down by OHHM.** The chairs and tables used outside (rented) must be removed from the premise and exterior decorations and equipment must be removed before the last member of the party leaves. **Maney Hall is closed at 11:00 PM.**

DAMAGE TO PROPERTY

Lessee is liable for any damages to premises, furnishings, equipment, and grounds. All items brought in to Maney Hall such as speakers, D.J. equipment, tables, chairs, etc. must have proper padding for the protection of the floor.

SAFETY REQUIREMENTS

Any candles used must be enclosed in glass (hurricanes, votives, etc.) and placed a minimum of 3 feet from anything flammable. Under **no** circumstances should candles be placed on the mantle, within 3 feet of the walls in Maney Hall, in front of, or on the porch of the Mansion. Care should be taken in the handling of hot wax. Should it be necessary for the staff to remove candle wax (candy, food, etc.) from tables, chairs, walls, floors, etc., a portion of your damage/cleaning deposit may be forfeited. Any propane heaters used in conjunction with a tent must be placed a safe distance from tent sides. Electrical work must be done by an approved contractor who supplies OHHM with appropriate Certificate of Insurance.

PRINTING

Invitations to any fund-raising event must be approved by the Director of OHHM before printing. Invitations must read, "Benefits of this event are not designated for Oaklands Historic House Museum."

HOUSE TOURS

Guided tours of the mansion may be available with an event for an additional fee of five dollars per person. Event tours should be arranged with staff at least thirty days prior to the event. **NO FOOD, DRINKS OR PHOTOGRAPHY IS ALLOWED IN THE MANSION.**

Evening weddings and special events.

Maney Hall must be vacated by **11:00 PM by ALL parties.** Violation of this policy will be subject to an additional fee of \$25 per each one-minute increment after 11:00 pm. If OHHM is rented on a per hour basis, this fee will apply to contact-negotiated end time.

SMOKING

SMOKING IS NOT ALLOWED IN THE VISITOR CENTER, BALLROOM OR MANSION— SMOKING IS ALLOWED OUTSIDE ONLY. We appreciate your using the outside receptacles provided for disposal of cigarette waste.

Thank you for choosing OHHM for your special day. We look forward to working with you!

SIGNED _____ **DATE** _____

OHHM Rep. _____ **DATE** _____
(rev 03/10)