Ravenswood Mansion
General Policies and Procedures

EVENT RENTAL COST

- Monday – Thursday 9:00am – 5:00pm……..……..$500.00
- Monday – Thursday 5:00pm – 11:00pm…….. $1,000.00
- Friday – 9:00am-11:00pm…… $2,000.00
- Saturday - 9:00am – 11:00pm…..... $3,500.00
- Sunday – 9:00am-11:00pm……...$2,500.00

EXTRA OPTIONS

- Day before access to inside the mansion for storage/setup prior
    - Only available 14 days prior to event, if no other event is scheduled
    - $400
    - Four hours between 9am-5pm
- **Wedding Bundle:** At the time of the Saturday wedding booking, add on the Friday before (if available) for $1,500…. A $500 savings for two days.

DISCOUNTS

**Seasonal Discounts offered January-March and August. Prices are as follows:*

- Monday – Thursday 5:00pm – 11:00pm…….. $650.00
- Friday -- 9:00am – 11:00pm…..$1,500.00
- Saturday -- 9:00am – 11:00pm…..$2,000.00
- Sunday -- 9:00am – 11:00pm…..$1,500.00

**Winter INDOOR wedding use only – Friday, Saturday, or Sunday 9am-11pm - $1,500 (December – March 20) Up to 50 guests.*
**Year-Round Discount: Book less than 30 days out- 50% off weekend dates only*

Cleaning Fee: $225

Refundable security deposit: $1,000

Audio/Visual Projector Rental available for $100

Rental fees include the exclusive use of the house and surrounding grounds.

Note: The house is closed Easter, Memorial Day, July 4th, Labor Day, Thanksgiving Day, Christmas Eve & Day and New Year's Eve & New Year's Day.

SPECIAL PRICING

- Additional hours may be added on the day of a client's rental to allow earlier access to the venue beginning no earlier than 7am. This rate is determined by dividing the full price venue rental fee into an hourly rate.
- At the time of booking a Saturday wedding, client's may bundle a Friday date, if available, for a special rate of $1,500 in addition to their Saturday rental.
- The Event Venue Manager may give clients special rates on weekend events if they are not booked 14 days out by booking a Friday, Saturday, or Sunday event at an hourly rate determined by dividing the full venue rental price by the number of hours specified. A minimum of 3 hours is required and no more than 6 hours may be rented with this rate.

CAPACITY

- The first floor is designed to accommodate 75 persons for a seated dinner. For a standing reception event, the house will accommodate 150 persons. Because the house is divided into rooms, an inside wedding ceremony would be limited to a small group (no more than 40) in order for everyone to be able to witness the ceremony. Outdoor ceremonies are held on a lawn or on the front porch and are not to exceed 400 guests. The second floor provides a changing room for use during weddings for the bride and groom. A restroom is also available on the second floor.
- For business meetings/events, Ravenswood has 3 main rooms on the first floor of the Mansion that may be used. Each room can hold approximately 20-30 people and various types of room/table configurations. There are a limited amount of tables and chairs for business events.

RESERVATION POLICY

- Individual dates can be booked 18 months in advance.
- To reserve a specific date, please view the Ravenswood Mansion calendar for availability. If the date is available, send an email with the requested date to ravenswoodmansion@brentwoodtn.gov. The date will then be put on "hold" for 48 hours. You will receive an email confirmation of the hold.
- A reservation is secured upon receipt of the signed Rental Contract and fifty (50%) percent of the rental fee. Checks, cash or credit card payments are accepted. Credit card authorizations require an additional 3.5% transaction fee. Checks should be made payable to City of Brentwood and can be mailed to City of Brentwood, Attention: Ravenswood Mansion, P.O. Box 788, Brentwood, TN 37024-0788.
- The balance of the rental fee, the damage deposit ($1,000) and the cleaning fee ($225) are due six months prior to the event. Failure to meet this payment schedule will put client's account on "hold" for 7 days, to which the Event Venue Manager will send a notice to client requiring immediate action. If payment is not received within 7 days of notice given, the event will be cancelled with no refunds given.
- The damage deposit ($1,000) is refundable after the event if there is no damage to facility, furnishings or grounds, and all terms and conditions listed on the Damage Deposit Form are followed. This amount is subject to increase if the City Manager or his designee

determines that based on the nature of the event a higher amount is warranted to protect the City.

- Unreserved dates (weekend days: Friday, Saturday and Sunday) may be booked within thirty (30) days of an event for 50% of the regular rental rate. All monies, including damage deposit and cleaning fees, must be paid in full at the time the reservation is made.

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 ravenswodmansion@brentwoodtn.gov
- If CLIENT needs to *cancel*, and there is more than six (6) months prior to your event, the City will return 100 percent of the deposit, cleaning fee, and security deposit to the Client.
- If CLIENT needs to *cancel*, and there is less than (6) months prior to your event, AND the City is able to rebook your contracted date, the City will refund the client only the amount acquired from the new renter, along with the cleaning fee, and security deposit.
- Cancellations made after the (6) month date with no rebookings, will result in no refunds. The City will return only the cleaning fee and security deposit at that time.
- If CLIENT needs to *reschedule* their date, and there is more than two (2) months before their event, prior payments made may be applied to a new *off-peak season date* NO MORE THAN TWELVE (12) MONTHS from the original contractual date. Rescheduled dates are only allowed in the following months: January-March, and August. Rescheduled dates, and new date requests must be made in writing to the Event Venue Manager.
- Any rescheduled dates less than two (2) months before the event will be considered a cancellation and will forfeit all funds associated with the account, and will require a new booking with new payments for any future events.
- Only one (1) date change is permitted per booking.

RENTAL ITEMS POLICY

- Client may use any *licensed and insured* vendor for the rental of tables, chairs, linens, china, etc. The rental list must be attached to the Vendor Event Checklist that is to be submitted to the Event Venue Manager four (4) 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 (4) weeks prior to the event.
- Ravenswood Mansion currently has (10) – 8’x30”, (6) – 6’x30”, and (2) – 4’x30” rectangular tables. There are also 200 red cloth chairs for inside use only. These tables and chairs are included in the rental fee and are not a separate charge. All linens must be supplied by Client or rental company.
- The renter is responsible for ALL setting up of the City’s tables and chairs, and for returning these items to storage after use. The City’s tables and chairs may not be left out overnight. Damage to Ravenswood Mansion’s tables and/or chairs may forfeit the security deposit, and if any additional damages occur, they will be charged at the expense of the client.
- 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 9am.
- If the City finds that rentals have been left past the allotted hours, client forfeits their security deposit in full at that time.

TENTS

- Client may use any *licensed and insured* commercial tent company they choose. The tenting contract must be attached to the Vendor Event Checklist that is to be submitted to the Event Venue Manager four (4) weeks prior to the event.
- The City requires the tenting company to have a $1,000,000 general liability insurance policy. Insurance information for tenting companies must be given to the Event Venue Manager no less than four (4) weeks prior to the event.
- Tents are only allowed on the grounds in designated areas. There are three locations for tent placement, plus three power distribution boxes for band/lighting hookup. No tents are allowed to be set up in front of the house; only the sides and back.
- Tenting 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. The 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 signed with a rental company.
- Tents must be set up within the confines of the rental period.
- Tents may be torn down the day following the event provided there are no other events scheduled. If another event is scheduled, the tent must be torn down and off property no later than 9am.
- If the City finds that tent(s) have been left past the allotted hours, client forfeits their security deposit in full at that time.

FOOD AND BEVERAGE

- Clients may use any *licensed and insured* catering service of their choice.
- All caterers must carry $1,000,000 in general liability insurance and provide the City of Brentwood with a certificate of insurance four (4) weeks prior to the event.
- Caterers are responsible for the cleaning of the space they use and returning it to the condition in which it was found. Failure to return catering spaces to original condition may result in loses of part or all of the security deposit.
- Alcoholic beverages may be served only by ABC licensed bartenders. A copy of their ABC license must be on file four (4) weeks prior to the event.
    - Any event serving alcohol in any form must have in addition to the ABC licensed bartender, a host liquor liability insurance policy on file with the City four (4) weeks prior to the event.

- All alcohol must cease consumption THIRTY (30) MINUTES prior to anticipated guest departure. No later than 10:30pm.
- All trash must be in trash bags and placed in the containers inside the black fenced area at the rear of the house. Any trash that does not fit within the provided containers must be taken with the Client at the events conclusion for disposal.
- Food trucks are allowed in designated areas only on the side driveway. All food trucks must have a permitted truck.

INSURANCE

- 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 fifty (50) people or the use/consumption of alcohol in any form. If alcohol is served, the liability policy must include Host Liquor Liability. Proof or such insurance must be provided four (4) weeks prior to the event date.
- All caterers, rentals, and tent companies must carry $1,000,000 in general liability insurance and provide the City of Brentwood with a certificate of insurance four (4) weeks prior to the event.
- All other vendors contracted by the Client must be insured with $300,000 liability insurance and provide the City of Brentwood with a certificate of insurance four (4) weeks prior to the event.

PARKING

- Parking is available in the adjacent parking lot.
- The driveway is only for drop off of guests.
- Valet parking or a parking director is strongly encouraged for nighttime events or any event over 50 guests.

MUSIC & DANCING

- Ravenswood has 3 power distribution boxes at 3 different locations for band/sound and lighting hookups in the designated tent areas.
- Outdoor music on the Mansion grounds must never exceed 70 decibels and must cease at 10:00pm.
- To prevent damage to the original wood floors, no dancing, or bands are allowed inside the Mansion.

DECORATIONS

- All decorations must be placed by the Client or their representative during the rental period.
- Signs, banners, or any other decorations may not be taped, nailed, stapled, or otherwise fastened to the property. No holes may be drilled or punched anywhere on the property.
- All decorations must be removed, without leaving damage, directly following the departure of the last guest. **If arrangements are not made, CLIENT is subject to an additional $250 late pick up fee. If decorations cause damage or require extraordinary cleaning efforts, CLIENT is subject to the loss of their security deposit.**
- No loose glitter, confetti, fake flower petals, or anything considered harmful by the City is permitted outside at any time.

- Send Off: Real flower petals, bubbles, glow sticks, or any other preapproved items may be used for sendoff method. Rice, bird seed, fake flower petals, Chinese lanterns, fireworks, sparklers, balloons, and confetti are strictly prohibited.

CANDLES

- The use of candles is not permitted inside the house at any time. LED or flameless candles are allowed.
- 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 (1/2) inch below the top of the glass.
- No liquid fuel candles are permitted. No flame of any kind (other than the described above) is allowed on property. Sterno is the only exception to be used by the licensed and insured caterer.

PHOTOGRAPHY

- Clients are permitted to take photos on the property for such purposes such as engagement, bridal portraits, etc. Prior approval is required for such photos to ensure the property is not previously agreed upon to be rented out or in use. Please contact the Event Venue Manager to schedule a time for photos.

WEDDING REHEARSAL

- Other than below, 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.
- For rehearsal time the day prior to the event, if the date is not previously booked at 14 days out, you may choose to add on any 4 hours between (9:00am-5:00pm) the day prior to the event for an additional fee of $400. This time may be used for rehearsal, and prior set up and preparation of the event.

PLANNER/CONSULTANT

- A minimum of a day-of event planner is *required* for the wedding. Wedding Planners must be present for all activities surrounding the Wedding at Ravenswood Mansion, as well as be on site to manage all timeline, load-in's, guests, vendors, and clients on the day of the event. The City must have a copy of the written agreement with the planner six (6) months prior to the event.
- A City Representative will be present the day of the event to assist in any aspect tending to the home, grounds, etc, but does not serve as the planner.

FINAL EVENT PLANS

- A Vendor Event Checklist is included in the informational packet and should be returned when clients have finalized the plans (no later than four (4) weeks from event date) to ensure that all needs of the client and the Mansion are met.
- If clients have questions or concerns, please contact City representative, Abby Cox, 615-946-0389 or abby.cox@brentwoodtn.gov during regular office hours.

SMOKING AND SUBSTANCES

- Smoking is prohibited inside the house at any time. (Electric cigarettes are deemed acceptable).
- Illegal substances (e.g. marijuana, cocaine) are strictly prohibited on the Ravenswood Mansion property. The user(s) of said substances are required to leave property immediately.

CLEAN UP POLICY

- All Clients are required to pay a cleaning fee with their final balance payment due six (6) months prior to the event.
    - This cleaning fee is to do deeper cleaning of the house and is not meant as a trash or other items clean up.
- All trash must be picked up and taken out by caterers and/or client at the conclusion of event. Trash bags must be placed in the fenced area at the rear of the house.
    - A trash receptacle and trash bags will be furnished for clients.
- All decorations, equipment, and any other personal or rental items must be removed at the conclusion of the event.
- Ice must be disposed in the kitchen sink and not in/on the yard/grounds of the Mansion.
- Any items remaining when the City's cleaning service arrives will be discarded unless prior arrangements have been made.
- Client is responsible for returning the grounds and facility to the condition in which they were found.

GROUNDS

- As a historical property, Ravenswood Mansion 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 (i.e. acts of god, fire, tornado), and is not suitable to host the event, the City reserves the right to cancel. All money paid by Client and received by the City will be returned in full.
- The Client acknowledges that Smith Park is an active recreational park within the City of Brentwood. This park may have various sports and other activities happening all seven days of the week throughout the year.
- The Client is responsible for returning the grounds and facility to the condition in which they were found. All items property of the Ravenswood Mansion are to be returned to the designated storage areas, and are not to be left out overnight.
- Damage to the house, furnishings, or other items must be reported in writing to the City representative immediately.
- Moving furniture is strictly prohibited due to the historic nature of the furnishings and the original wooden floors in the house.
- Pets are permitted in wedding ceremonies and other special events *with prior notice* given to and approved by the Event Venue Manager. Pets must be leashed at all times. All feces must be picked up and properly disposed of in the trash. Pets are not allowed inside any buildings at any time. All pets must have a handler at all times.

ENFORCEMENT

- The City Manager or his designee is responsible for the implementation and enforcement of the above user policies and procedures. 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.