



## TRAVELLERS REST PLANTATION EVENT RENTAL POLICIES

The following policies are required of all renters, their assisting personnel, guests and all other persons related to a rental of the Travellers Rest property. At least one staff person from Travellers Rest will be present at all times during all private rentals at Travellers Rest to ensure these guidelines are met, and will take appropriate action if the following policies are not met or are violated in any way.

Travellers Rest exists as an educational, historic museum, serving the community of Middle Tennessee. In order to ensure that this historic treasure continues to stand for generations after you, we ask that you, your assisting personnel, guests and all other persons related to your rental always respect the historical integrity of Travellers Rest, its name and its properties during your rental. The renter should carefully consider whether he/she will be able to meet all of the guidelines set forth for rentals at Travellers Rest before signing the rental contract.

Our policies can be downloaded on our website for your convenience. However, you, the renter, are responsible for communicating our rental policies to any and all persons involved with your event. If anyone related to your event fails to respect our guidelines, this will result in forfeiture of your security deposit.

The preservation of Historic Travellers Rest is the first consideration of the staff in all activities taking place on the property. We thank you for your interest in the site and appreciate your assistance in preserving the property while you and your guests are on-site.

WHEREAS, *Historic Travellers Rest* is a 501(c)(3) tax-exempt charitable organization whose purposes include the presentation and restoration of buildings connected with the early history of our country; and

WHEREAS, *Travellers Rest* also exists for the diffusion of intelligent information of the past to create popular interest in our Colonial history and stimulate a spirit of true patriotism; and

WHEREAS, *Travellers Rest* wishes to stimulate and enhance public awareness and appreciation of our nation's Federal history and expose more individuals to Travellers Rest by making the property available outside of museum hours; and therefore, at all events the museum will be staffed by Event Supervisors and the Contracting Party and guests will be encouraged to view the museum and grounds, and learn the story of Historic Travellers Rest.

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### **RENTAL FACILITIES**

#### **The Barn**

The Barn is the indoor rental facility available for rent at Travellers Rest. The building has central heat/AC, a fireplace, a full kitchen (minus stovetop and icemaker) and restrooms. The rental of the Barn includes use of 20 (twenty) 60" round tables, 12 (twelve) 6' rectangular tables, and 150 black and chrome lecture-style chairs, **which may only be used inside the facility**. Maximum indoor capacity is 150 persons including all assisting staff. Smoking is allowed on the porch of the barn by the restrooms only.

Strict adherence to the maximum capacities of Historic Travellers Rest facilities is enforced in compliance with fire code regulations. The renter is responsible for keeping the number of guests attending the event within the maximum occupancy limits. At the renter's expense, a tent or tents may be erected to increase occupancy limits. If an event exceeds 150 persons, the renter is required to secure a tent for the area directly outside the barn front doors.

#### **The Formal Garden**

This historic formal garden is original to the home and includes a wide variety of Southern plants and flowers. The small garden interior holds a maximum of 75 people, including the wedding party. The southwest side of the Garden (facing front of property) can maintain up to 200 people. The west side of the Garden (facing the house) can hold up to 150 for a seated event in the area between the garden and the house.

### **The Historic House**

**The historic Travellers Rest house may not be used for a rental or decorated for a rental, including the lower gallery porch. No photography is allowed inside the house, but photos may be taken on the lower gallery porch only.** The front yard of the historic house, which is included in the rental of the Grounds, can seat a maximum of 300 people. **NO FOOD OR DRINK IS PERMITTED INSIDE OR ON THE GALLERY PORCH OF THE HISTORIC HOUSE. The house is not open for tours during event rentals. The house is locked and guests or renters will not have access inside the house the day of the event.**

### **The Plantation Grounds**

All of the land surrounding the Historic House may be used for rental events and is included in the "Grounds" rental, with the exception of our enclosed herb garden next to the Weaving House. Tents, tables and chairs may be set up in certain areas of the grounds with prior written approval from Travellers Rest (see "Tents" diagram for size and location restrictions). **Unless the Barn has been rented, no tables, chairs or other equipment may be set up inside the Barn** (except decorations on the cement platform just outside the Barn doors), and no organized activities may be held outside the Barn.

### **NO GLASS BOTTLES ALLOWED.**

**Please note: No smoking is allowed inside any building at Travellers Rest, or on the gallery porches of the historic house.** Smoking is allowed on the covered porch by the restrooms at the barn **only**. All cigarette butts must be placed in appropriate receptacles, which are placed on the porch of the barn.

### **RENTAL PACKAGE**

**Rental Time: Your Rental time at Travellers Rest is one (1pm) – midnight (12am).** Travellers Rest is open to the public until 4:30PM, so please keep that in mind as you are planning your schedule. Renters, vendors and other representatives must check-in at the Visitor's Center when you arrive for set up.

**It is the renter's responsibility to make sure vendors are aware of Travellers Rest policies and arrival/departure times. Early deliveries will be refused.**

Access to the new Slavery Exhibit and our award-winning Battle of Nashville Exhibit is included in your rental package. We open both exhibits for one hour for guests. You may select what hour you would like to have these exhibits open. Food and drink is not allowed in either exhibit. The tours of the exhibits are self-guided. Guests will be able to read infographics in each exhibit and see items that date back to the Civil War era. This is a great option if you need to keep guests occupied during photos, etc. (Effective as of June 15, 2015)

### **REQUIREMENTS**

**A Professional Day of Wedding Coordinator is required for all weddings held at Travellers Rest. Coordinators must be professional and experienced.**

**We are exclusive with Liberty Party Rentals (effective July 2, 2015). You must use them for all party rentals, including ceremony chairs.**

An event supervisor will be present your event. Event supervisors are scheduled 4:30PM-midnight. During our regular business hours of Monday – Saturday 10:00AM-4:30PM and Sunday 1:00PM-4:30PM, regular staff will be present. The event supervisor represents Travellers Rest and provides an on-site liaison between Travellers Rest and the client during events. The Supervisor will insure that all orders and arrangements made for the event are implemented by our staff as they were agreed to by the client. The Event Supervisor is not assigned to assist with event set-up or tear-down. Please note the event supervisor is not a substitute for the required day of wedding coordinator.

**Cater liability insurance** is required and provided by **our exclusive professional, licensed caterer, Chef Penelope's Catering. Certificate of Liability Insurance** must name Travellers Rest Plantation as an additional insured for a minimum of \$1,000,000.00 for each occurrence. If serving alcohol, the certificate must also include a liquor clause. Caterers will not be allowed on the premises, nor will anyone be allowed to serve food on the premises, unless this certificate has been provided. **This certificate must be provided to the Travellers Rest Rental Coordinator by the renter no later than 14 days prior to your event date.**

**Special Event Liability Insurance** is required for the day of your event (effective as of 7/1/14). Individuals who book with Travellers Rest must purchase a special event insurance policy naming Travellers Rest Plantation as additional insured for a minimum of \$1,000,000.00 for each occurrence. This insurance may be purchased from any licensed insurance agency. **A copy of the insurance must be provided by the renter at least 14 days before event.**

**ABC licenses** of participating bartenders from Chef Penelope must be provided to Travellers Rest. **A copy of licenses must be provided by the renter at least 14 days prior to event.**

**Tents are required in front of the barn for parties over 150 people (including staff). A tent is required by order of fire code regardless of guest seating set up in front of barn.**

No tent may be placed so that it is blocking or covering a road or pathway on the property.

- Maximum tent size in front of the Barn is 30' x 40' if flush with front wall of Barn.
- Maximum tent size in the Garden is 10' x 20' across, 20' x 40' lengthwise.
- **ALL tent rentals must be pre-approved by the Rental Coordinator.**
- All propane heaters used in conjunction with a tent must have approval from our rental coordinator

**All vendors participating in event must provide liability insurance. No businesses or vendors allowed on property unless liability insurance has been received by Rental Department.**

**EVENTS WILL NOT TAKE PLACE IF ALL DOCUMENTATION IS NOT RECEIVED. ALL DOCUMENTATION MUST BE PROVIDED BY THE RENTER IN A TIMELY MANNER.**

## **SET-UP/TAKE DOWN**

**Set-up of tables and chairs and cleanup from set up in the Barn is solely the renter's responsibility.** Set-up and take down must take place within the hours allotted by your rental package.

**Deliveries/Pickups: ALL deliveries and pickups of items for your rental must be made within the allotted hours of your rental package. The barn and private drive gate will be locked until your rental time. Any delivery or pickup attempted outside the hours stated in your contract will be refused. Travellers Rest will not be responsible for any additional fees or problems this may cause to the renter. During set up, vehicles may drop items off at the barn but must return to the front parking area. Access to the grounds should not be blocked. Early arrival and unloading of any belongings will result in loss of security deposit. Access to the grounds, house or barn will not be permitted until your rental time begins.**

ALL ITEMS ASSOCIATED WITH YOUR RENTAL MUST BE REMOVED BY MIDNIGHT. Travellers Rest is not responsible for any items left on the premises either before or after your event. **Any remaining belongings will be discarded the following morning after the event and result in deduction of security deposit.**

**Clean-Up:** Before vacating the premises on the day of the rental, **the renter must gather all trash into trash bags both in the Barn and on the property from the event and place in the dumpster behind the Barn.** If the Barn is rented, **all large spills on tables, chairs, counters or floors must be wiped up.** Clean-up must be completed within the hours allotted by your rental package.

**All persons, personal items and rental equipment must be off property by midnight regardless of your start time. We recommend closing your event at least one hour before midnight to allow time for proper cleanup and departure of all guests and personnel. Failure to comply will result in loss of security deposit.**

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## **CATERING**

**Travellers Rest is exclusive with Chef Penelope's Catering. You can do a buyout for \$1,100 if you choose to not use them as your caterer here at Travellers Rest.**

Catering guidelines:

All caterers or anyone serving food on the Travellers Rest grounds must provide a **Certificate of Liability Insurance** naming Travellers Rest Plantation as an additional insured for a minimum of \$1,000,000.00 for each occurrence. If serving alcohol, the certificate must also include a liquor clause. **This certificate must be provided to the Travellers Rest Rental Coordinator no later than 30 days prior to your event date.** Caterers will not be allowed on the premises, nor will anyone be allowed to serve food on the premises, unless this certificate has been provided. Please note all caterers must be licensed.

**Food delivery, prep and serving must be provided by the caterer.**

**Grilling** is allowed only in the wide gravel area directly in front of the Barn, at least ten feet away from the Barn and away from any trees.

**Caterer Cleaning Requirements:** caterers and food service personnel at Travellers Rest are responsible for returning the kitchen and service area(s) to the condition in which they found them. The kitchen floor must be swept and mopped; all sinks, counter tops, cabinet fronts, and the refrigerator, freezer and microwave (if used) must be thoroughly wiped off; the refrigerator and freezer must be completely emptied; and ovens and warming oven turned off. All remaining food, beverages and service items must be taken immediately following the rental; Travellers Rest is not responsible for valuables or equipment left behind, and will consider food or beverages left behind to be an infraction of the contract's cleaning requirements. For your convenience, this information is included in a "**Caterer Information**" sheet as well, which we can provide for you to give to your caterer or food service.

#### **Alcoholic Beverages:**

- Alcohol may be served at your event to any persons 21 years of age or older. **ALL alcohol served at Travellers Rest must be served by a licensed bartender from Chef Penelope's Catering (this includes champagne toasts).**
- **ABC licenses must be provided by VIP Bartending and sent to Travellers Rest no later than two weeks prior to your event. If ABC licenses are not received, bartenders will not be allowed on property for event.**
- Alcoholic beverages may not be sold.
- **No glass beer bottles are allowed on the grounds.**
- Any persons who are deemed by the Travellers Rest staff to have had too much to drink or who behave in an unruly manner will be asked to leave the premises. Travellers Rest reserves the right to call a police escort if the person appears to be incapable of safe driving or behaves in a threatening manner. **Renters are held responsible for the behavior of their guests, and any damage/or damages to the property caused by a guest.**

## **DECORATIONS**

- **All decorations must be freestanding or  tied  to existing structures.** No nails, tape, tacks, staples or any other fasteners of any kind may be used in or on any Travellers Rest structure.
- Magnolia trees or any other flora on the property may not be cut and used as decoration.
- Any damage to exhibits or Travellers Rest property will be charged to the renter at full replacement cost. Exhibits and displays are not to be moved or touched except under the direct supervision of the Travellers Rest rental coordinator or Executive Director only.
- **Candles, torches, or lanterns** are allowed only if enclosed in a votive holder, hurricane lamp or other glass enclosure, and they must be placed a safe distance from any flammable item. **No renter is allowed to place an open flame in or around any Travellers Rest facility.** Any candles, torches or lanterns not enclosed in glass or deemed too close to a flammable item will be removed.
- The fireplace may be turned on if the renter wishes, but may only be operated by a Travellers Rest staff member.
- **No confetti, fake flower petals, sparklers or rice may be used during your rental. FIREWORKS ARE STRICTLY PROHIBITED.** Bubbles, butterflies, real flower petals, shakers, lavender and birdseed are allowed in reasonable quantities. Biodegradable confetti is not allowed.
- Electrical outlets are provided in the trees, garden walls and outside building walls around the property for outside electrical equipment. These are standard-level outlets, and should not be overloaded by too much or too powerful equipment. Outlets will not be turned on until the day of your event.
- 220 volt electrical outlets are provided in the alcove wall of the Barn for an indoor band or DJ, or a cord may be run through the window from one of these outlets if a band or DJ is to play outside near the Barn. A recommended extension cord of at least 30-50 feet, depending on where the musical equipment is to be placed, should be provided by the renter for this purpose.
- **Travellers Rest will not provide ladders on our property.** The renter will need to provide his/her own ladder if needed for decorating purposes.

- All balloons or bows attached to signage leading to the property must be removed by the end of your rental.
- **We do not provide any audio/visual equipment.**

**After-Dark Outdoor Lighting:** Travellers Rest provides the following outdoor lighting for security purposes only. The lighting is not considered adequate for outdoor activities held after dark on the property. If needed, additional lighting may be secured from an outside vendor with written approval from Travellers Rest.

- One **Mercury Vapor Light** at the upper meadow and a combination of **Mercury Vapor and regular Floodlights** at the Visitor Center and Barn areas light the grounds.
- **Lights in the Trees** in front and to the side of the historic house provide a “moon-washed” effect on the grounds.
- **Lighting** at the street sign, the gate, and the historic marker help guide your guests to the site.
- **Solar lights around the pathway from the visitor center to the barn**

There is no light in the central portion of the meadow, where your guests will be parking. The renter is responsible for providing any directional light to be used by parking attendants, such as flashlights, that he or she feels is necessary for guest safety.

**Wi-Fi** is available in the barn for use during your event. The information needed for your device is listed below:

Network: Barn

Password: welcometotr

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## **PARKING**

- Valet Service is included with wedding rental packages.
- **No parking is allowed past the white fence in front of the historic house. All renters and guests must park in the designated area (meadow at the front of the property).**
- No driving around the historic house (limos, horse & carriage, valet parking, etc.) is allowed unless preapproved by the Rental Department.
- **By order of the Metro Fire Department, no parking is allowed in front of the Barn.** Scheduled deliveries and rental personnel may drive onto the property and remain long enough to deliver their equipment only (15 minutes maximum), and must then park their vehicles in the meadow parking area. Any vehicles which remain in front of the Barn for more than 15 minutes will be asked to move.
- **By order of the Metro Fire Department, no parking is allowed along the “Private” drive leading to the Barn.** Any vehicles found parked along the “Private” drive will be towed.
- **During the event a maximum of three (3) cars is allowed on the right side of the barn, by the dumpster. This is usually reserved for the caterer and bridal party.**
- All vehicles related to your rental must leave the property by the close of your event. Any cars left on the property after an event will be towed at the owner’s expense. If a member of your party is unfit to drive, please notify the designated Travellers Rest’s Event Supervisor staff so that arrangements can be made for safe removal of the vehicle.

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## **WEDDING REHEARSALS**

We offer rehearsal times for brides and their bridal parties before their wedding. Rehearsal times are offered between our regular business hours of 10AM-4:30PM, with the last rehearsal taking place from 3:30PM-4:30PM. We also offer Saturday rehearsal times between the hours of 9:30AM-11:30AM. Please book your rehearsal time in advance to reserve a time close to your wedding date. Travellers Rest Plantation is open to the public 10AM-4:30PM. All renters, representatives and guests must be courteous and respect other guests on property.

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## **PHOTOGRAPHY/ ADDRESS**

**Photography:** Brides who have scheduled their wedding at Travellers Rest will get a one hour complementary photo session, for engagement photos or portraits. Additional hours are available for \$75 an hour. An appointment must be made with the Travellers Rest Rental Coordinator to schedule portraits made on any day other than your event date. Photos may be taken anywhere outside on the property and on the lower gallery of the historic house. **No photography is allowed inside the historic house.**

**The address for invitations is:**

Travellers Rest Plantation & Museum  
636 Farrell Parkway  
Nashville, TN 37220

**PAYMENT**

- The \$500 security deposit is required to secure your 11 hour rental date. The \$250 security deposit is required to secure your 4 hour rental date.
- Payment may be made by check, Visa, MasterCard or Discover (We are unable to accept American Express.)
- One-half of your rental package fee is due six months prior to your event date.
- The full balance of your rental package is due no later than 30 days before your event. No set-up of your event may begin until full payment has been made.
- If you are on-site past your allotted contract rental time, you forfeit your security deposit and the payment information on file will be charged an additional amount.

**Security Deposit:** The security deposit is required to cover the cost of repair for any damages and/or staff over-time that your event causes. In the event that damages or additional fees incurred by your event exceed the deposit payment, you will be billed for the remaining balance, with full payment expected within 30 days from your event. The security deposit is fully refundable provided that **ALL** rental policies are abided by.

**Cancellations, Date Changes and Refunds:**

- After the contract has been signed, a cancellation or change of date will be accepted in writing only.
- Cancellations within six months of your scheduled date, no refund of payments will be made.
- Cancellation six months or more in advance, one half of payments made will be refunded.
- The security deposit will be forfeited on all cancellations regardless of cancellation notifications.
- To change your event date the fee will be \$250.

By signing below, I, the renter, acknowledge that I have read, understand and agree to abide by the terms of this contract, the event rental policies as written, and the constraints of my chosen rental package, including all terms required therein and all charges incurred during the course of the rental. I agree to always respect and uphold the historical integrity of Travellers Rest Plantation & Museum in all manners regarding my rental of the property. I understand that if I or anyone related to my event fails to meet the terms of this contract, including any and all rules or regulations set forth by these documents which pertain to my rental of the property, I personally or my organization will be financially responsible, up to and beyond the amount of my security deposit, for all charges incurred related to my event.

Renter: \_\_\_\_\_

Date: \_\_\_\_\_

Witnessed by

Travellers Rest Coordinator: \_\_\_\_\_  
Rentals & Event Department

Date: \_\_\_\_\_