

# Wedding & Event Contract 2023



Client Name(s): \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Run Time: \_\_\_\_\_ - \_\_\_\_\_ Estimated Guest Count: \_\_\_\_\_

Email(s): \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

## **Rental Rates** (Hours of Operation 10am-11pm) *\*Please mark all that apply*

\_\_\_\_\_ Sunday - Thursday All Inclusive (4 hours) at \$39.95 per guests

Includes: Use of the main floor of the house. Setup & tear down, house chairs, house linens, and meal selected from our All Inclusive Menu. \*Minimum of 25 guests subject to 22% gratuity.

\_\_\_\_\_ Friday Main House Rent (8 hours) \$2,395.00

Includes: Use of the ballroom, cake room, hearth room, buffet and bar room, and two outdoor patios. Set up and tear down, house chairs and tables.

\_\_\_\_\_ Saturday Main House Rent (8 hours) \$2,595.00

Includes: Use of the ballroom, cake room, hearth room, buffet and bar room, and two outdoor patios. Set up and tear down, house chairs and tables.

\_\_\_\_\_ Bridal Suite and Groom's Cabin \$550.00

Must be rented in conjunction with the main house. Adds an additional two hours to your contracted hours. Rental space includes two restroom and two getting ready room.

\_\_\_\_\_ Lower Grounds Ceremony Space \$495.00

Includes vintage walnut pews to seat 80 and 1 hour of lower cabin use prior to ceremony start. Adds an additional 1 hour to your main house contracted hours. *Vintage Walnut Pews are available for weddings and events between Mid-March thru Mid-November.*

\_\_\_\_\_ Cabin Drape \$150.00

Lower Cabin Drape with small greenery accents, rented in conjunction with Lower Grounds Ceremony Space

\_\_\_\_\_ Additional Hours \$150.00 / hr

I would like to extend my rental by \_\_\_\_\_ hours

\_\_\_\_\_ Save The Date Retainer Fee

Upon signing of this rental agreement, a \$750.00 payment is due. The \$750.00 payment made will be held to secure the date / services as well as act as a security deposit should bar services be required. For this reason your payment is non-refundable upon cancellation of your event date or services for any reason including Third party, Govt Ordinance or Acts of God. Your payment is transferable ONE time to a new event date should rescheduling need to happen within 12 months. This payment will not be applied to your final balance.

\_\_\_\_\_ Return of Save The Date Retainer Fee

A walk-through of the venue and grounds will be conducted following your event. If NO violations are found, a \$750.00 payment will be issued to the renter listed on the contract within 30 days. In the case of damages or LIQUOR violations, this \$750.00 will be forfeited by the renter immediately and the renter will then be billed and responsible for any additional damage to the property. The return of the Save The Date Retainer Fee is made via check and sent to an address that The Tanglewood House will confirm after the event.

\_\_\_\_\_ Payment Term & Cancellation Policy

An invoice for products and services will be supplied to the renter, 50% of the invoice total is due 120 days prior to the contracted event date should this payment not be made within the listed time frame, your event date will be canceled and your security deposit forfeited as well as any other payments made. If this date falls on a holiday, or Saturday/Sunday the payment will automatically be moved to the following business day. If you have paid 50% of the invoice and your event is canceled for any reason including Third party, Govt Ordinance or Acts of God your 50% payment shall be forfeited. If you have paid the entire balance of the invoice and your event is canceled for any reason including, Third party, Govt Ordinance or Acts of God, your entire balance will be forfeited.

The Tanglewood House does offer the ability to pay via a payment plan/payment schedule. This needs to be arrange prior to the date of the first installment due date. Please let us know at contract signing if you would like to schedule a payment plan.

First Payment Due Date (50% of current invoice): \_\_\_\_\_

\_\_\_\_\_ Notice to all Clients

Final Payment Due Date and Final Numbers Due Date: \_\_\_\_\_

A meeting will be required no later than 19 days prior to the event to review all last-minute additions, final headcount and each party's obligations. At this meeting all final and outstanding charges will be paid. Should the guest count at the event exceed the final headcount given, the submitted credit card on file for incidental fees will be charged for the overage. Should a smaller number of guests be present than the final headcount given, no refunds will be given.

22% gratuity applied to all food & non-alcoholic beverages

The Tanglewood House can accommodate plated meals of up to 60 guests. The meal must be chosen from our plated meal menu and there is a 25% gratuity charge, a plated meal service fee, and additional required rentals.

9.95% equipment & maintenance fee to cover the cost & care for rental product items. This fee does not apply to any food or beverage charges

A 3% service charge is charged on any payment made via card. We offer the ability to pay via ACH Payment link, Cash or Check with no additional fees.

The *Due Date* box on the invoice is part of our billing system and DOES NOT reflect the actual due date of the event. All payments are due on the payment due dates listed in the above sections.

\_\_\_\_\_ Outside Services Permitted

Cake/Specialty Dessert  
Limousine Service  
DJ/Band  
Photographer/Videographer  
Officiant

The Tanglewood House will not be held responsible in any way for the items brought to or left by any vendor. Vendors include, but are not limited to, photographers, DJs, bands or ensembles, officiants or ministers, makeup and hair stylists, and any other "outside" personnel used for or on the event day. All vendors are responsible for monitoring and providing all necessary equipment to include: tables, stools, fans, extension cord(s), etc. All equipment must be removed by the vendor(s) at the conclusion of the event.

\_\_\_\_\_ Seasonal Amenities

During the months of November - March, our beautiful wood fireplace can be used. The use of the fireplace requires constant supervision & will be offered based on staff availability. The fee for this \$75.

\_\_\_\_\_ Decorations and In-House Amenities

Including with the rental price are the following items:

(3) 6ft tables, (3) 8ft tables, (6) 48” rounds, (12) 60” round tables, House chairs, House Linen, House China, Flatware, & Stemware

Centerpiece floral arrangements purchased may be taken by the guests. HOWEVER, you are not permitted to take the decorative container and surrounding decor, as these are rental items not purchased by the renter.

The Tanglewood House is rented as-is. Alterations to the facility are not permitted. Pictures, lamps, furniture, decor, and other day-to-day accessories may not be relocated or removed without the express permission and supervision of The Tanglewood House. The renter agrees that their decor shall not be attached to the walls, ceilings, existing wall decorations, woodwork, ceiling fixtures or window treatments by use of nails, any kind of tape or adhesive, staples, pins, screws, etc. The following things are also strictly prohibited: silly string, confetti, paints, markers of any kind, any liquids other than consumable beverages & any open flame larger than that of a tea light candle. All damages incurred due to the violation of this clause will be the responsibility of the renter.

\_\_\_\_\_ Set up and Tear Down

Set up and tear down is included in the rental price. This includes ONLY setup of the tables, chairs, linens, floral, accessories if notes, and any PSR Events rental product.

Any outside factors, personal touches, or mementos must first be approved by The Tanglewood House and noted in written contract form to become a part of this “Set Up and Tear Down” clause. \_\_\_\_\_

Cleanup of renter’s personal belongings is done during the time of the rental period. Renter is responsible for any excessive cleaning necessary to restore the facility to rental condition. Bathrooms are to be checked and left in usable condition, personal items are to be removed from around the house, and any trash such as gift wrapping or boxes are to be disposed of properly. Excessive cigarette butts from the outside smoking areas are to be disposed of properly in the ashtrays and receptacles provided. Excessive debris left to be cleaned up by the staff of The Tanglewood House will result in a deductions from the security deposit.

## \_\_\_\_\_ Music

The Tanglewood House will not be responsible for music. The list of equipment below can be rented. However the services of said equipment is not included in the rental fee.

PA/Sound System with a microphone - \$150.00

PA/ Sound System with a cordless lapel mic - \$200.00

Bluetooth Capable Speaker and Corded Microphone - \$75.00

Projector and Screen - \$150.00

An in-house stereo system is available for use during your event. This system may be used for background music. To use this system you must give The Tanglewood House a genre of music you would like played and they will set that up. The in-house stereo speakers are not located in the hearth room. Other options must be used for the heart room.

## \_\_\_\_\_ Tobacco and Firearms Policy

Smoking and the use of chewing tobacco is prohibited inside any structure on the premises as The Tanglewood House is a tobacco free facility. Tobacco use is permitted in the front courtyard and the back courtyard where ashtrays and other smoking receptacles have been placed for renter and guest convenience. Renter is responsible for disposing of all tobacco remnants (butts, spit cups, cigar clippings) into the proper containers provided. Any cleanup of tobacco products left to The Tanglewood House staff will be deemed excessive and will result in deductions from the security deposit.

The State of Tennessee prohibits the carrying of a firearm into a building or venue that serves alcohol. All weapons must be stored inside the guest's locked vehicle while on the premises.

## \_\_\_\_\_ Parking Policy

The parking lot at The Tanglewood House can hold up to 45 cars. For events that require overflow parking, a Golf Cart Service is available. This is to shuttle guests from the parking area of the HUMC parking lot to and from the front walkway of the house. The Golf Cart Service & Parking Lot Attendant fee is \$150.00. This service will be required for any function 50 or more. If the event is 100 or more there is an additional fee for a secondary parking attendant.

## \_\_\_\_\_ Occupancy

The Tanglewood House reserved the right to limit the number of occupants by contract.

\_\_\_\_\_ All Couple Will Receive

Up to three meetings will be included in your rental package. All additional meetings will be charged at a rate of \$75.00/per hour.

Appropriate catering staff on site to ensure dining & cake service goes smoothly.

Assistance in collecting & loading your belongings. Catering Staff will be on site for up to 2 hours after dining service begins. If you are in need of assistance in gathering your items, it must be done within that time frame.

Complimentary use of lower grounds for a one hour rehearsal subject to availability of date and time

\_\_\_\_\_ Wedding Coordination Services

The final fee for wedding coordination services will be determined after the initial consultation. Services start at \$750 it will increase depending on the size of the event (+\$150 for events over 100 guests). Other variables will also be taken into consideration.

In addition to the services listed above, the following services will be provided by the staff of The Tanglewood House when wedding coordination is purchased:

- Wedding coordination is a cumulative service of 8 hours between staff members/ event coordinators
- Coordination given during wedding rehearsal
- Coordinated communication and execution among staff to ensure smooth arrival, parking, ceremony, dinner service, bar service, speeches, announcements, and departure etc.
- Coordination of vendors

*\*No reduction in coordination services or fees is allowed after the 120 payment*

\_\_\_\_\_ *Yes I would like to purchase coordination for my event*

\_\_\_\_\_ *No I am opting out of coordination services with The Tanglewood House. I understand that the listed coordinator shall be responsible for and will sign The Coordinators Contract of services and will comply by standards listed.*

\_\_\_\_\_ Indemnity and Release of Liability / Modification to the Contract

The Tanglewood House will not be held responsible for lost or stolen items from the premises during the duration of your event. Please notify your bridal party, family and guests to secure all valuables in their vehicles. Renter understands and agrees that at all times during the rental period that it shall indemnify and hold The Tanglewood House, Karey Daugherty, PSR Events and all staff harmless from and against all loss, liability, cost or damages that may occur or be claimed with respect to any person(s), entity, or property on or about The Tanglewood House resulting from any act or omission by or through the renter, its agents, contractors, employees, invitees, or any person on the premises by reason of the Renter's use or occupancy.

For the duration of the event, the renter and guests must abide by The Tanglewood House's policies and comply with applicable regulations and laws. Renter is responsible for actions of guests and for any damages or losses incurred during the entire rental period. PSR Events and The Tanglewood House management reserve the right to cancel the event in its entirety should the venue not be in working order due to weather, natural disaster or government orders. Alternate dates will be provided if applicable and the notice will be in writing. All paid monies will be moved to a credit, not refunded. Services exclusively provided by the tanglewood house include: catering, floral, linens, & photobooth

The Tanglewood House has the right to refuse entry or service to any person behaving in an improper or abusive manner without incurring any liability. All children are to be supervised in ALL areas of the premise, inside and outside. Parents or guardians of the children will be held responsible for all damages incurred.

The parties agree that any dispute shall be subject to the laws of the State of Tennessee and that any legal action shall be brought in Montgomery County, Tennessee. All parties agree to all the terms and conditions herein and that modification to the contract must be done in writing.

## Please Select you Bar Options

Tennessee State Law mandates that PSR Events, a state-licensed, liquor-by-the-drink provider must provide catered food for contracted events. PSR also requires the use of our ABC certified bartender. Menu information may also be requested by contacting a PSR Events specialist at info@psrevents.com.

### \_\_\_\_\_ Option 1 - Cash Bar

Paid by guests in attendance. We accept all major credit cards and cash.

Domestic - \$3.00 per

House Wine - \$5.00 per

Mixed Drinks (well) - \$7.00 per

Mixed Drinks (top shelf) - \$9.00 per

Mixed Drinks (premium) - \$12.00 per

### \_\_\_\_\_ Option 2 - Host Bar

The customer may “host” the bar for a certain amount. Once the allotted amount shown below is used during the contracted event, a Cash Bar will begin for all guests.

Host Amount: \$ \_\_\_\_\_

Point of Contact for Bar: \_\_\_\_\_

*If this is event is a wedding we suggest this NOT be the bride or groom*

### \_\_\_\_\_ Option 3 - Customer Denies Bar/Bar Services

The mandated alcohol policy applies to this option as well as the forfeiture of your security deposit should violation occur.

### \_\_\_\_\_ Option 4 - Customer Brings In Their Own

All aforementioned regulations apply to this option as well as the forfeiture of your security deposit should violations occur. Any questions regarding this option should be directed to the bartender, Ronda Mullins (931) 237-0737

Client/host is responsible for coordinating with the pre-approved bartender(s) below to accept and inventory their alcohol. Client/host is to do this NO later than 24 hours prior to the event. All payments and contracts are made directly through the bartender. This agreement is made between the bartender and the renter, PSR Events is held harmless should the question of liability be raised. The fee chart below is for informational purposes only. The collection of the fees listed below will be negotiated and paid directly to the bartender.

Corking Fee to Apply For This Option:

Wine per bottle - \$10.00



Champagne per bottle - \$10.00  
Liquor per bottle - \$20.00  
Keg Beer Tap per Keg - \$25.00  
Bottle Beer Per 24 Pack - \$10.00

\_\_\_\_\_ Bartenders are charges at a rate of \$40.00/hour

*Bartenders will also place a tip jar on the bar for guests who choose to tip. A half hour setup and half hour tear down fee will be calculated as part of the bartender fee.*

\_\_\_\_\_ Alcohol Policy

Abide by all state and federal laws and regulations regarding the consumption of alcohol law, no one under the age of 21 may consume or taste alcoholic beverages. All attendees will be asked by their bartender to show a valid, state-issued ID. There will be NO exceptions. Identification MUST BE SHOWN prior to being served.

Client / Host is responsible to inform their guests of PSR Events' Carding Policy. Client / Host will assume all responsibility should an attendee unlawfully consume alcohol. PSR Events will not be held liable for this violation, the client will forfeit the FULL security deposit.

NO outside alcohol or non-alcoholic beverages are allowed on the property of service. Should this occur, PSR Events reserves the right to ask that the beverage be removed. PSR Events also reserves the right to ask the guest(s) to leave the property and the client will forfeit the FULL security deposit for this violation.

Upon signing of this agreement, the \$750.00 payment required will act as a security deposit for liquor violations . The signer of this will be held liable for all monies owed as well a liable for any damages that may occur,

\_\_\_\_\_ Credit Card Notice

The Tanglewood House requires a card be on file for any incidental fees that may be acquired in the rental process.

All other charges can be made via Credit Card, ACH, Check or Cash. There is a 3% service fee for all Credit Card fees. Any initialed section is authorizing The Tanglewood House to charge the card listed for the required payments. Please contact our offices at the number (931) 906-5867 to speak with a PSR Events representative regarding your payment.

Cardholder Name: \_\_\_\_\_

Card Number: \_\_\_\_\_

Expiration: \_\_\_\_\_ CVV Code: \_\_\_\_\_

\_\_\_\_\_ Save the Date Retainer Fee

\_\_\_\_\_ Final Payment

\_\_\_\_\_ 120 Day Payment

\_\_\_\_\_ Incidental Fees

Clients Name(s): \_\_\_\_\_

Client Signature(s): \_\_\_\_\_

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

I have read and initialed each clause of this contract signifying my understanding of its contents, details, & requirements set into effect by The Tanglewood House. If I have questions or concerns I will speak to a Tanglewood House specialist by calling 931.906.5867 or emailing info@psrevents.com.

By signing this document you acknowledge that you will be contractually liable for all monies due as well as for any violations that occur.

Client Name(s): \_\_\_\_\_

Client Signature(s): \_\_\_\_\_

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