



Business Meeting Policies and Procedures

BUSINESS MEETING RENTAL COST

- Monday – Thursday: 8:00am – 5:00pm.....\$500.00

ADDITIONAL FEES

Cleaning Fee: \$300 *if food items will be served during the meeting*

SPECIAL PRICING

- **Additional Hours:** Additional hours may be added on the day of 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 give 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:**
 - Due to the historic nature of the Mansion, business meetings are restricted to no more than 50.

USAGE OF FACILITY

- **Business Events:**
 - For business meetings the first floor has three rooms that may be used.
 - Library capacity – 40
 - Dining room capacity – 30
 - Parlor room capacity - 30
 - Business meetings have use of all downstairs rooms, restrooms, and the kitchen.
 - Business meetings may use the upstairs dressing areas for breakout sessions only, but no food or beverage may be brought in those areas.

RESERVATION POLICY

- Individual dates can be booked up to 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 requesting to book the date to: ravenswoodmansion@brentwoodtn.gov. An electronic contract will be sent at that time and the Client will have up to 72 hours to complete the contract.
- The reservation will be secured upon receipt of the signed Rental Contract and required rental fee (50% of rental fee if more than six months out, full rental fee is less than six months). Checks, cash, or credit card payments are accepted. Credit card authorizations require an additional 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 is due six months prior to the event. Failure to meet this payment schedule will put Client's account on hold for seven days, at which time the Event Venue Manager will send a notice to Client requiring immediate action. If payment is not received within seven days of notice given, the event 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 ravenswoodmansion@brentwoodtn.gov.
- **More than 180 Days:**
 - If Client cancels more than 180 days months prior to the event date, the City will return 50% percent of the deposit to the Client.
 - If the 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 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 ravenswoodmansion@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 their 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 a 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 refund 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 Mansion past the allotted rental period.

VENUE RENTAL ITEMS

- **Rentals:**
 - Tables: Business meetings have use of the 60" round, 6' and 8' tables.
Chairs: up to 50 white garden chairs may also be used.
 - These items are included in the rental fee and are not a separate charge.
 - NOTE: The City does not guarantee the quality or quantity of any items in the rental inventory. Should damage occur to any of the City's rental items, the City is not guaranteed to be able to replace any of their items prior to the next event.
- **Setup/Teardown:**
 - *The City does not provide setup or teardown of any rental items for Client's event.*
 - Client is responsible for all set up and teardown of Ravenswood Mansion's rental items within their contracted rental period.

- Client will be billed \$200 for misuse of the City's property if the City finds that rentals have been improperly torn down and stored in the Carriage House.

VENDOR RENTAL ITEMS

- Business meetings are prohibited from having rental items delivered.

TENTS

- Business meetings are prohibited from using tents.

CATERING

- Business meetings have use of the catering kitchen on the first floor.
- Clients may have food dropped on site in the form of boxed lunches, or pre-prepared food.
- Kitchen Equipment
 - The Ravenswood kitchen is equipped with a standard refrigerator/freezer, hot box, microwave, and icemaker.
- **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 black fenced area at the rear of the Mansion. Any trash that does not fit within the provided containers must be taken with the Client at the conclusion of the rental period for disposal.
 - Clients 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.

ALCOHOL

- Alcohol consumption is prohibited with business meeting rentals. If alcohol is desired at a business meeting Client will need to reserve a rental pursuant to the Ravenswood Mansion Rental Agreement/General Policies and Procedures.

LIGHTING

- **Inside:**
 - The Mansion has adequate lighting for inside events. If Client would like to add additional lighting inside, any requests must be submitted in writing to the Event Venue Manager.

PARKING

- Parking is available in the adjacent parking lots.
- The driveway is only for vendor load in/load out or drop off of guests.

- Clients, vendors, and/or guests may not park or drive on the grass for any reason.

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 the Client's event.
- No loose glitter, confetti, fake flower petals, or any other materials prohibited by the Event Venue Manager may be used at any time.

CANDLES/FIRE

- Candles are prohibited at business meeting rentals

SMOKING AND SUBSTANCES

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

CLEAN UP POLICY

- Client and their representatives shall be responsible for collecting and removing all trash at the conclusion of event. Trash bags must be **tyed** and placed in the trash cans provided in the black fenced area at the rear of the Mansion.
- A trash receptacle and trash bags will be furnished for Client.
- All decorations, equipment, and any other personal or rental items must be removed from the Mansion/grounds at the conclusion of the meeting rental time.
- The Client is responsible for returning the grounds and facility to the condition in which they were found. All items that are property of the Ravenswood Mansion are to be returned to the designated storage areas, unless prior arrangements have been made and approval has been given at the discretion of the Event Venue Manager.

GROUND

- 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.

MANSION

- The front staircase may be used to access the upstairs areas for break-out sessions only. No more than TWO people at a time are allowed on the staircase for any reason.
- Damage to the Mansion, furnishings, or other items must be reported in writing to the Event Representative 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 a meeting rental must be returned to its original placement before the conclusion of the event. Any damage to the furniture or floors from Client's rental will be billed to the Client.
 - Inside furniture may not be brought outside under any circumstance.

RENTAL PERIOD

- Clients are required to do all setup and teardown within their contracted rental period.
- **Clients must be out of the Mansion no later than the end of their contracted rental time. There will be no grace period for remaining inside. Clients will be billed \$100 for every five minutes that they remain inside the Mansion 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 to determine the timing of Client departure.**

ADDITIONAL REQUIRED DOCUMENTS:

- Business meetings will be required to submit a Final Questionnaire prior to their meeting at Ravenswood Mansion. Clients are required to submit this questionnaire back to the City in a timely manner.

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**
 - Ravenswood Mansion rentals being improperly set up or torn down - **\$200**
 - Improperly disposing of all trash - **\$100**
 - Failing to exit the Mansion by the end of contract - **\$100 per five minutes remaining on site past end of rental time**

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 Mansion to any user when it is determined to be in the best interest of the City.