



## EVENT RENTAL CONTRACT AND POLICIES

### Your Responsibilities for Your Guests and Vendors

Historic structures need activity in order to be healthy. They also require extra care and attention so that they will be available for future use and enjoyment. In order to ensure the continued preservation of Houston Station, certain event requirements must be observed. You are responsible for communicating these requirements and our policies to your guests and any vendors you may employ. We will provide additional copies of our Event Rental Contract and Policies for you and for any vendors upon request.

### Event Hours and Scheduling

Houston Station is available for rental for private events on a daily basis. All event activities, **including cleanup**, must end by 12:00am, unless written permission is obtained from Events Nashville. At least an hour should be allowed for cleanup to be performed. Extending your event beyond our normal operating hours is best scheduled during the planning process, prior to your event. If you believe your event will require time beyond normal operating hours, you are responsible for communicating this information **at the earliest possible time** to Houston Station and with any vendors you engage to participate in your event. An event which is extended beyond its scheduled end time will incur a \$500 hourly charge from Houston Station plus additional charges from any affected vendors. Any scheduling changes must be approved by Houston Station. There is no guarantee that scheduling changes made on event day will not result in interrupted services.

When you reserve Houston Station, you may decorate starting from 8AM on the day of your event. Any setup where additional days are needed requires buyout of the desired day or days preceding the event. In order to guarantee your setup date(s), Houston Station may be booked for setup for a daily charge of \$1,500, if the date is available and the booking is made more than two weeks prior to your event. Any setup date(s) booked within two weeks of your event date can be booked for a daily fee of \$500, IF THE DATE IS AVAILABLE. If you know your event will require cleanup later than the day of the event, cleanup dates may be booked in the same manner as setup dates. If cleanup is not complete on event day, a charge of \$500 per day will be assessed by Houston Station until cleanup is finalized.

### Securing a Date, Deposit and Payment Terms

An event date may be reserved by payment of a \$500 reservation and damage deposit. This reservation deposit is **nonrefundable**. For date availability information, and to make reservations and payments, please contact Events Nashville staff at our office.

After your date has been reserved, a \$500 reservation deposit has been made, and a guest count is provided, a quote for event charges and an event contract will be provided to you by

the staff at Houston Station. A signed contract and one third of the quoted contract price is due within 30 days of issuance. The next one third of the contract amount is due 90 days before your event date, and the remaining contract balance is due 60 days before your event. Should you reserve the Houston Station venue within 60 days of your event, the full contract amount will be due with the signed contract.

## Cancellations

If you cancel your event six months or more before the event date, Houston Station will refund any payments received in excess of the security deposit. If for any reason your event is cancelled by Events Nashville, LLC or Houston Station, all payments made, including any deposits, will be refunded in full. In this situation, refund of payments shall be the total limit of any Houston Station or Events Nashville liability.

## Event Type and Size, Seating Plans

Houston Station hosts a number of different types and sizes of events. Sample floor-plans can be viewed on our website. Upon request, we will create a seating plan for your event when you let us know what type of event you wish to host and your estimated number of guests. If you choose to create your own seating and floor plan, a final version must be submitted to Houston Station for approval **at least two weeks** before your event. Houston Station requires that hallways, stairs, exit doorways, and other egress features of the building remain clear and unimpeded for guest safety at all times. Loose decorations, draping, bands, DJs, and food or bar stations must be planned so that egress and safety are preserved.

## Guest Count

**A final head count guaranteeing the number of guests is due in writing no less than two weeks before your event.** Increases in guest count beyond that provided at the time of the quote may result in increased charges from Houston Station and vendors. You agree to pay for any of these charges by signing this contract.

## Wedding Ceremonies, Wedding Receptions and Rehearsal Dinners

- Houston Station accommodates theater style seating for Indoor Weddings for up to 400 guests.
- Houston Station also works with the East End United Methodist Church to arrange, coordinate, host and direct Sanctuary and Outdoor Lawn Weddings for up to 200 guests.
- Houston Station hosts Wedding Receptions for up to 350 seated guests.
- Houston Station coordinates Ambrose House functions for up to 100 guests.
- Houston Station facilitates Noteable Blends coffee and music functions.

## Non-Wedding Receptions and Dinners

- Houston Station hosts Open Houses, with rolling arrivals and departures, for up to 400 guests.
- Houston Station hosts seated Receptions and Dinners for up to 350 seated guests.

## Business Events

Houston Station hosts business meetings, seminars, board meetings and dinners, corporate retreats, and other business events. Business events with seating (classroom or 60" round tables) can accommodate up to 350 participants.

## Not-For-Profit Fundraisers

Houston Station provides special pricing for fundraiser events for nonprofit organizations, available upon proof of 501 (c) 3 not-for-profit status and based on availability.

## Other Private Events

Houston Station hosts concerts, music showcases, birthday parties, retirement parties, anniversary dinners, reunions, barmitzvahs and batmitzvahs, video and photo shoots, and a large variety of other private events. Please call for an appointment to plan your special event.

## "Do I need a Wedding Planner?" and Director of the Day Requirements

In short, yes. Houston Station strongly recommends that a bride and groom engage the services of a professional wedding planner to help with the design, planning, and coordination of the host of issues which must be addressed. We will recommend a professional wedding planner upon request. For help in locating a wedding planner, we recommend starting with members of the Tennessee Wedding and Event Specialist Association (TWESA). For any wedding ceremony or reception, Houston Station requires that a contact person be designated "Director of the Day" for the event. This person must agree to be available from 8AM the day of the event until ONE HOUR AFTER the event guests have left the facility. The Director of the Day shall be responsible for making ANY necessary arrangements to empty the facility of guest and event related materials, including decorations, lighting, wedding cake and leftover food, kegs, and personal belongings of guests. The Director of the Day cannot be the bride or groom, parents of the bride, or bridesmaids or bridegrooms. If you do not wish to provide a Director of the Day or hire a planner, Houston Station offers Month of Wedding Coordination Services for \$850-\$1,000.

## Insurance, Liability

Houston Station carries special event liability insurance, but we also require that Houston Station and Events Nashville, LLC be named as an additional insured on the liability insurance carried by caterers, valet and limousine services, and by other vendors with onsite service duties. Certificates must be provided to Houston Station staff 30 days before any scheduled event. Houston Station must be named as additional insured with coverage of a minimum of \$1,000,000 liability per occurrence. Note that our event insurance and vendor insurance policies protect Houston Station and the vendors, but not you. To protect you in the same way on your event day, we require that you purchase "Day of Event" liability insurance. This insurance is available from your insurance agent, or on the web for a nominal

charge. Houston Station and Events Nashville must be named as “additional insureds” on your policy as well.

## Alcohol and Smoking

By Tennessee state law, alcoholic beverages may be served only to adults twenty-one years old or older only by a licensed bartender. The bartender must carry an Alcoholic Beverage Commission (ABC) card at all times while on the premises. Bartenders at Houston Station must work for a licensed caterer or bartending service with proper insurance covering event liability and alcohol liability risks. No freelance uninsured bartenders are allowed. Cash bars are permitted for Not-For-Profit fundraisers who have obtained the proper state permit from the ABC (741-1602). No smoking is permitted indoors at Houston Station. A smoking area is provided outdoors.

## Catering

Houston Station works with many professional caterers who provide a wide range of choices to fit your tastes and budget. Based upon our experience, we will recommend a caterer for your event. Houston Station reserves the right of approval for any caterer you choose. All caterers must be fully licensed and provide proof of insurance naming Houston Station and Events Nashville, LLC as an additional insured. After the event, the caterer must sweep and damp mop staging floor areas and **remove any food, containers, serving items, and trash from the venue**. Trash may be placed in designated waste receptacles only. All caterers must provide sufficient staff on site to bus and clean for any event at Houston Station. No “drop-off” food is permitted at Houston Station. You must make arrangements to provide staff to serve and replenish food/beverage/utensils, to manage scullery and trash carryout, and to bus all plates, cups, utensils, and trash during your event. Houston Station recommends at least two catering staff for every fifty guests. This ensures a high quality experience for you and your guests on your wedding day. Houston Station provides bagged ice as needed at a charge of \$5 per bag.

## Vendors, Worksheets, Setup and Breakdown

Vendor activities must be well communicated in order to be well coordinated. Vendor setup and breakdown and any vendor deliveries or pickups of supplies before, during, or after your event must be detailed on your Event Worksheet and submitted to Houston Station at least two weeks before your event. Your vendors should provide you with this information in a timely way. Note that Seating Plans and Final Headcounts are also due two weeks before an event. Any changes to plans must be communicated immediately. Although every effort will be made to accommodate late changes, there is no promise or guarantee that late changes in plans can be accommodated. Note that any vendors you select on your own must be approved by Houston Station and must sign the vendor agreement portion of this contract. Vendors who fail to provide signed agreements and proof of insurance may not be allowed on Houston Station property on event day.

## Tables and Chairs

On request, Houston Station staff will provide you with pricing information for tables, chairs,

and linens based upon the size and type of your event. If you wish, rental of tables, chairs, and linens will be quoted as part of your total event costs and becomes part of your quoted contract amount due to Houston Station.

### Audio Visual Equipment

Houston Station can arrange audio-visual equipment for projection and DVD use. Wireless speakers, wireless computer service, and interfacing for laptop computers and Powerpoint presentations, as well as remote TV monitors and stands can be provided. Ask for a quote for these services.

### Decorations, Candles, Confetti

Installation of tape, staples, nails, screws or other fasteners is allowed at Houston Station by written permission only. No decorations, wiring, or any other materials may be fastened to any sprinkler piping or sprinkler systems components. No decorations or candles are allowed on stairways. All egress openings and egress routes shall be kept open for unimpeded access and travel. CANDLES MUST BE ENCLOSED IN GLASS and located a safe distance from flammable materials. NO GLITTER, CONFETTI, FIREWORKS, OR BIRDSEED is allowed on the property. Bubbles, doves, natural flower petals, and butterflies are permitted.

### Photography, Use of Images

Your participation in an event at Houston Station acknowledges permission by you and your guests for the use of any photographs or videos for advertising or other purposes, in print or any other media. Neither you, nor your guests, nor any photographer or photographer's staff have permission to shoot photographs or set foot on the property of Houston Station's neighbors without their consent. This particularly applies to CSX Railroad property located at the rear of Houston Station. **Houston Station guests do not have permission to be on CSX Railroad property and you agree to be responsible for making sure that photographers and guests respect this arrangement.** Guests or photographers who fail to respect this policy may be asked to leave Houston Station immediately if they fail to cooperate.

### Parking and Valet Services

Houston Station is committed to a quality event experience for you and all your guests. We ask that all guests be considerate and mindful of our neighbors in residence at Houston Station and in the neighborhood. Valet parking provided by Houston Station must be used for all events. Valet parking service will be quoted by Houston Station for your event. Valet parking expenses may be reduced by use of bus, shuttle, or limousine service for your event. Any such arrangements must be made in advance and communicated by you to Houston Station two weeks ahead of your event.

### Bands and Music

Houston Station is a great place for music, bands, and live entertainment. The amount of space available for stage area and dancing depends on the size and plan for your event. We will be glad to provide you with a floor plan detailing the best possible use of event space for your band, dancing, and other functions.

## Cleanup, Responsibility for Behavior of Guests and Vendors

You and all vendors contracted by you to provide on site services at Houston Station must complete cleanup during and/or immediately after the event and leave the property clean and tidy. All trash must be removed from the venue by the vendor. Caterers must leave kitchen work surfaces and sinks wiped clean and the kitchen floor must be mopped. Food spilled on event hall floors must be removed. Vendors include caterers, florists, decorators, photographers, those providing tables and chairs, and any other support personnel whom you hire to provide materials or services on site. In lieu of special arrangements made by you, items left by vendors or guests after your event may be considered abandoned property and disposed. Failure of a vendor to perform proper timely cleanup will result in the loss of your reservation and damage deposit. Any additional damage (beyond that covered by the damage deposit) caused by you, your guests, or by your vendors will be charged to you as overage on the contract amount. Any additional products or services consumed by you, your guests, or your vendors shall be billed as well when the event is complete. Payment of final invoices is due within one week of invoice presentation.

## Agreement is Binding

This agreement shall function as the operating contract governing the understandings between you and Houston Station. This agreement supersedes and voids all prior agreements, letters, and proposals. Changes to this agreement must be made in writing and signed by both you and a representative of Houston Station. A change, defect, or breach of any particular clause of this agreement shall not result in nullification of the remainder of the agreement. All terms of this agreement shall be binding upon the parties and their respective successors and assigns. All terms of this agreement shall be governed by, construed, and enforced in accordance with the laws of the State of Tennessee. Houston Station rental policies may change without notice.

I have read the above event rental contract and policies and understand that it is my responsibility to share these with my guests and any vendors with whom I contract to provide goods and services at Houston Station. I agree to these terms and conditions and I agree to instruct each of my vendors to return a signed copy of this contract to Houston Station (see Vendor agreement below).

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Signature of Guest Assuming Responsibility for Event Participants

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Date

For Vendor access to Houston Station property, the Vendor must sign the contract below. I have read the event rental contract and policies above and agree to comply with these terms:

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Printed Name of Vendor Business

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Signature of Vendor

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Date

## Important Note to Customer (Contract Signer) and Event Planners

The next three pages detail information vital to the success of your Event. These are required at least two weeks before your scheduled Event date:

Final Headcount - see this page

Final Seating Plan- see our website for sample floor plans for you to use, or Call us for help!

Event Detail Worksheet - see last page. All Vendors you wish to use must be listed and approved by Houston Station. Insurance certificates must be provided before the vendor will be allowed on site. All delivery and pickup times at Houston Station must be listed and approved.

It is your responsibility to make sure these pages are completed and forwarded on time to staff at Houston Station by mail, E-Mail, or FAX. If you need any help in completing these pages, please contact us at Houston Station and we will be happy to help. If you need assistance, please provide as much advance notice as possible!

## Final Headcount, Number of Expected Guests (due 2 weeks before Event Date)

I understand this final headcount will be the basis for catering and other charges, including tables and chairs, linens, place settings, and any other services which may be provided for my event. Differences between final headcount numbers and the actual number of guests who attend my event may result in additional charges. Lower guest numbers will not produce any savings or discounts from contract pricing. Increased number of attendees may result in additional charges, which will be billed on the final invoice from Houston Station, and which I agree to pay.

My event is scheduled for the following date: \_\_\_\_\_

and my final estimate for the number of guests in attendance at this event is: \_\_\_\_\_

I understand that this final headcount number is due fourteen (14) days prior to my event date. I understand that changes made to this headcount number closer to the event than fourteen (14) days may not allow proper setup and hosting to accommodate these changes. If short notice (less than 14 days) changes can be made, these may result in increased charges, which I agree to pay.

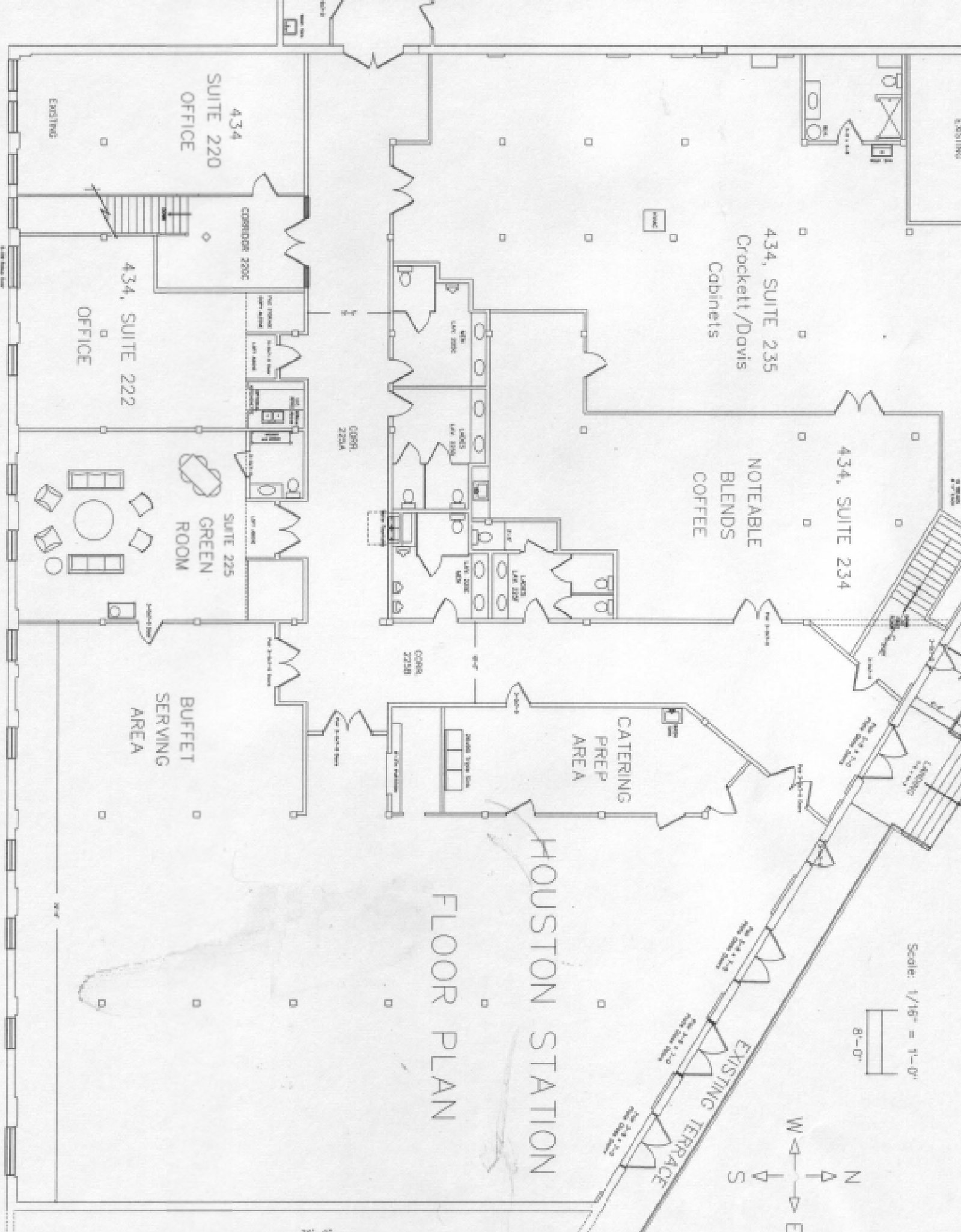
### Final Seating Plan (due two weeks before Event Date, sooner is better)

Please see PDF version of blank seating plan on next page. Please call Houston Station staff at our office at (615) 242-1916 for assistance in creating an accurate scaled seating plan for your event.

### Completed Event Worksheet (due two weeks before Event Date, sooner if possible)

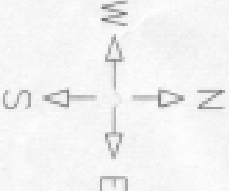
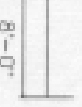
Please see PDF version of blank Event Detail Worksheet on second following page. Fill in blanks as appropriate to answer all logistical and detail questions about your event. Or e-mail or call our office staff to request an Excel version of this worksheet if you prefer a sheet with more complete categories as a guide.





# HOUSTON STATION FLOOR PLAN

Scale: 1/16" = 1'-0"



EXISTING

EXISTING

434, SUITE 235  
Crockett/Davis  
Cabinets

434, SUITE 234  
NOTABLE  
BLENDS  
COFFEE

CATERING  
PREP  
AREA

SUITE 225  
GREEN  
ROOM

434, SUITE 222  
OFFICE

434  
SUITE 220  
OFFICE

CORRIDOR 220C

02091  
2220A

02098  
2225B

5'-0"

76'-0"

