

MUSICIAN'S HALL OF FAME & MUSEUM RENTAL GUIDELINES

**THE PERFORMANCE HALL
CAPACITY: 350/300 seated
RATE: \$1800 non-peak months**

**THE RECEPTION HALL
CAPACITY: 250/200 seated
RATE: \$1500 non-peak months**

**CALL 244-3263 ext.115 FOR MORE INFORMATION
MUSICIANS HALL OF FAME AND MUSEUM
301 6TH AVE. SOUTH
NASHVILLE, TN 37203**

SMOKING

NO SMOKING ALLOWED IN ANY INSIDE AREA OF THE MUSICIANS HALL OF FAME AND MUSEUM. Smoking may be permitted in the courtyard in front of the Performance Hall. ASHTRAYS must be used!

The right to refuse rental of event space at the Musicians Hall of Fame and Museum for events for which there is no identifiable sponsor is reserved. Individuals and organizations must be able to demonstrate a reasonable degree of control and responsibility for the conduct of all guests.

PAYMENT

One half of the rental fee is due at signing to reserve the date. This deposit is nonrefundable within six months of the reserved date.

If a change of date occurs more than six months before the event, the deposit paid can be applied toward another event date at the Hall of Fame, if available.

Full payment of the rental fee and a non-refundable \$250.00 cleanup fee is required two weeks prior to rental date. No deliveries will be received or set up allowed until the balance is paid in full. Renter is liable for any damages assessed in excess of the cleanup fee.

STAFF

The Musicians Hall of Fame and Museum event coordinator will be available to answer questions, and work with a MHOFFM suggested caterer (see list). The event coordinator will be unable to help with setup or tear down. The event coordinator is not responsible for receiving or signing for any deliveries.

Table and chairs rented from the MHOFFM will be in the event space prior to set up and will be removed by MHOFFM staff at the conclusion of the event. Set up of these items is the client's responsibility unless arrangements are made in advance to hire a staff member at \$25 per hour.

SECURITY

A MHOFFM employee will be on hand during the entire event at a charge of \$25 an hour. This will either be someone from the office or the security guard.

For groups of 300 or more an additional security guard will be required for each additional 100 people. If the client would like to incorporate a museum tour into the function, a separate security guard will be required for the museum. Security personnel will be hired by the MHOFFM and paid for by the client two weeks prior to the event.

FOOD AND BEVERAGE

The MHOFFM will provide a list of preferred caterers. An outside caterer may be used for an additional fee with event coordinator approval.

Caterers must carry a \$1,000,000 per occurrence liability insurance policy. A copy of current certificate of insurance is required 14 days prior to the event.

UNDER NO CIRCUMSTANCES ARE PERSONS UNDER THE AGE OF TWENTY-ONE TO BE SERVED ALCOHOLIC BEVERAGES.

ABC licensed bartenders are required if serving liquor.

Alcohol may NOT be sold unless using a caterer or bar service company with a liquor license. Selling drink tickets is considered selling alcohol.

Client must take all reasonable precautions to ensure the safety of all guests with regard to alcohol consumption. MHOFFM reserves the right to refuse service to and evict from the premises any member of the party who becomes intoxicated.

EVENT SETUP/CLEANUP/LOAD-OUT

Events may last until midnight of the rented day. With prior approval and an additional fee, events may last until 2:00 a.m.

Arrangement must be made with the MHOFFM event coordinator for set up of the Reception Hall and Performance Hall.

Decorations or equipment may not block any designated entrances or exits from the buildings. Do not park in any fire lanes. Be sure to have truck drivers who are loading or unloading rentals or other supplies move their truck when delivery is completed.

No cars or trucks are to be driven on any patio or area not designated as a loading zone. Planters are not to be moved to allow cars access to these areas.

The use of "duct" tape or other adhesives are not permitted on floors, walls, or railings.

Fog machines are not permitted.

Table top candles are permitted with drip trays.

It is a violation of fire codes to hang anything from fire sprinkler pipes and conduits in the ceiling.

Cleanup is the responsibility of the Client and/or Caterer. Everything brought into the building is to be removed at the conclusion of the event.

All trash and garbage must be bagged and moved to the dumpsters at the conclusion of the event.

Decorations, signs, banners, etc. may not be nailed, stapled, drilled, taped, or otherwise fastened to MHOFFM property.