

Elm Springs Rental Room Policy & Agreement

The rental rate is non-refundable and must be paid in-full prior to the rental date. The rental rate is as follows:

Monday—Thursday during Operating Hours (8a to 4p): up to 4 Hours, \$100*
Each additional hour, \$25**

Monday—Thursday after Operating Hours: up to 4 hours, \$150*
Each additional hour, \$50**

Friday—Sunday up to 4 hours, \$150*
Each additional hour, \$50**

The “ell” portion of historic Elm Springs (2357 Park Plus Drive, Columbia, TN 38401) is all that is made available during the rental. The “ell” includes access to the large meeting/party room, one restroom, and the kitchen. Access to the kitchen includes the stove and refrigerator. Use of folding tables and folding chairs are also included in the agreement.

Tours of the historic home are available for an additional fee.

General Rules and Conditions:

The Sons of Confederate Veterans, Inc. and Historic Elm Springs will not be held responsible for any damages to the renter’s personal property or equipment; nor shall the Sons of Confederate Veterans, Inc. and Historic Elm Springs be held responsible for any personal injuries.

The renter is responsible for their guests at all times.

The renter is responsible for any damage to the home, furnishings, and grounds.

The renter is responsible for the clean-up after the event. Failure to adequately clean the rented space will result in a \$50 cleaning fee. (Garbage bags will be provided and a dumpster is on site.)

No tape of any kind shall be used on any painted, brick, glass, or wood surface of the house. Nothing shall be attached to the walls, floors, or ceilings with pushpins or nails.

For events during operating hours, if the renter needs assistance, staff members are onsite at the museum and can help. At events after hours, a member of the staff or a security guard will be onsite at all times. During any event, staff members may walk into the rental area to check on the renters and the site.

Flames of any kind are not allowed. This includes candles and sparklers.

Signature of SCV/Elm Springs Representative

Signature of Renter***

Event Date: _____

Event Time: _____

Date

** This includes decorating time and set-up*

*** For anything over fifteen minutes, a full-hour will be charged*

****A copy of the renter’s state-issued ID or Drivers License should be attached to this agreement*