

Historic Elm Springs **Wedding Policy & Agreement**

PLEASE READ THE FOLLOWING INFORMATION CAREFULLY.

Historic Elm Springs is Greek Revival mansion built by Maury County master builder, Nathan Vaught, in 1837. The mansion faces Mooresville Pike, which was the old stage road from Pulaski to Franklin. Elm Springs was named for the numerous springs on the property. According to legend, an elm tree was planted at each spring.

Since 1992, Elm Springs has been owned by the Sons of Confederate Veterans, Inc. (SCV) and served as the organization's General Headquarters from 1992 until 2020 when the accompanying National Confederate Museum was completed. The 501(c)3 non-profit organization is composed of male descendants of Confederate ancestors who served honorably in the War Between the States.

Due to the nature of our facilities, Historic Elm Springs is available for weddings and other social functions conforming to our fee schedule only. Historic Elm Springs (house & grounds) are available for private events per the approval of the Executive Director or his designated representative. All contractors (i.e., caterers, florists, set-up crews, etc.) employed by the renter are also bound by the contract and house rules. The nature of Historic Elm Springs is centered around the Confederate Veteran and we display Confederate flags continuously at our General Headquarters. As such, and out of respect for the men these grounds are dedicated to, we will not entertain requests to remove or lower flags or other decorations pertaining to the Confederacy.

NO SMOKING IS ALLOWED IN THE HOUSE. LAWN FUNTIONS MUST HAVE ADEQUATE ASHTRAYS, PROVIDED BY RENTER AND/OR CATERER.

CONTRACT INFORMATION

Historic Elm Springs will hold your date for seven (7) days after your initial contact. After the seven days, you must complete a contract and submit a \$500.00 security deposit in order to secure the date you wish. Your date will not be held after the initial seven-day period without a signed contract. **THE FULL EVENT FEE MUST BE PAID THIRTY DAYS PRIOR TO THE EVENT.** The security deposit is **NOT** partial payment for rental fees. The deposit is refundable after the event provided there is: no damage to the home, furnishings, or grounds; no excessive cleaning is required; and items set up in the house or grounds are removed within the times agreed upon in this contract.

DAMAGES

The renter is liable for any damages to the premises, furnishings, carpeting, equipment, and landscaping in connection with the special event. The deposit will be returned after the areas used are inspected for damage or to see if excessive cleaning is required. The house management solely determines the extent of any damage. *The security deposit amount does not relieve the client from additional costs incurred if damage or cleaning exceeds the \$500.00 deposit.*

CANCELLATIONS

If you must cancel your event, a full refund of your security deposit will be made **UP TO THIRTY DAYS PRIOR TO THE EVENT.** There will be no refund after that time.

Initials of Renter _____ Initials of House Representative _____

Historic Elm Springs **Wedding Policy & Agreement**

ATTENDANTS

The special nature of the facility requires certain number of staff attendants to be present inside the house and on the grounds during any special event. This is for safety reasons and to help protect the fragile nature of the house and its collections, freeing the renters to enjoy their social function. This does not remove the renter from liability arising from damage to the house or any facilities. The number of staff attendants is established by house regulations according to the number of guests and type of function. The fee for the house attendants will depend upon the number of guests expected.

USE APPROVAL

All use of the facilities is subject to approval by the Executive Director of Historic Elm Springs or his designated representative.

SET UP AND TAKE DOWN

Delivery set up and take down of tables, tents, etc. must be arranged with the Executive Director or his designated representative. Breakdown must be completed and areas cleaned prior to the house opening for tours the following business day. Elm Springs staff will have the house and grounds cleaned prior to event and the client is responsible for returning the house and/or grounds to the condition in which it was found. **Should the client not conform to this requirement, the security deposit will be retained for cleaning.** HISTORIC ELM SPRINGS IS NOT RESPONSIBLE FOR THE PROTECTION OR STORAGE OF ITEMS BROUGHT ON THE GROUNDS FOR AN EVENT OR FOR DAMAGE OR INJURIES CAUSED BY RENTOR'S OR CONTRACTOR'S BELONGINGS OR ALTERATIONS. WE WILL MAKE NO PAYMENT TO SUPPLIERS.

CLEAN UP

The renter is responsible for removing all food and service equipment and supplies and all set up and take down of tables and chairs from Historic Elm Springs. The renter must remove anything brought in for the function immediately after the function or before business hours the next day.

SPECIAL REQUIREMENTS

(1) All events at Elm Springs require the renter to purchase a \$1,000,000 Special Event Policy from Redman Davis Insurance (410 W. 7th Street, Columbia, TN 38401). This policy will need to include the Sons of Confederate Veterans, Inc. as "additional insured." When applying for this coverage, you will need to know the dates of your event, an approximate number of attendees, whether or not you will be serving alcoholic beverages, what sort of entertainment your event will have (i.e., DJ or band), and whether or not you will be serving food. A certificate of insurance must be provided to the Executive Director or his representative prior to the date of your event.

(2) Caterers and suppliers desiring to work at Historic Elm Springs **MUST PROVIDE A CERTIFICATION OF INSURANCE** to the Sons of Confederate Veterans, Inc. The certificate must name Sons of Confederate Veterans, Inc. as an additional insured and a minimum of \$1,000,000 liability for each occurrence is required. There are no exceptions to this policy.

Historic Elm Springs **Wedding Policy & Agreement**

- (3) Some events may require a security guard. Renters will be responsible for obtaining licensed, bonded guards at their expense. The Executive Director or his designated representative has final approval on security guards.
- (4) Events with over 50 guests must provide portable restrooms. The portables will be brought in at the renter's expense.
- (5) Alcohol may be served on the premises only with the approval of the Executive Director or his designated representative. Requests must be in writing. An additional security deposit of \$250.00 will be required.
- (6) If electrical work, such as wiring of tents, is necessary for your event, the Executive Director or his designated representative must be notified.
- (7) No candles, sparklers, or other open flames are permitted within ten feet of the house. All outdoor lighting with a flame **MUST HAVE** a "hurricane" or wind cover.
- (8) No bands will be allowed to set up in the house. The Executive Director or his designated representative must approve any exceptions. If a dance floor is needed for the event, arrangements should be made by renter and at renter's expense. Dancing is restricted to outdoors only. The Executive Director or his designated representative must approve any exception.
- (9) No food or drink may be taken into the toured portion of the home. No confetti, rice, bird seed, or bubbles are allowed inside the house. Bubbles are permitted outside the house on the grass to avoid a slipping hazard.
- (10) The lawn and/or patio area may be tented for an event at the renter's expense. No stake, pole, rope or heavy or sharp object may rest within twelve (12) inches of any paving, bricks, sidewalks, building, architectural detail, or landscaping.
- (11) There is an 11:00 P.M. curfew on **ALL** events. This means **ALL** persons involved with a special event, including guests, caterers, etc. The renter, not the attendants, is responsible for ensuring the premises are cleared.
- (12) All children must be under the direct supervision of parents or renters at all times.

WEDDINGS

The cost of weddings and/or receptions is \$1,500.00. The cost of a wedding includes a reception, but the absence of a reception does not reduce the cost of the wedding. Members of the Sons of Confederate Veteran are entitled to a 10% discount on house rental; however, the attendant fee and deposit must be paid in full.

Weddings are limited to home's exterior, event hall, and food preparation area. Rooms for the bridal party will be provided for dressing and other preparations. Also included is a one-hour rehearsal time on the day before the event (some rehearsals will require an extra charge) as well as a two-hour portrait photography session at a date and time coordinated with the Executive Director or his representative. Use of the designated rooms in the house are limited to the wedding party and attendants. The rest of the home is strictly off limits and it is up to the renter to make sure this is enforced.

For an additional fee, tours can be provided to your guests.

You must arrange a time for your rehearsal with the Executive Director or designated representative. One-hour rehearsals are **USUALLY** scheduled for 5:00 p.m. the day before the

Initials of Renter _____ Initials of House Representative _____

Historic Elm Springs
Wedding Policy & Agreement

scheduled event and done by 6:00 p.m. After one hour, \$15.00 per hour will be charged. A rehearsal dinner may be scheduled with attendants as an additional function with fees listed below. Caterers, florists, photographers and the wedding party may have access to the house, per Executive Director or designated representative. Decorating and setup may begin the morning of the wedding.

OTHER SOCIAL FUNCTIONS

1-50 people	\$500.00
50-150 people	\$750.00
Over 150 people	\$1,000.00

Initials of Renter _____ Initials of House Representative _____

Historic Elm Springs
Wedding Policy & Agreement

Renter: _____

Function Name: _____ Function Date: _____

Name of Renter: _____

Phone: _____ Email: _____

Address: _____

Deposit Received: _____ Date Received: _____ (attach copy of check)

Rental Fee Charged: _____

I, the undersigned, _____ have read the policies and procedures as outlined and agree to abide by these rules. I understand that failure to adhere to these policies may cause forfeiture of security deposit and that I am responsible for damages above and beyond the security deposit if they occur during my function:

Signature of Renter: _____ Date: _____

Caterer:

Name of Catering Company: _____

Phone: _____ Contact: _____

Address: _____

Insurance certificate attached: yes_____ no_____

I, the undersigned, have read the policies and procedures as outlined and agree to abide by these:

Date: _____ Signature of caterer: _____

Initials of Renter_____ Initials of House Representative_____

Historic Elm Springs
Wedding Policy & Agreement

Addendum to Historic Elm Springs Rental Agreement

Name of Event: _____ Date of rental: _____

EXCEPTIONS AND EXPLANATIONS

Requests for exception:

Approved by Executive Director yes _____ no _____ Date approved _____

OR

Approved by designated representative yes _____ no _____ Date approved _____

Special request or explanation:

Requested by: _____ Date: _____

Approved by: _____ Date: _____

Other:

Initials of Renter _____ Initials of House Representative _____

Historic Elm Springs
Wedding Policy & Agreement

INVOICE

To: _____

From: Historic Elm Springs

Rental of Elm Springs for up to:

Weddings and/or receptions \$1,500.00

Social functions up to 50 \$500.00

Social functions for 51 to 150 \$750.00

Social functions over 150 \$1,000.00

Fee for staff attendants \$150.00

(If additional staff attendants are needed there will be an extra \$50.00 per attendant.)

Discount for SCV member (10 %) <_____>

Security Deposit \$500.00

Total Due: \$_____

Payable upon receipt.

Thank You!

Initials of Renter _____ Initials of House Representative _____