



Historic Stone Hall

1014 Stones River Road
Hermitage, Tennessee

Make your special event a historic experience at Stone Hall. The house, a Colonial revival built in 1918, is listed on the National Register of Historic Places. Stone Hall is stately and charming, overlooking the beautiful grounds and garden on the Stones River Greenway. Stone Hall offers a relaxing atmosphere that makes special events grand in every way--with a large, open floor plan, dramatic architecture and features, and simple, ease of style. The grounds are magnificent! Enormous trees provide plenty of shade, the garden boasts in beautiful, seasonal color with over 40 different types of plants, trees, and flowers that are true to its original design, and an enchanting garden gate—all nestled on the Stones River at one of Nashville's loveliest Greenway trails! You can imagine the amazing pictures you'll have from an event at Stone Hall!

Weddings, receptions, rehearsal dinners, parties, meetings, and celebrations can be held indoors or in the garden. The grounds provide plenty of space for a dance floor, outdoor dining, a photo booth, games, and more.

Event Reservation-- _____ (Please initial.)

Your event reservation is subject to availability and approval by the Greenways staff. The minimum rental period is 4 consecutive hours. A date is not reserved until the following items are received by the event coordinator: signed contract, rental deposit (50% of the total rental fee), initialed and signed policies, damage/cleaning deposit of \$500 dated the date of the rental, and the credit card authorization form in case damages/cleaning exceeds \$500. The Event Worksheet must be received no later than 45 days before your rental date. There is a fee of \$25 for all returned checks. Rental hours must include set up, drop off, event time, and clean up. If additional time outside your initial rental period is required for deliveries and/or drop off, you will be required to pay an additional fee for a member of the Greenways staff to be present at that time. If you are interested in the amount of daylight you will have to work with for your event, go to www.sunrisesunset.com.

Tours-- _____ (Please initial.)

If you wish to see Stone Hall, please take a drive over and spend some time walking around the grounds and peeking through the windows of the house. This will give you a good idea of whether or not Stone Hall is a potential fit for your event. At that time, if you wish to tour Stone Hall, please email me and we will schedule an official tour. Please keep in mind that tours are held to thirty minutes and limited to just the one tour before a contract and deposit are received. It is a good idea to bring anyone who will be involved in planning your event to tour with you, if possible. You'll also want to take plenty of pictures when you tour. **Additional tours may be scheduled as needed at a rate of \$25 for the 30 minute tour.** Payment for

additional tours is due in advance of the tour date and must be made payable and mailed to the Greenways staff member scheduled for the tour.

Payment-- _____ (Please initial.)

Payment by personal check or cashier's check must be made payable to **GREENWAYS FOR NASHVILLE**. Cash is not accepted. When paying with a credit card, **a fee of 5% of the total amount of that payment must be included** in the payment and the credit card authorization form must be completed and signed. It is the responsibility of the renter to be aware of the balance payment deadline and to make payment on or before that deadline. **A \$30 fee will be added to a late payment.** If paying by check past the deadline, payee must include the \$30 late fee in the payment.

Cleaning/Damage Deposit-- _____ (Please initial.)

A \$500 cleaning/damage deposit covers the cost of repair for any damages and/or staff overtime or work that your event causes. In the event that damages or additional fees incurred by your event exceed \$500, you will be made aware of the cost of repairs/replacement and your credit card will be charged that amount plus a 5% processing fee.

The cleaning/damage deposit must be paid by check, dated for the date of your event rental, and made payable to Greenways for Nashville. The cleaning/damage deposit is due with your contract and rental deposit in order to reserve your date. The cleaning/damage deposit check will not be deposited upon receipt.

The cleaning/damage deposit will be deposited after your event in the event that:

- Stone Hall house, garden, and grounds are not left at the conclusion of your event in the same condition in which they were found;
- There are damages to the house, garden, grounds, structures, or property incurred during your rental period;
- Stone Hall staff has to move tables, chairs, etc. to their original places
- Stone Hall staff has to clean the house, garden, grounds, or remove trash from the property; or
- You exceed the time constraints of your rental period.

The cleaning/damage deposit will be returned to the payee within 30 days after your event, provided the following guidelines are met:

- Stone Hall house, garden, and grounds are left at the conclusion of your event in the same condition in which they were found;
- No charges are levied for staff help in moving tables, chairs, etc. to their original places;
- No charges are levied for staff help in cleaning the house, garden, grounds, or removing trash from the property; and
- You do not exceed the time constraints of your rental period.

Loitering on the grounds, violation of the Historic Stone Hall Policies and Guidelines, or defacing anything on the property before, during, or after your event will result in the loss of the cleaning/damage deposit.

You must fill out the credit card authorization form and return it with your Cleaning/Damage Deposit. DO NOT INCLUDE THE Cleaning/Damage Deposit in the payment for your rental deposit. You must pay with a separate check. The credit card authorization form will either be destroyed or returned to you, per your request, once it is determined that there are no damages to the property or excessive cleaning needs after your rental.

Returned Checks--_____ (Please initial.)

There will be a \$25 fee for any check(s) returned by the bank for insufficient funds. In the case of a returned check, that payment must be replaced with a cashier's check and include the \$25 returned check fee in the amount paid. Personal checks will not be accepted after a check has been returned by the bank for insufficient funds.

POLICIES AND GUIDELINES:

It is the responsibility of the renter to make sure individuals and vendors involved in any part of the event are fully aware of the Stone Hall Policies and Guidelines.

If others are hosting your event with you, you **must** give their names, contact numbers, and email addresses when you submit your contract.

Renter, hosts, and guests are expected to abide by the Historic Stone Hall Policies and Guidelines. A member of the Greenways staff will be present during the rental period to be sure that the policies and guidelines are being followed. There are no exceptions to the policies and guidelines.

FACILITIES AND GROUNDS

Please keep in mind that Stone Hall is an important historical site. In order to maintain the integrity of the site, the following policies and guidelines must be met. Please make sure that your vendors are also aware of these policies and guidelines. Failure to comply with these terms will subject the renter to additional cleaning, staff and/or repair charges. A member of the Greenways staff must be present at your event to open and close the house, monitor the event, and help ensure that your event goes as planned, as well as to ascertain that all the Stone Hall policies and guidelines are followed.

Event Capacity: --_____ (Please initial.)

Stone Hall features two front parlors divided by a central hall. The east parlor, central hall, west parlor, and the adjoining dining room comfortably accommodate up to 75 people in a cocktail setting or 50 people for a sit-down dinner. These same areas accommodate approximately 50 guests in a seated ceremony type setting. The garden area can accommodate approximately 125-140 guests seated for a ceremony. The capacity for a seated dinner setting varies depending on types of tables and seating. We estimate that you may seat 80-100 guests at 60" round tables in the garden. The lawn behind the garden will accommodate approximately 50 seated guests at 60" round tables. The renter must determine the best fit for their event based on their own estimate.

Inside Temperature: --_____ (Please initial.)

Stone Hall is fully air conditioned and heated, and suitable for use any time of the year. The restroom addition is fully air conditioned and heated, as well. The renter agrees to **keep the outside doors closed during the rental period to ensure that the heating/cooling system works properly.** The renter must understand that if outside doors are left open the heating/cooling system will not work properly.

Event Space: --_____ (Please initial.)

Events may take place in the garden, on the grounds, and on the main floor of Stone Hall. The upstairs rooms are not part of the event space and may only be used by the renter and those who are involved in setup and need to change before the event begins. The large upstairs room on the east side of the house and the upstairs room on the back, west side of the house are designated as dressing rooms. **Food and**

beverages are prohibited in the dressing rooms, with the exception of bottled water. Bagged ice and coolers are not allowed in the dressing rooms. The front room on the west side of the house is the Greenways Staff Office. The restroom upstairs is not a guest restroom, but is available only for those who use the upstairs for getting ready for the event. The basement and the attic are off limits to the renter and guests. No one may be on the upstairs balcony at any time. Windows must not be opened or unlatched.

The tree by the West Porch has caused an uneven crack in the West Porch which is currently covered by a table. We require that the renter block off the area with a table or something to prevent a tripping hazard for guests.

Event Set-up and Clean-up: -- _____ (Please initial.)

The renter is responsible to provide personnel (friends or hired staff) to set-up tables, chairs, etc. and return them to their designated places. Likewise, the renter is responsible for all clean-up after the event, including any items in the garden or on the grounds. The renter must have a designated clean-up person who will be present through the end of the event and complete a walk-through with the Greenways Staff Member monitoring your event. Cleaning must include sweeping and/or vacuuming all floors and emptying all indoor trash containers of all rooms/spaces that are used for the event. All trash MUST be carried off the premises. Stone Hall must be left as it was found.

Of course, the amount of time needed for breakdown and cleanup depends on the amount of setup and decorating, but the renter should plan no less than 1 hour for breakdown and cleanup. It is suggested that the renter recruit helpers and assign them specific tasks on the Cleanup Checklist. All cleaning products are provided. There is a vacuum upstairs as well as downstairs, and a broom in the kitchen.

You will be given a Stone Hall Clean-up Checklist. Clean-up time must be included in your rental period. If clean-up extends past your rental period, you will be charged \$25 for each half hour or any part of a half hour past your rental period. You will be required to pay the Greenways Staff Member monitoring your event before leaving. If paying by check, the check must be made out to that Greenways Staff Member. Please come to your event prepared to pay for extra time.

Please help protect the floors, furnishings, mirrors, etc. by immediately cleaning up any spills, drips, and/or debris that is tracked in during your event. If using drink dispensers with spouts, please protect the floor from drips with mats, such as door mats, or other appropriate protection.

Below is a sample of the checklist the designated cleanup person will receive at the beginning of your rental period. Do not initial the items in the checklist at this time.

STONE HALL EVENT CLEAN-UP CHECKLIST

Check-off each item in order to ensure you are leaving Stone Hall as required.

Remove all decorations—indoor and out

Wipe down Stone Hall folding tables and chairs. Replace furniture, folding tables, folding chairs, etc. to original places

Load up all of your belongings and anything left behind by others to take with you when you leave

Wipe off tables and make sure waterproof pad on dining table is wiped clean

Wipe down kitchen counters with disinfecting wipes or use paper towels and a disinfecting spray; Make sure oven is off and empty

Run water in the kitchen sink disposal and turn it on to be sure nothing is left down in there

Rinse out the kitchen sink, making sure it's clean

Check refrigerator and freezer—don't leave anything in there

Check the oven—Is it off? Is it clean from your use?

Empty the restroom trashcans into the kitchen trashcan—don't forget the upstairs restroom trash; Make sure all toilets have been flushed & restroom sinks are rinsed out

Check porches, garden, & yard around house for trash

Load up ALL trash/trash bags to take with you—excluding the kitchen trash bag

Consider taking trash to your vehicle as bags fill up. This eliminates clutter in the kitchen and gives you a jumpstart on clean-up.

Sweep and/or vacuum the floors of EVERY room used during your rental—empty dustpan in kitchen trashcan

Remove the trash bag in the kitchen trash can and replace it with a new one; Load up kitchen trash bag to take with you

Walk-through with Greenways Staff Member monitoring your event

Items moved to be returned to their original places:

Clean-up time must be included in your rental period. If clean-up extends past your rental period, you will be charged \$25 for each half hour or any part of a half hour past your rental period. You will be required to pay the Greenways Staff Member monitoring your event before leaving. If paying by check, the check must be made out to that Greenways Staff Member.

Decorations: --_____ (Please initial.)

Decorations are the responsibility of the renter and are limited to those items that will not damage or deface the grounds or facilities in any way. All decorations must be removed at the conclusion of the event. Stone Hall is not responsible for any items left on the premises.

There is a fireplace mantel in the east parlor that is often decorated. The mantel must be protected from damage such as water rings, discoloration, and other possible damages. Freestanding arrangements are permitted, provided the floor is protected by a waterproof tray. Decorations may **not** be attached to any wall. Floral arrangements in the garden, on the patios, and on the grounds are permitted. The iron gate leading to the garden may be draped with floral garlands, but you must not use any kind of device to attach anything to the gate. There are two large urns on the front steps which may be filled with plants or floral arrangements. You may use a wreath hanger on the front door to hang a decoration. The white gate at the entrance to the property is especially lovely draped with garlands.

All decorations must be freestanding. **No nails, tape, tacks, or other forms of fasteners may be used on the house, outbuildings, trees, fence lines, or any other structures of Stone Hall. Only flameless candles are permitted in the house.** Traditional candles may be used outdoor in the garden and in the lawn area.

Outdoor Tents: --_____ (Please initial.)

Tenting is allowed on the grounds of Stone Hall, but driving stakes into the ground is not. All tents must be secured with water bladders or posts in pots of concrete. Tents must not be so large that the posts are set in the flowerbeds or natural landscape.

Glitter, Confetti, Rice, Etc.: --_____ (Please initial.)

Glitter, confetti, rice, etc. for tossing at the bride and groom's send-off are **not** permitted. Any ideas for items to use for the send-off must be approved by a Greenways staff member.

Furnishings: --_____ (Please initial.)

The table in the east parlor may be moved within the parlor, **but must not be moved out of the east parlor.** Please **lift it to move it** instead of rolling it on its legs. The dining room table may not be moved out of the dining room. The sideboard in the dining room is often used to serve desserts or beverages. There is a glass cover on it for protection. All furnishings must be covered and protected before anything is placed on them. The waterproof pad must stay on the dining room table at all times. Any small furnishings in the house that are moved must be returned to their original places at the end of the event.

Here are measurements of pieces in the house that renters often ask for:

- Large Windowsills in the East & West Parlors: 3' x 7.5' x 3'
- Mantle in the East Parlor: 6' x 1'
- Table in the East Parlor: 3.9' x 4.8'
- Dining Room Table: 8' x 4.5'
- Server in Dining Room: 5' x 1.75'
- Table on West Porch: 4' x 2.5'

Please keep in mind these measurements are approximate.

Kitchen and Food Prep: --_____ (Please initial.)

The kitchen is to be used only as a prep kitchen. Food may be cooked/warmed in the oven and/or may be given final touches (e.g. sliced and plated), but the cooktop must not be used. There is a microwave in the kitchen for heating foods, as well. A refrigerator is provided for any items that must remain cold. Please **do not** leave items in the refrigerator or freezer at the end of your event. The oven must be turned off and

emptied by the end of the rental period, as well. Please wipe/clean up any spills in the refrigerator and oven.

Water: -- _____ (Please initial.)

The water at Stone Hall is from a well and is iron-rich. It can be used to rinse dishes, but it should not be used for drinking. Renters are responsible to bring their own water for drinking and for mixing beverages.

Caterers: -- _____ (Please initial.)

The renter is responsible to make the caterer aware of Stone Hall policies and guidelines to help protect the tables, floors, and furnishings. All catering and food supplies must be removed after the event.

Trash: -- _____ (Please initial.)

The renter is responsible for emptying the restroom trashcans as needed during their event and during clean-up at the end of the event. We provide one large indoor trash can and 2 outdoor trash cans. **All trash must be taken off the property at the end of the rental period, including the outdoor trash.** There are no dumpsters on the property and trash may not be left indoors or outdoors. Extra trash bags for the restrooms and the kitchen can be found in the 2nd drawer to the right of the stove.

Dishes and Flatware: -- _____ (Please initial.)

The renter is responsible for supplying all dishes, platters, bowls, flatware, glasses, serving pieces, etc.

Beverages: -- _____ (Please initial.)

Space permitting, beverages may be stored in the refrigerator. It is recommended that the renter bring an ice chest/cooler for beverages and **place it on a patio.** This aids in easy access and protects the floors in Stone Hall from water damage.

Alcohol: -- _____ (Please initial.)

If alcohol is to be served at your event, the details must first be approved by Greenways. Serving of alcoholic beverages must end thirty minutes before the event end time. Alcoholic drinks cannot be sold at Stone Hall. If alcohol is served, it must be served by an ABC licensed bartender **only.** A copy of the ABC license must be submitted to the Stone Hall Event Coordinator **at least two weeks prior** to rental date. The bartender must be present at the bar at all times during the event. Individual guests may not bring alcohol onto the premises, and may not leave the premises with poured beverages. **Alcohol may only be served during the event, not during set-up and clean-up time.** The Metropolitan Government of Nashville, Metro Parks, and Greenways Staff Members assume no liability for the actions of individuals as a result of serving alcohol. The renter (person that signs the contract/agreement) is solely responsible for the actions of all guests. We reserve the right to call for police assistance if necessary.

Folding Tables: -- _____ (Please initial.)

There are 5 standard 60-inch round tables that seat 8-10 people each. There are also 7 72-inch rectangular tables that are often used for desserts, gifts, displays, etc., as well as dining. All tables that are used must be thoroughly wiped down/cleaned before being returned to their storage location. The tables may be used inside or out, but must be thoroughly cleaned before being brought back into the house in order to protect the floors and eliminate dirt and grass indoors. Tables that are used on the grounds must be moved to the porch to be wiped down before being brought into the house. **The legs and feet of each table used on the grounds must be thoroughly wiped down, as well.** The renter or caterer is responsible to provide table coverings.

White Folding Chairs: --_____ (Please initial.)

There are 50 white folding chairs that are included in the rental. These may be used in the house or on either patio, but **not on the grounds**. Chairs must be wiped down/cleaned before being returned to their storage location. The renter is responsible for renting any chairs to be used in the garden or lawn.

Dining Room Table: --_____ (Please initial.)

The dining room table measures 8 feet x 4.5 feet and may not be moved out of the dining room. The dining room table is covered with a waterproof pad that must not be removed for any reason. The waterproof pad must be wiped clean after use.

Smoking: --_____ (Please initial.)

Smoking is not permitted in any room of Stone Hall, on either porch, on the lawn, or in the garden. The designated smoking area is on the driveway in back by the green fence. The renter is responsible for supplying a cigarette receptacle for smokers and for removal and disposal of all cigarette butts and trash. The renter must ensure that guests are not smoking in prohibited places.

Parking: --_____ (Please initial.)

Cars should be parked along the circular driveway, slightly off to the right side so other cars can pass. The renter is responsible for appointing someone at the entrance to provide parking direction to guests as they enter the property. Parking on the lawn is not allowed. The parking area in the back (behind the kitchen) should be reserved for caterers, individuals/companies with deliveries, and anyone in need of ADA accommodation. The renter is responsible to mark off parking in the rear for those needs.

It is suggested that the renter place a sign or some type of marker at the entrance to Stone Hall at Lebanon Road to help guests find the entrance. You may post a sign at the gravel parking pad off the driveway designating that area for private event parking.

Handicap Access:

Stone Hall is equipped with a ramp that can accommodate wheel chairs and walkers. This ramp is in the back and joins with the kitchen

Lighting, Music, and Dancing--_____ (Please initial.)

Because it is extremely dark after sunset at Stone Hall, the renter is responsible for outdoor lighting to illuminate any outdoor areas used for their event. It is recommended that the front walkway to the driveway be well lit to ensure guests' safety as they walk to their cars. Paper luminaries with burning candles are not permitted anywhere on the property.

Portable stereos and systems are permitted. If amplification is required, please obtain approval from a Greenways staff member. In order to protect the floors, **dancing is not permitted inside the house** with the exception of the traditional first dance, father-daughter dance, mother-son dance, etc. There are several areas on the grounds that will accommodate dancing and most party supply rental companies rent dance floors.

Electricity--_____ (Please initial.)

All rooms at Stone Hall have three-pronged, 20 amp sockets. There are 2 double outlets on the electrical box on the pole behind the garden. There are also power sources behind the fountain and on the west end of the garden. An extension cord may be run from inside the house onto the porches if needed. It is the responsibility of the renter to make sure the extension cords are not a tripping hazard for guests. The renter is responsible for providing all necessary extension cords.

Any items not outlined within the Historic Stone Hall Policies and Guidelines must be brought to the attention of the Stone Hall Event Coordinator before the rental date(s) for consideration by the Greenway’s staff.

Items initialed by the renter and/or responsible party indicate that the renter and/or responsible party read, understand, and will comply with the policies during their rental at Historic Stone Hall. Violation of the policies, damage to the house, grounds, and/or property, additional Greenways staff cleaning and/or maintenance attention will result in loss of the renter’s Cleaning/Damage Deposit--the renter understands that the Cleaning/Damage Deposit will be used to cover any damages and/or cleaning resulting from their rental and use of Stone Hall. Damages and/or cleaning over and above the Cleaning/Damage Deposit will be charged to the credit card provided in the rental agreement.

RENTER (signed) _____ **DATE** _____

RENTER (print) _____

WITNESS (signed) _____ **DATE** _____
(Julie L. Pratt, Historic Stone Hall Event Coordinator)

WITNESS (print) _____