



# THE HARPETH ROOM FACILITY GUIDE

E2

## RENTAL INFORMATION

STANDARD VENUE RENTAL - \$250	PREMIUM VENUE RENTAL - \$1,400
4 Contracted Hours in the Space	4 Contracted Hours in the Space
Inventory of Tables & Chairs	Inventory of Tables & Chairs
	Tent for Patio (with or without walls)
	4 Tall Cocktail Tables with Linen

- Premium Venue Rental may be required for all rehearsal dinners with 50 or more guests.
- The room will be set up before your contract start time according to the floor plan created with your Sales & Event Manager.
- At your contract start time, you and your vendors may begin to load in. You may add more time in the space for \$150 per hour.

## FOOD AND BEVERAGE MINIMUMS (4 Hour Contract & Event Block)

- Menu package pricing includes our inventory of flatware, glassware, china and ivory linen napkins.

Monday - Thursday	Friday Morning	Friday Evening	Saturday - Sunday
\$500	\$500	\$1,000	\$1,000

## CAPACITY AND MENU OPTIONS

- Maximum guest count is 70, but certain menu styles are limited based upon the number of guests.
- If your guest count exceeds the maximum capacity, we cannot provide a proposal for this space.

MENU STYLE:	AVAILABLE FOR:
Plated Dinner	less than 50 guests (ask about plated options)
Buffet	60 guests or less, no bar
	55 guests or less with bar
	over 60 guests with bar (tent required)
Family Style	70 guests or less, no bar
	60 guests or less with bar
	over 60 guests with bar (tent required)

## INCLUDED INVENTORY

- 70 Contour High-Back Chairs (comfortable chairs in a dark brown motif)
- 11 6'x30" Farm Tables (beautiful solid wood tables with a dark brown stain)
- 2 3'x3' Farm Tables (square solid wood tables with a dark brown stain)
- A Basic Sound System is included and a 55" TV can be rented for an additional cost.

## GENERAL INFORMATION

- Table Linens can be priced out and added by your Sales & Event Manager.
- Loveless Events Catering is the exclusive catering and beverage vendor for the Barn and the Harpeth Room.
- A 22% Operations Fee is applied to food, beverage and labor. Tennessee State Taxes will be applied as well.
- A 25% Operational Fee is applied to events on Easter Sunday, Independence Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve and New Year's Day.
- To confirm your event in the Harpeth Room, a 50% deposit with a signed contract is required.