



THE HARPETH ROOM FACILITY GUIDE

RENTAL INFORMATION

| STANDARD VENUE RENTAL - \$500 | PREMIUM VENUE RENTAL - \$1,500 |
|---------------------------------|--|
| 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 60, 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 | 60 guests or less, no bar |
| | 60 guests or less with bar |
| | over 60 guests with bar (tent required) |

INCLUDED INVENTORY

- 60 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 \$225
- Add String Lighting inside \$150

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.

