

HARPETH ROOM FACILITY GUIDE

RENTAL INFORMATION

Hourly Venue Rental \$150 per Hour	Standard Venue Rental \$600	Premium Venue Rental \$1,000	Deluxe Venue Rental \$2,400
Inventory of Tables & Chairs	4 Contracted Hours in the Space	4 Contracted Hours in the Space	4 Contracted Hours in the Space
	Inventory of Tables & Chairs	Inventory of Tables & Chairs	4 Cocktail Tables and Linens
	Polyester Linen Napkin Color of Choice	Polyester Linen Napkin Color of Choice	Polyester Linen Napkin Color of Choice
		Premium Inventory of Flatware, Glassware, and China	Premium Inventory of Flatware, Glassware, and China
		10 Polyester Table Runners Color of Choice	10 Polyester Table Runners Color of Choice
			Porch Tent with No Walls
			Use of Lanterns and Chargers

- Premium or Deluxe Venue Rental is required for all events with 50 or more guests.
- The room will be set up prior to the contract start time according to the floor plan created with your Sales & Event Manager.
- Vendors and clients will gain access to the space at the contract start time. Extra time in the space is \$150 per hour.

CAPACITY AND MENU OPTIONS

- Maximum guest count is 66, 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 the space.

Menu Style:	Available For:	
Plated Dinner	30 guests or less	
Buffet	50 guests or less	
Family-Style	66 guests or less	
Reception-Style	40 guests or less	

GENERAL INFORMATION

- Table linens available for rent.
- 23% Operational Fee and Tennessee state taxes applied to all food, beverage, and labor.
- 25% Operational Fee applied to Easter Sunday, Independence Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve, and New Year's Day.
- A 50% deposit with a signed contract is required to confirm your event.

INCLUDED INVENTORY

- 66 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
- Indoor String Lighting
- A basic sound system is included and a 55" TV can be rented for \$225.



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