



1601 MADISON STREET • CLARKSVILLE, TN 37043  
thetanglewoodhouse.com

## 2021 WEDDING CONTRACT

Couple's Name: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Date(s) of Rental: \_\_\_\_\_ Ceremony Time: \_\_\_\_\_

Est. Time In: \_\_\_\_\_ Est. Time Out: \_\_\_\_\_ Number of Guests: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address (please include bride and any other contacts): \_\_\_\_\_

**\*NOTICE:** You are authorizing the credit card on file to be charged for the payment noted. We require you to provide us with this information.

☐ Save The Date /Deposit \_\_\_\_\_

☐ 120 Day Payment \_\_\_\_\_

☐ Final Payment \_\_\_\_\_

☒ Incidental Balances \_\_\_\_\_

Cardholder Name: \_\_\_\_\_ X

Credit Card Number/ CVV: \_\_\_\_\_

Credit Card Expiration(Month/ Year): \_\_\_\_\_

Billing Address (Including Zip Code): \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

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### SAVE THE DATE FEE & SECURITY DEPOSIT

Upon signing of this rental agreement, a \$750.00 payment is due to save the date of your event. This fee is nonrefundable upon cancellation for any reason, at any time. A walk-through of the venue and grounds will be conducted following your event. If it is found that there have been no violations, a \$750.00 check/ credit will be issued to the renter. In the case of damages or LIQUOR violations, this \$750.00 will be forfeited by the renter immediately and the renter will then be billed and responsible for any additional damage to the property.

# the Tanglewood HOUSE

## RENTAL RATES [Friday/Saturday Hours of Operation 10am-11pm]

\*Should you rent the lower grounds, you will receive 1 **complimentary** hour. Those renting the bridal suite will receive 2 **complimentary** hours in addition to the stated hours in the package.

- ☐ **TANGLEWOOD ALL-INCLUSIVE [ Sunday - Thursday ] \$35.95\* per guest**  
(minimum of 20 guests)  
Use of the Main House for **up to 4 hours between 2:00pm to 9:00pm.**  
Setup & tear down, house chairs, tables, house white linens, & meal selected from Traditional Menu.
- ☐ I would like to extend my rental time at a fee of \$150/hour #additional of hours \_\_\_\_\_

- ☐ **TANGLEWOOD FRIDAY MAIN HOUSE RENT [ 8 hour rental ] \$1295.00\***  
Includes use of ONLY Ballroom, Cake Room, Hearth Room, and Cocktail Room  
Setup & Tear down, House Chairs, & Tables included in price. Special Pricing on Linen

- ☐ **TANGLEWOOD SATURDAY MAIN HOUSE RENT [ 8 hour rental ] \$1695.00\***  
Includes use of ONLY Ballroom, Cake Room, Hearth Room, and Cocktail Room  
Setup & Tear down, House Chairs, & Tables included in price. Special Pricing on Linen

- ☐ **TANGLEWOOD BRIDAL SUITE AND LOWER CABIN \$495.00**  
MUST BE RENTED IN CONJUNCTION WITH MAIN HOUSE

- ☐ **LOWER CEREMONY GROUNDS \$395.00**  
Includes vintage walnut pews to seat 90 and cabin drape

- ☐ **CEILING DRAPE \$750.00**

## PAYMENT TERMS & CANCELLATION POLICY

- Half of total balance is due 120 days prior to the event date, should this payment not be made, the contract would be considered null & void and no monies will be refunded.
- All monies paid towards the balance are nonrefundable if cancellations occur within 120 days of the scheduled event.
- Remainder of balance to be paid in full upon guarantee of guest count, no later than the final event meeting.
- Should the guest count exceed the final head count, the submitted credit card on file for incidental fees will be charged for the overage.

12 Days Prior Guarantee # \_\_\_\_\_ ☒ \_\_\_\_\_

## NOTICE TO ALL CLIENTS

A final meeting will be required 12 days prior to the wedding to review all last-minute additions and each party's obligations to make the client's day as seamless and effortless as possible. At this meeting all final and outstanding charges will be paid.

## SEASONAL AMENITIES

During the months of November - March, we will provide one fire in either the foyer or hearth room fireplace.

Please note that fireplace in the hearth room requires constant supervision & will be offered based on staff availability.

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# the Tanglewood HOUSE

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SERVICES | EXCLUSIVELY PROVIDED BY THE TANGLEWOOD HOUSE

- Catering
- Floral
- Linens
- Photobooth

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## ONLY OUTSIDE SERVICES PERMITTED

- Cake/Specialty Dessert
- Stylists/Make-Up Artists
- Limousine Service
- Officiant – **Must be in attendance at the rehearsal** (where applicable)
- DJ/Band – **Must be in attendance at the rehearsal** (where applicable)
- Photographer/Videographer (Excludes Photobooth – Photobooth provided exclusively by The Tanglewood House)

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## SET UP AND TEAR DOWN

**Set up and tear down is included in the rental price.**

This includes **ONLY** the setup of the tables, chairs, linens, floral, accessories if noted, and any PSR Events rental product.

- Any outside favors, personal touches, or mementos must first be approved by PSR Events and noted in written contract form to become a part of this “Set Up and Tear Down” clause.
- Cleanup of Renter’s personal belongings is done during the time of the rental period. **Renter is responsible for any excessive cleaning necessary to restore the facility to rental condition.** Bathrooms are to be checked and left in usable condition, personal items are to be removed from around the house, and any trash such as gift wrapping, or boxes are to be disposed of properly. Excessive cigarette butts from the outside smoking areas are to be disposed of properly in the ashtrays & receptacles provided. Excessive debris left to be cleaned up by the staff of The Tanglewood House will result in a deduction from the security deposit.

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## DECORATIONS

The Tanglewood House is rented as is. Alterations to the facility are not permitted. Pictures, lamps, furniture, décor, and other day to day accessories may not be relocated, removed or disguised without the express permission and supervision of PSR Events. Renter agrees that decorations shall not be attached to the walls, ceilings, existing wall decorations, woodwork, ceiling fixtures, window treatments, by use of nails, any kind of tape or adhesive, staples, pins, screws, etc. The following things are strictly prohibited : silly string, confetti, paints, markers of any kind, any liquids other than consumable beverages & any open flame larger than that of a tea light candle.

**All décor not already in the building must be approved and installed by PSR Events – Party Station Rentals.**

All damages incurred due to the violation of this clause will be the responsibility of the Renter.

Included in the rental price are the following items:

- (3) 6ft tables, (3) 8ft tables, (6) 48” rounds, (12) 60” round tables • House chairs
- House China, Flatware, & Stemware • Special pricing on linens • Any additional linens, tables, chairs, etc. will be at an additional cost

\* Centerpiece floral arrangements purchased may be taken by the guests and/or bridal party. **HOWEVER, you are not permitted to take the decorative container or surrounding décor, as these are rental items not purchased by the event host. Should these items be taken, it will be your responsibility to cover the cost.**

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## **ALL COUPLES WILL RECEIVE:**

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- *Up to three (which is to be determined based on need by the coordinator), one-hour, in-person meetings.*

*All additional meetings will be charged at a rate of \$75.00/per hour.*

- *Appropriate catering staff on site to ensure dining & cake service goes smoothly.*
- *Assistance in collecting & loading your belongings.*

*Catering Staff will be on site for up to 2 hours after dining service begins. If you are in need of assistance in gathering your items, it must be done within that time frame.*

- *Complimentary use of grounds for a one hour rehearsal before the wedding*

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## **WEDDING COORDINATION SERVICES\***

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*Perfect Weddings Don't Just Happen – They Are Orchestrated*

*Fee for wedding coordination services will be determined after initial consultation.*

***Services start at \$435 (CEREMONY ONLY) & start at \$695(FULL DAY SERVICES) it will increase depending on the size of the event. Other variables will also be taken into consideration.***

***In addition to services listed above, the following services will be provided by the staff of The Tanglewood House when wedding coordination is purchased:***

- *Coordination given during wedding rehearsal*
- *Coordination of the parking lot attendant(s) to ensure all guests have arrived before start of ceremony*
- *Coordination of golf cart service to transport guests in need of special assistance and bridal party*
- *Ceremony ONLY cumulative services of 5 hours between staff members/ event coordinators*
- *Full day-of-wedding coordination to include: (max of 8 hours of cumulative services between staff members/ event coordinators)*
  - *Coordinated communication among staff to ensure smooth arrival, parking, & ceremony, dinner service, bar service, speeches, announcements, etc.*
  - *Vendor coordination of Photographer/ Videographer, DJ, Cake and Officiant*

**As the Ceremony Coordinator you will manage the following:**

**Rehearsal Duties:**

*Each bride will be allotted a complimentary 1 hour rehearsal time. It is the responsibility of the coordinator to advise all guests, rehearsal attendees, and vendors of their placement and their movement within and about the property. Changes in placement to any of the existing Tanglewood House property or use of unauthorized areas or products is prohibited. The coordinator is responsible for advising Tanglewood House event staff of any current or foreseeable needs regarding use of existing product or rooms/spaces. A determination, at that point, will be made on the use. If it is determined that fees will be assessed for the use of these products or areas, the credit card listed on the wedding contract will be charged.*

*Any items belonging to the bride, bridal party, or family that need to be left overnight following the rehearsal will need prior authorization. Following the authorization of these items, it is the responsibility of the coordinator to ensure they are marked clearly and legibly with the bride's last name.*

*Should weather be an issue for the rehearsal, contract signee is limited to the use of either the Lower Grounds Cabin or the Hearth Room in the Main House to conduct a walk-through of the rehearsal.*

**Weather on the Wedding Day:**

*If weather is pending and is expected to be poor, the coordinator and the Tanglewood House will, together, determine a time that the venue will be notified of changes in ceremony location. Normally, a 9:00am weather call will be made if the scheduled ceremony takes place between 12:00pm and 4:00pm. Should the ceremony take place at 4:00pm or later, a weather call must be made by 11:00am.*

*Should the decision be made to move forward with an outside event, it will be the coordinator's responsibility to communicate with the on-site houseman or front-of-house manager the changing weather conditions. Costs for additional Tanglewood House staffing and the costs associated with the cleaning and preparation of the area may be applied. Should weather inhibit the timeliness of the ceremony, it will be the responsibility of the coordinator to inform the client, guests, and vendors of the Plan B time schedule.*

**Day-Of Wedding Responsibilities:**

*The coordinator is responsible for overseeing the arrival and departure of the bride, groom, bridal party, family, guests and attendees, and vendors. The wedding coordinator will be required to oversee the proper parking of all aforementioned parties in the designated parking areas keeping in mind the time schedule and itinerary that was submitted at the final meeting. Should the time become inaccurate by more than 15 minutes, the coordinator is responsible for notifying a member of the Tanglewood House event staff so that they can properly adjust the day's remaining activities.*

*Lining up the wedding party in the proper order – the wedding party includes, but is not limited to, pre-seated guests, parents of both the bride and groom, the bridesmaids and groomsmen, and any children who may be involved (flower girl, ring bearer). The appropriate ushering of these individuals must also occur at the scheduled time ensuring all party members are standing where and as instructed.*

*The Ceremony Coordinator will be responsible for coordinating with the Tanglewood House Parking Lot Attendant and DJ, simultaneously, to ensure that all attendees are seated in the appropriate seats and that the correct audio/music is playing. Should there be any guests who arrive late or unexpected guests who neglect to RSVP, the coordinator will be expected to organize their entry into the ceremony in a non-intrusive manner.*

*The Ceremony Coordinator will also be required to make certain the DJ has the correct music for the ceremony, that it fades correctly at the appropriate times, and is in concert with the bridal march.*

*It is the coordinator's responsibility to ensure that the bride's and groom's ring(s) are accounted for and with the correct person(s) and that all required ceremony documentation is in the appropriate hands prior to the start of the ceremony.*

*After the ceremony, it is the coordinator's priority to coordinate with the Photographer and DJ and coordination of Cake Cutting, Special Songs, and Toasts. It is the coordinator's responsibility to facilitate the departure of ALL attendees. A final walk-through of the building will be required of the coordinator with the front-of-house manager. The coordinator will stay until the last guest and vendor has departed. All lost-and-found items will be given to the designated coordinator.*

***\*Should you choose not to use our coordination services, you will be required to submit a building layout to include number of tables & number of chairs at each table. Once submitted, all changes must be approved by the manager. If changes occur after the approved submissions to the original layout, a fee will be added for the labor required to make such changes. A wedding day timeline including specific timing for the entire event is required. The time line MUST BE SUBMITTED for review and approved at the final mandatory meeting. This is to ensure that all coordination of events are acknowledged by contract.***

***\_\_\_\_\_ No reduction in contracted coordination services or fees is allowed after 120 day meeting .***

***I understand what is offered with and without coordination.***

☐ No, I would not like to purchase coordination & will comply by standards listed above.  
My point of contact & coordination duties will be delegated to: \_\_\_\_\_

☐ Yes, I would like to purchase coordination for my event:

☐ CEREMONY ONLY ☐ FULL DAY SERVICES

Initial \_\_\_\_\_ Date \_\_\_\_\_

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## TOBACCO & FIREARMS POLICY

*Smoking and the use of chewing tobacco is prohibited inside any structure on the premises as The Tanglewood House is a non-smoking facility. Smoking is permitted in the Front Courtyard and the Back Courtyard where ashtrays and other smoking receptacles have been placed for renter and guest convenience. Renter is responsible for disposing of all tobacco remnants (butts, spit cups, cigar clippings) into the proper containers provided. Any cleanup of tobacco products left to The Tanglewood House staff will be deemed excessive and will result in deductions from the security deposit.*

*The State of Tennessee prohibits the carrying of a firearm into a building or venue that serves alcohol. All weapons must be stored inside the guest's vehicle while on the premises.*

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## OCCUPANCY

*The Tanglewood House reserves the right to limit the number of occupants by contract.*

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## PARKING

*The parking lot at The Tanglewood House can hold up to 45 cars. For events that require overflow parking, a Golf Cart Service is available to shuttle guests from the designated parking area of the Hilldale United Methodist Church parking lot to and from the front walkway of the House. **The Golf Cart Service & Parking Lot Attendant fee is \$150.00. This service will be required for any function over 50 guests.***

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## IN-HOUSE STEREO SYSTEM - BALLROOM ONLY

*An In-house Stereo System is available for use during your event. This system may be used for background music. Renter will be responsible for damage to the system, speakers, or any component from the misuse or abuse of the system by the Renter and any guests during the rental period. The renter is responsible for making sure the music being brought is in a format that is adapted to The Tanglewood House's equipment. The in-house stereo speakers are not located in the hearth room. Other options must be used for hearth room music.*

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## MUSIC

***PSR Events and The Tanglewood House will not be responsible for music. An approved professional will be necessary.***

*PA/sound system with a cord & stand microphone can be rented at a cost of **\$150.00** from PSR Events. PA/ sound system with a Cordless Lapel Mic can be rented for a cost of **\$200.00** from PSR Events. Bluetooth capable speaker & corded microphone can be rented for a cost of **\$75.00** from PSR Events. Projector and screen can be rented for a cost of **\$150.00** from PSR Events.*

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## EQUIPMENT AND MAINTENANCE

*There is a 8.95% Equipment and Maintenance fee to cover the cost of care for the House. This equipment and maintenance fee does not apply to any food or beverage charges.*

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## GRATUITY

*A gratuity of 20% will be applied to all food and non-alcoholic beverages.*

INDEMNITY – RELEASE OF LIABILITY

*The Tanglewood House will not be held responsible for lost or stolen items left unattended during the duration of your event. Please notify your bridal party, family, and guests to secure all valuables in their vehicles.*

*Renter understands and agrees that at all times during the rental period that it shall indemnify and hold PSR Events, Karey Daugherty, and all staff harmless from and against all loss, liability, cost, or damages that may occur or be claimed with respect to any person(s), entity, or property on or about The Tanglewood House resulting from any act or omission by or through the Renter, its agents, contractors, employees, invitee, or any person on the premises by reason of the Renter's use or occupancy.*

*For the duration of the event, the Renter and its guests must abide by The Tanglewood House's policies and comply with applicable regulations and laws. Renter is responsible for actions of guests and for any damages or losses incurred during the entire rental period.*

*PSR Events and the Tanglewood House Management reserve the right to cancel the event in its entirety given 30-day notice to client. All paid monies will be refunded in full EXCEPT FOR the \$750.00 Security and Save the Date deposit.*

*The Tanglewood House has the right to refuse entry or service to and remove from the premises any person it deems to be behaving in an improper or abusive manner or in a manner not befitting of The Tanglewood House without incurring any liability.*

*All children are to be supervised in ALL areas on premises, inside and outside. Parents or guardians of the children will be held responsible for all damages incurred due to less than proper behavior.*

*The Tanglewood House will not be held responsible in any way for the items brought to or left by any vendor. Vendors include, but are not limited to, photographers, DJs, bands or ensembles, officiants or ministers, makeup and hair stylists, and any other "outside" personnel used for or on the event day. All vendors are responsible for providing, monitoring all equipment to include: tables, stools, fans, extension cord(s), etc. and removing their equipment. All equipment must be removed at the conclusion of the event.*

*The parties agree that any dispute shall be subject to the laws of the State of Tennessee and that any legal action shall be brought in Montgomery County, Tennessee.*

MODIFICATIONS TO CONTRACT

*All parties agree that all of the terms and conditions are contained herein and that any modification shall be in writing.*

*The Tanglewood House reserves the right to adjust prices for all customized services. Any last-minute additional services provided will be charged accordingly.*

Printed Name: \_\_\_\_\_ Date \_\_\_\_\_

Signature: \_\_\_\_\_