



2022

WEDDING CONTRACT

1601 MADISON ST. CLARKSVILLE, TN 37043
(931)-906-5867 - THETANGLEWOODHOUSE.COM

COUPLES NAMES: _____

EMAIL: _____

EVENT DATE: _____ CEREMONY TIME: _____ # OF GUESTS: _____

ARRIVAL: _____ DEPARTURE: _____ ADDITIONAL HOURS: _____
\$150/HOUR

PHONE NUMBER: _____ ALT. PHONE: _____

MAILING ADDRESS: _____

*NOTICE: BY YOUR CHECK MARK YOU ARE AUTHORIZING THE CREDIT CARD ON FILE TO BE
CHARGED FOR PAYMENTS NOTED.

☐ SAVE THE DATE RETAINER FEE

☐ 120 DAY PAYMENT

_____ DUE ON

☐ FINAL PAYMENT _____
DUE ON

☐ INCIDENTAL BALANCES

DRIVER'S LICENSE #: _____

CARDHOLDER NAME: _____

CREDIT CARD #:

CC EXP. DATE (MONTH / YEAR/ CVV)

/

/

BILLING ADDRESS (INCLUDING ZIP CODE): _____



RENTAL RATES

(HOURS OF OPERATION 10AM-11PM)

*PLEASE INITIAL ALL THAT APPLY

SUNDAY - THURSDAY ALL INCLUSIVE (4 HOURS) AT \$35.95 PER GUEST

INITIAL

INCLUDES: USE OF THE MAIN FLOOR OF THE HOUSE . SETUP & TEARDOWN, HOUSE CHAIRS, HOUSE LINENS, & MEAL SELECTED FROM OUR ALL INCLUSIVE MENU. *MINIMUM OF 20 GUESTS SUBJECT TO 20% GRATUITY

FRIDAY MAIN HOUSE RENT (8 HOURS) FOR \$1,595.00

INITIAL

INCLUDES: USE OF THE BALLROOM, CAKE ROOM, HEARTH ROOM, & BUFFET AND BAR AREA. SETUP & TEARDOWN, HOUSE CHAIRS, & TABLES

SATURDAY MAIN HOUSE RENT (8 HOURS) FOR \$1,895.00

INITIAL

INCLUDES: USE OF THE BALLROOM, CAKE ROOM, HEARTH ROOM, & BUFFET AND BAR AREA SETUP & TEARDOWN, HOUSE CHAIRS, & TABLES

BRIDAL SUITE & GROOM'S CABIN \$495.00

INITIAL

MUST BE RENTED IN CONJUNCTION WITH THE MAIN HOUSE. ADDS AN ADDITIONAL 2 HOURS TO YOUR CONTRACTED HOURS

LOWER GROUNDS CEREMONY SPACE \$395.00

INITIAL

INCLUDES VINTAGE WALNUT PEWS TO SEAT 90 AND 1 HOUR OF LOWER CABIN USE PRIOR TO CEREMONY START. ADDS AN ADDITIONAL 1 HOUR TO YOUR MAIN HOUSE CONTRACTED HOURS.

CEILING DRAPE \$750.00

INITIAL

BALLROOM CEILING DRAPE

CABIN DRAPE \$150

INITIAL

LOWER CABIN DRAPE WITH SMALL GREENERY ACCENTS

ADDITIONAL HOURS \$150.00/HR

INITIAL

I WOULD LIKE TO EXTEND MY EVENT BY _____ HOURS



SAVE THE DATE RETAINER FEE

INITIAL

UPON SIGNING OF THIS RENTAL AGREEMENT, A \$750.00 PAYMENT IS DUE. THE \$750.00 PAYMENT MADE WILL BE HELD TO SECURE THE DATE AND SERVICES CONTRACTED. FOR THIS REASON YOUR PAYMENT IS NON-REFUNDABLE UPON CANCELLATION OF YOUR EVENT DATE OR SERVICES FOR ANY REASON INCLUDING, THIRD PARTY, GOVT. ORDINANCES OR ACTS OF GOD. YOUR PAYMENT IS TRANSFERABLE (1) ONE TIME TO A NEW EVENT DATE SHOULD RESCHEDULING NEED TO HAPPEN WITHIN 12 MONTHS. THIS PAYMENT WILL NOT BE APPLIED TO YOUR FINAL INVOICE.

RETURN OF SAVE THE DATE RETAINER FEE AFTER EVENT DATE

INITIAL

A WALK-THROUGH OF THE VENUE AND GROUNDS WILL BE CONDUCTED FOLLOWING YOUR EVENT. IF NO VIOLATIONS ARE FOUND, A \$750.00 PAYMENT WILL BE ISSUED TO THE RENTER LISTED ON THE CONTRACT. 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.

PAYMENT TERMS & CANCELLATION POLICY

INITIAL

AN INVOICE FOR PRODUCTS AND SERVICES WILL BE SUPPLIED TO THE RENTER 50% OF THE INVOICE TOTAL IS DUE 120 DAYS PRIOR TO THE CONTRACTED EVENT DATE SHOULD THIS PAYMENT NOT BE MADE WITHIN THE LISTED TIME FRAME, YOUR EVENT DATE WILL BE CANCELLED AND YOUR SECURITY DEPOSIT FORFEITED AS WELL AS ANY OTHER PAYMENTS MADE.

IF YOU HAVE PAID YOUR 50% OF THE INVOICE AND YOUR EVENT IS CANCELLED FOR ANY REASON INCLUDING ACTS OF GOD YOUR 50% PAYMENT SHALL BE FORFEITED.

IF YOU HAVE PAID THE ENTIRE BALANCE OF THE INVOICE AND YOUR EVENT IS CANCELLED FOR ANY REASON INCLUDING THIRD PARTY ORDINANCES OR ACTS OF GOD, YOUR ENTIRE BALANCE WILL BE FORFEITED.

A MEETING WILL BE REQUIRED NO LATER THAN 12 DAYS PRIOR TO THE EVENT TO REVIEW ALL LAST-MINUTE ADDITIONS, FINAL HEADCOUNT AND EACH PARTY'S OBLIGATIONS. AT THIS MEETING ALL FINAL AND OUTSTANDING CHARGES WILL BE PAID. SHOULD THE GUEST COUNT AT THE EVENT EXCEED THE FINAL HEAD COUNT GIVEN, THE SUBMITTED CREDIT CARD ON FILE FOR INCIDENTAL FEES WILL BE CHARGED FOR THE OVERAGE. SHOULD A SMALLER NUMBER OF GUESTS BE PRESENT THAN THE FINAL HEADCOUNT GIVEN, NO REFUNDS WILL BE GIVEN.



OUTSIDE SERVICES PERMITTED

INITIAL

- CAKE/SPECIALTY DESSERT
- LIMOUSINE SERVICE
- DJ/BAND
- PHOTOGRAPHER/VIDEOGRAPHER
- OFFICIANT

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 MONITORING AND PROVIDING ALL NECESSARY EQUIPMENT TO INCLUDE: TABLES, STOOLS, FANS, EXTENSION CORD(S), ETC. ALL EQUIPMENT MUST BE REMOVED BY THE VENDOR(S) AT THE CONCLUSION OF THE EVENT

SEASONAL AMENITIES

INITIAL

DURING THE MONTHS OF NOVEMBER - MARCH, OUR BEAUTIFUL WOOD FIREPLACE CAN BE USED. THE USE OF THE FIREPLACE REQUIRES CONSTANT SUPERVISION & WILL BE OFFERED BASED ON STAFF AVAILABILITY.

DECORATIONS & IN-HOUSE AMENITIES

INITIAL

INCLUDING WITH THE RENTAL PRICE ARE THE FOLLOWING ITEMS:
(3) 6FT TABLES, (3) 8FT TABLES, (6) 48" ROUNDS, (12) 60" ROUND TABLES · HOUSE CHAIRS, HOUSE LINEN, HOUSE CHINA, FLATWARE, & STEMWARE

CENTERPIECE FLORAL ARRANGEMENTS PURCHASED MAY BE TAKEN BY THE GUESTS. HOWEVER, YOU ARE NOT PERMITTED TO TAKE THE DECORATIVE CONTAINER AND SURROUNDING DECOR, AS THESE ARE RENTAL ITEMS NOT PURCHASED BY THE RENTER.

THE TANGLEWOOD HOUSE IS RENTED AS IS. ALTERATIONS TO THE FACILITY ARE NOT PERMITTED. PICTURES, LAMPS, FURNITURE, DECOR, AND OTHER DAY TO DAY ACCESSORIES MAY NOT BE RELOCATED OR REMOVED WITHOUT THE EXPRESS PERMISSION AND SUPERVISION OF THE TANGLEWOOD HOUSE. THE RENTER AGREES THAT THEIR DECOR SHALL NOT BE ATTACHED TO THE WALLS, CEILINGS, EXISTING WALL DECORATIONS, WOODWORK, CEILING FIXTURES OR WINDOW TREATMENTS BY USE OF NAILS, ANY KIND OF TAPE OR ADHESIVE, STAPLES, PINS, SCREWS, ETC. THE FOLLOWING THINGS ARE ALSO 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 DAMAGES INCURRED DUE TO THE VIOLATION OF THIS CLAUSE WILL BE THE RESPONSIBILITY OF THE RENTER.



SET UP & TEAR DOWN

INITIAL 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 THE TANGLEWOOD HOUSE 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.

MUSIC

INITIAL THE TANGLEWOOD HOUSE WILL NOT BE RESPONSIBLE FOR MUSIC. THE LIST OF EQUIPMENT BELOW CAN BE RENTED, HOWEVER THE SERVICE OF SAID EQUIPMENT IS NOT INCLUDED IN THE RENTAL FEE.

- PA/SOUND SYSTEM WITH A MICROPHONE - \$150.00
- PA/ SOUND SYSTEM WITH A CORDLESS LAPEL MIC - \$200.00
- BLUETOOTH CAPABLE SPEAKER & CORDED MICROPHONE - \$75.00
- PROJECTOR AND SCREEN - \$150.00

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.



TOBACCO & FIREARMS POLICY

INITIAL

SMOKING AND THE USE OF CHEWING TOBACCO IS PROHIBITED INSIDE ANY STRUCTURE ON THE PREMISES AS THE TANGLEWOOD HOUSE IS A TOBACCO FREE FACILITY. TOBACCO USE 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 LOCKED VEHICLE WHILE ON THE PREMISES.

PARKING

INITIAL

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. THIS IS TO SHUTTLE GUESTS FROM THE PARKING AREA OF THE HUMC 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 51 OR MORE.

OCCUPANCY

INITIAL

THE TANGLEWOOD HOUSE RESERVES THE RIGHT TO LIMIT THE NUMBER OF OCCUPANTS BY CONTRACT.

EQUIPMENT & MAINTENANCE

INITIAL

THERE IS A 9.95% EQUIPMENT & MAINTENANCE FEE TO COVER THE COST OF WEAR AND TEAR TO THE HOUSE. THIS FEE DOES NOT APPLY TO ANY FOOD OR BEVERAGE CHARGES.

GRATUITY

INITIAL

A GRATUITY OF 20% WILL BE APPLIED TO ALL FOOD AND NON-ALCOHOLIC BEVERAGES.



ALL COUPLES WILL RECEIVE:

INITIAL UP TO THREE MEETINGS WILL BE INCLUDED IN YOUR RENTAL PACKAGE. 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 LOWER GROUNDS FOR A ONE HOUR REHEARSAL SUBJECT TO AVAILABILITY OF DATE AND TIME

WEDDING COORDINATION SERVICES

INITIAL FEE FOR WEDDING COORDINATION SERVICES WILL BE DETERMINED AFTER INITIAL CONSULTATION. SERVICES START AT \$595 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:

- WEDDING COORDINATION IS A CUMULATIVE SERVICE OF 8 HOURS BETWEEN STAFF MEMBERS/ EVENT COORDINATORS
- COORDINATION GIVEN DURING WEDDING REHEARSAL
- COORDINATED COMMUNICATION AND EXECUTION AMONG STAFF TO ENSURE SMOOTH ARRIVAL, PARKING, CEREMONY, DINNER SERVICE, BAR SERVICE, SPEECHES, ANNOUNCEMENTS, AND DEPARTURE ETC.
- COORDINATION OF VENDORS



SHOULD YOU CHOOSE NOT TO USE THE TANGLEWOOD HOUSE COORDINATION SERVICES, YOUR DESIGNATED COORDINATOR WILL BE REQUIRED TO SUBMIT A COMPLETE LAYOUT OF ALL AREAS USED FOR THE EVENT. THIS LAYOUT SHOULD INCLUDE THE TABLE AND CHAIR COUNTS WITH RESERVED SEATING. ONCE SUBMITTED, ALL CHANGES MUST BE APPROVED BY YOUR EVENT MANAGER. IF CHANGES OCCUR AFTER THE APPROVED SUBMISSIONS AND SET UP HAS BEEN DONE FOR THE EVENT, A FEE WILL BE ADDED FOR THE LABOR REQUIRED TO MAKE SUCH CHANGES. 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.

INITIAL

NO REDUCTION IN CONTRACTED COORDINATION SERVICES OR FEES IS ALLOWED AFTER 120 DAY PAYMENT.

INITIAL

I UNDERSTAND WHAT IS OFFERED WITH & WITHOUT COORDINATION SERVICES.

☐

NO, I AM OPTING OUT OF COORDINATION SERVICES WITH THE TANGLEWOOD HOUSE. I UNDERSTAND THAT THE LISTED COORDINATOR SHALL BE RESPONSIBLE AND WILL SIGN THE COORDINATORS CONTRACT OF SERVICES AND WILL COMPLY BY STANDARDS LISTED. MY POINT OF CONTACT & COORDINATION DUTIES WILL BE DELEGATED TO:

COORDINATOR NAME

COORDINATOR PHONE NUMBER

☐

YES, I WOULD LIKE TO PURCHASE COORDINATION FOR MY EVENT.

SIGNATURE: _____

DATE: ____/____/____



INDEMNITY & RELEASE OF LIABILITY / MODIFICATION TO THE CONTRACT

INITIAL

THE TANGLEWOOD HOUSE WILL NOT BE HELD RESPONSIBLE FOR LOST OR STOLEN ITEMS FROM THE PREMISES 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 THE TANGLEWOOD HOUSE, KAREY DAUGHERTY, PSR EVENTS 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, INVITEES, OR ANY PERSON ON THE PREMISES BY REASON OF THE RENTER'S USE OR OCCUPANCY.

FOR THE DURATION OF THE EVENT, THE RENTER AND 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 SHOULD THE VENUE NOT BE IN WORKING ORDER DUE TO WEATHER, NATURAL DISASTER OR GOVERNMENT ORDERS. ALTERNATE DATES WILL BE PROVIDED IF APPLICABLE AND THE NOTICE WILL BE IN WRITING. ALL PAID MONIES WILL BE MOVED TO A CREDIT, NOT REFUNDED. SERVICES EXCLUSIVELY PROVIDED BY THE TANGLEWOOD HOUSE INCLUDE: CATERING, FLORAL, LINENS, & PHOTOBOOTH

THE TANGLEWOOD HOUSE HAS THE RIGHT TO REFUSE ENTRY OR SERVICE TO ANY PERSON BEHAVING IN AN IMPROPER OR ABUSIVE MANNER WITHOUT INCURRING ANY LIABILITY. ALL CHILDREN ARE TO BE SUPERVISED IN ALL AREAS OF THE PREMISE, INSIDE AND OUTSIDE. PARENTS OR GUARDIANS OF THE CHILDREN WILL BE HELD RESPONSIBLE FOR ALL DAMAGES INCURRED.

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. ALL PARTIES AGREE TO ALL THE TERMS AND CONDITIONS HEREIN AND THAT MODIFICATION TO THE CONTRACT MUST BE DONE IN WRITING

PRINTED NAME: _____

SIGNED: _____

DATE: ____/____/____



PLEASE SELECT YOUR BAR OPTION:

☐

#1 - CASH BAR

(PAID BY GUEST - WE ACCEPT ALL MAJOR CREDIT CARDS & CASH)

INITIAL

BEER (DOMESTIC) - \$3.00 PER

BEER (SPECIALTY) - \$4.00 PER

WINE (HOUSE) - \$5.00 PER

MIXED DRINKS (CALL) - \$7.00 PER

MIXED DRINKS (TOP SHELF) - \$9.00+ PER

ANY SPECIAL REQUESTS: _____

☐

#2 - HOST BAR

(PAID BY HOST)

INITIAL

THE CUSTOMER MAY HOST THE BAR FOR AN AMOUNT OF \$ _____

ONCE THE ALLOTTED HOST AMOUNT IS USED, A CASH BAR WILL
BEGIN FOR ALL GUESTS.

☐

#3 - CUSTOMER DENIES BAR/BAR SERVICE

THE MANDATED ALCOHOL POLICY APPLIES TO THIS OPTION AS WELL AS
THE FORFEITURE OF YOUR SAVE THE DATE RETAINER FEE SHOULD
VIOLATIONS OCCUR.

INITIAL

☐

#4 - CUSTOMER BRINGS IN THEIR OWN ALCOHOL

ALL AFOREMENTIONED REGULATIONS APPLY TO THIS OPTION AS WELL AS THE FORFEITURE OF YOUR SAVE THE DATE SECURITY RETAINER FEE SHOULD VIOLATIONS OCCUR.

INITIAL

☐

#5 - OUTSIDE BAR SERVICES

SHOULD YOU REQUIRE BARTENDING SERVICES USING RENTER PROVIDED BEVERAGES BEFORE SCHEDULED RECEPTION HOUR, THE BARTENDING FEE WILL BE BILLED AT \$50 FOR UP TO THREE HOURS AND PAID DIRECTLY TO THE BARTENDER.

INITIAL

CLIENT/HOST IS RESPONSIBLE FOR COORDINATING WITH THE PRE-APPROVED BARTENDER(S) BELOW TO ACCEPT AND INVENTORY THEIR ALCOHOL. CLIENT/HOST IS TO DO THIS NO LATER THAN 24 HOURS PRIOR TO THE EVENT. ALL PAYMENTS AND CONTRACTS ARE MADE DIRECTLY THROUGH THE SELECTED BARTENDER. THIS AGREEMENT IS MADE BETWEEN THE BARTENDER AND THE CLIENT/HOST, PSR EVENTS / THE TANGLEWOOD HOUSE ARE HELD HARMLESS SHOULD THE QUESTION OF LIABILITY BE RAISED. THE FEE CHART BELOW IS FOR INFORMATIONAL PURPOSES ONLY. THE COLLECTION OF THE FEES LISTED BELOW WILL BE NEGOTIATED AND PAID DIRECTLY TO THE BARTENDER LISTED BELOW.

CORKING FEES TO APPLY FOR THIS OPTION:

WINE PER BOTTLE -\$10.00 | CHAMPAGNE PER BOTTLE -\$10.00 | LIQUOR PER BOTTLE -\$20.00
KEG BEER TAP PER KEG -\$35.00 | BOTTLED BEER PER 24 PACK CASE -\$10.00

RONDA MULLINS - 931.237.0737

ALCOHOL POLICY

INITIAL

BY LAW THE RENTER/CLIENT/HOST AGREES AND WARRANTS THAT THERE SHALL BE NO CONSUMPTION OF ALCOHOL BY PERSONS UNDER THE AGE OF 21. ANY RENTER/CLIENT/HOST WISHING TO HAVE ALCOHOL AT THEIR EVENT ARE REQUIRED TO USE OUR PRE-APPROVED, ABC CERTIFIED BARTENDER. NO ALCOHOL SHALL BE CONSUMED IN THE HOUSE/VENUE WITHOUT OUR ABC CERTIFIED BARTENDER PRESENT. RENTER/CLIENT/HOST MUST AGREE TO ABIDE BY ALL STATE LAWS AND REGULATIONS INVOLVING THE CONSUMPTION OF ALCOHOL - THIS INCLUDES RECOGNIZING THAT NO OUTSIDE ALCOHOLIC OR NONALCOHOLIC BEVERAGES ARE ALLOWED ON THE PREMISES/PROPERTY WITHOUT BEING CHECKED IN WITH OUR STAFF. SHOULD THIS VIOLATION OCCUR THE TANGLEWOOD HOUSE RESERVES THE RIGHT TO ASK THAT THE ALCOHOLIC/NONALCOHOLIC ITEMS BE REMOVED FROM THE PROPERTY AND THE CLIENT WILL FORFEIT THE SAVE THE DATE RETAINER FEE FOR THIS VIOLATION. ALL ATTENDEES OF THE CONTRACTED EVENT WILL BE ASKED BY THE BARTENDER TO SHOW A VALID, STATE-ISSUED ID. THERE WILL BE NO EXCEPTIONS; IDENTIFICATION MUST BE SHOWN PRIOR TO BEING SERVED. IT IS THE RENTER/CLIENT/HOST'S RESPONSIBILITY TO INFORM THEIR GUESTS OF OUR CARDING POLICY. RENTER/CLIENT/HOST WILL ASSUME ALL RESPONSIBILITY SHOULD AN ATTENDEE UNLAWFULLY CONSUME ALCOHOL; PSR EVENTS / THE TANGLEWOOD HOUSE WILL NOT BE HELD RESPONSIBLE. IN THE CASE OF LIQUOR VIOLATIONS, THE \$750.00 SAVE THE DATE RETAINER FEE WILL BE FORFEITED BY THE RENTER/CLIENT/HOST.

-BARTENDER CHARGES ARE \$40.00/HR PER BARTENDER

OF HOURS

-BAR BACK CHARGES ARE \$25.00/HR PER BAR BACK

OF HOURS

-HALF HOUR SETUP AND HALF HOUR TEARDOWN WILL BE CALCULATED AS PART OF THE BARTENDER FEE

CARDHOLDER NAME: _____

CREDIT CARD #: _____

CC EXP. DATE (MONTH / YEAR/ CVV) _____ / _____ / _____

BILLING ADDRESS (INCLUDING ZIP CODE): _____

PHONE NUMBER: _____

EMAIL ADDRESS: _____

OUTSIDE COORDINATOR 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.

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).

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 OR WHO NEGLECT TO RSVP, THE COORDINATOR WILL BE EXPECTED TO ORGANIZE THEIR ENTRY INTO THE CEREMONY IN A NON-INTRUSIVE MANNER AS WELL AS NOTIFY THE TANGLEWOOD HOUSE OF THE GUEST COUNT ADJUSTMENTS.

THE COORDINATOR WILL ALSO BE REQUIRED TO MAKE CERTAIN THE DJ HAS THE CORRECT MUSIC FOR THE CEREMONY.

SHOULD THE TIMELINE BECOME INACCURATE BY MORE THAN 15 MINUTES, THE COORDINATOR IS RESPONSIBLE FOR NOTIFYING THE FRONT OF HOUSE MANAGER SO THAT THE TANGLEWOOD HOUSE STAFF CAN ADJUST THE DAY'S REMAINING ACTIVITIES ACCORDINGLY.

THE COORDINATOR WILL BE RESPONSIBLE FOR COORDINATING WITH THE PARKING LOT ATTENDANT AND DJ, SIMULTANEOUSLY. TO ENSURE THIS THE COORDINATOR SHOULD PROVIDE THEIR OWN COMMUNICATION EQUIPMENT TO USE TO FULFILL THEIR DUTIES. THE TANGLEWOOD HOUSE WILL NOT ACT AS A COORDINATOR UNLESS PAID TO DO SO. THE COORDINATOR WILL BE RESPONSIBLE TO ENSURE THAT ALL REQUIRED CEREMONY DOCUMENTATION IS IN THE APPROPRIATE HANDS PRIOR TO THE START OF THE CEREMONY.

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.

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 THE TANGLEWOOD HOUSE PROPERTY OR USE OF UNAUTHORIZED AREAS OR PRODUCTS IS PROHIBITED. THE COORDINATOR IS RESPONSIBLE FOR ADVISING THE 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 IN REGARDS TO 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 THE 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 SUBJECT TO AVAILABILITY.

WEATHER ON THE WEDDING DAY:

IF WEATHER IS PENDING AND IS EXPECTED TO BE POOR THE FOLLOWING APPLIES. A 9:00 AM WEATHER CALL WILL BE MADE IF THE SCHEDULED CEREMONY TAKES PLACE BETWEEN 12:00 PM AND 4:00 PM. SHOULD THE CEREMONY TAKE PLACE AT 4:00 PM OR LATER, A WEATHER CALL MUST BE MADE BY 11:00 AM. SHOULD THE DECISION BE MADE TO MOVE FORWARD WITH AN OUTSIDE EVENT WITH POOR WEATHER, IT WILL BE THE COORDINATOR'S RESPONSIBILITY TO COMMUNICATE WITH THE TANGLEWOOD HOUSE FRONT-OF-HOUSE MANAGER. ADDITIONAL COSTS OF THE TANGLEWOOD HOUSE STAFFING AND COSTS ASSOCIATED WITH THE CLEANING AND PREPARATION OF THE AREA MAY BE INCURRED AND CHARGED TO THE CREDIT CARD ON FILE. SHOULD WEATHER INHIBIT THE TIMELINESS OF THE CEREMONY, IT WILL BE THE RESPONSIBILITY OF THE COORDINATOR TO INFORM THE CLIENT, GUESTS, VENDORS AND THE TANGLEWOOD HOUSE OF THE PLAN B TIME SCHEDULE.

I AGREE TO ALL LISTED STANDARDS ABOVE

COORDINATOR SIGNATURE: _____

DATE: ____/____/____