



1601 MADISON STREET • CLARKSVILLE, TN 37043  
931-906-5867 • thetanglewoodhouse.com

SUN-THURS ONLY  
CABIN CHAPEL  
RENTAL CONTRACT

Name: \_\_\_\_\_ Driver's License # \_\_\_\_\_

Date of Rental: \_\_\_\_\_ # of Guests: \_\_\_\_\_ Time In: \_\_\_\_\_ Time Out: \_\_\_\_\_

Phone: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

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

Credit Card Number: \_\_\_\_\_ CC Exp. Date (month/year/CVV): \_\_\_\_\_

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

\_\_\_\_\_ **PAYMENT** Upon your signing of this contract, a \$395.00 non-refundable Save the Date/Security Deposit payment is due along with credit card information for any incidental charges and/or contract violations. An invoice for \$395.00 will be provided stating your rental/service charges. This invoice will be paid in full two weeks prior to the contract date. We accept cash, check, or card. All checks should be made out to The Tanglewood House. A walk-through of the venue and grounds will be conducted following your event. Should any items belonging to The Tanglewood House be lost, misplaced, stolen, or damaged, you will be held responsible for the payment to replace or repair such items. In that event, an inventory of those items will be charged to the credit card provided.

\_\_\_\_\_ **GUIDELINES** With the rental of the Cabin Chapel at Tanglewood, you will receive use of our lower grounds area for **TWO HOURS**, vintage walnut pews with matching pulpit, use of electricity (excluding electrical cords) for music and/or PA system (not provided) and the cabin facilities (to include a restroom and changing area). This package allows a maximum guest count of 30 people, as there is only one restroom available.

The rental of the lower grounds property is exactly that. No other services will be provided (i.e. music, PA system or speaker, officiant, coordination, decor, catering or bar service). The Main House is not part of this package, and therefore your guests will not be permitted to use those facilities. The Tanglewood House will gladly provide you with contacts to book your officiant, however all payment will and should be given by you, the client, directly to them, the officiant. No alcohol is permitted on the grounds unless other arrangements have been made with The Tanglewood House to provide a licensed bartender. If alcohol is brought onto or consumed while on the property **WITHOUT** a Tanglewood House licensed bartender, this constitutes a liquor violation and the Save the Date/Security Deposit will be forfeited. Light appetizers or lunch services are offered at an additional charge; however, no outside catering is permitted. Floral decor is available at an additional charge through the Tanglewood House; however, no outside floral will be permitted. The rental of this area is for **TWO HOURS** only. Additional time will be offered upon availability and charged at \$75 per hour.

\_\_\_\_\_ **RAIN POLICY** Should inclement weather occur, we will allow the relocation of your ceremony to the Hearth Room in the Main House, and use of the Main House restrooms will be permitted. Due to the fact that there is a backup plan in place, no refunds will be given. With the relocation of the ceremony the same guidelines listed above will apply.

I have read the above contract & agree to comply with its terms.

Signed \_\_\_\_\_ Date \_\_\_\_\_