

ALCOHOL. Alcohol may be served at the Buchanan Log House but may not be sold. (No cash bar.) It is very important that you read the attached alcohol policy. Indicate on the contract that you will adhere to our policy on alcoholic beverages. A licensed bartender is required when alcohol is served. (beer, wine and champagne all require a bartender) Kegs are not allowed, nor are beverage or chocolate fountains allowed inside the House.

SMOKING POLICY. No smoking is permitted in any part of the buildings on the premises. Ash urns are located on the porches for the deposit of cigarettes and ashes.

CANDLES. Candelabra for weddings must use metal candles. A candle snuffer must be used to extinguish candles. Candles on the tables or mantle must be votive or have hurricane globes. Luminaries are allowed along the drive.

NO RICE, BIRDSEED OR PLASTIC CONFETTI SPRINKLES. Only fresh flower petals can be tossed at the wedding receptions, and those may be thrown outside only. We ask that the basket containing the petals be placed on the front porch. Bubbles may be used outside only. **PLEASE, NO PLASTIC CONFETTI FOR TABLE DECORATION.**

BALLOONS. Please do not use helium balloons. They are not good for the environment and if loose inside are hard to retrieve from our high ceiling.

CHANGING ROOMS. A bride's room and a groom's room are available for clothing changes.

MUSIC. Highly amplified music is not allowed. DJs should contact us before an event. Normally, they will be on the patio if dancing is planned.

DANCING. Dancing is no longer permitted in the House. Weather permitting, dancing on the patio is allowed. If it rains, no dancing.

CHILDREN. If your guests include children under 10, we ask that you plan some on-site activity for them, with a **sitter**. Our staff does not provide baby sitting. (The nearby creek is a big temptation)

CATERERS AND FLORISTS. Caterers and florists should contact the Buchanan House at least one week before your event. **Other than punch preparation, basic food preparation cannot be done on-site.** Our facilities do not include a cooking range. An oven and two microwaves are available for warm ups. Limited refrigerator space is available. At present there is no ice machine. Your caterer must be a full service caterer, licensed by the Metro Health Department. Full service is defined as a caterer who prepares the food, delivers and unloads the food, sets up and prepares tables for serving, has adequate serving staff, packs and reloads their equipment and leaves their work area clean. (The Buchanan House staff are not employees of the caterer). If you choose to have food delivered without full service, we ask you contact Foodstaff of Nashville, 254-8400 and make arrangements for adequate personnel for your event.

WE WANT YOUR EVENT AT THE BUCHANAN HOUSE TO BE A HAPPY ONE AND WILL BE GLAD TO ASSIST YOU IN PLANNING. EVENING APPOINTMENTS ARE AVAILABLE.