BUCHANAN LOG HOUSE
RENTAL AND RELEASE
AGREEMENT

I/We would like to reserve Buchanan Log House on _____ (month/day/year) for the hours of _____ to _____ at a rental fee of $ _____. Event Type:_____
Approximate Number of Guests: _____ Caterer: _____ phone_____
Will you be serving alcohol? _____

Enclosed is a deposit of $ _____ which is one-half of the rental fee plus the security deposit of $150.00 to secure the date. I understand that the balance of $_____ shall be due within thirty days of the rental date. Checks should be made payable to Buchanan Log House. Our mailing address is: P O Box 292879, Nashville, TN 37229.

In consideration of being granted permission to use Buchanan Log House of the Association for the Preservation of Tennessee Antiquities (APTA), I/we, the undersigned, do forever release and discharge the APTA, its successors and assigns, and its officers, employees, agents, and servants, and their heirs, administrators, and executors (APTA, et al) from any and all causes of action, claims, damages, liability, and loss of services which I/we may have against APTA, et al resulting from any damage or injury which may or might be suffered while !/we have use of Buchanan Log House premises.

I/we do further covenant with and agree to indemnity and hold harmless the APTA, et al from all damage, expense, and liability that they may or might not incur while I/we have use of Buchanan Log House premises.

I/we do further agree to replace and/or repair all damage to Buchanan Log House or premises and to replace and/or repair any and all personal property therein which may or might be damaged and/or lost while I/we have use of Buchanan Log House.

I ACKNOWLEDGE THAT I HAVE RECEIVED AND READ, AND AGREE TO ABIDE BY, THE RULES AND GUIDELINES (WHICH INCLUDE THE CANCELLATION AND ALCOHOL POLICIES) FOR USE OF THE BUCHANAN LOG HOUSE.

RENTER (Print): _____

Address: _____

Telephone: Day: _____ Night: _____

RENTER (Signature) _____ Date _____

BLH Representative (signed) _____ Date_____

How did you hear about the Buchanan Log House? _____

GUIDELINE CHECKLIST

The following items have been explained to me and my initials indicate I will adhere to them.

_____ Alcohol Policy

_____ Time Period

_____ Returned Check Policy

_____ Security Deposit

_____ Cancellation Policy

_____ Rented Equipment Policy

_____ Smoking Policy

_____ Use of Candles

_____ Use of balloons

_____ Use of Rice, Bird Seed, Plastic Confetti, or Artificial Petals

_____ Music and Dancing

_____ Children

_____ Use of Beverage or Chocolate Fountain

_____ Trash Disposal

_____ Caterer Information Sheet

_____ Use of Kitchen if you do not have caterer

VIOLATION OF ANY OF THESE GUIDELINES SHALL RESULT IN LOSS OF SECURITY DEPOSIT.

Rental Rules and Guidelines

The Buchanan Log House (hereinafter referred to as BLH) is, first and foremost, a historic museum. Constraints on the property and its availability are to insure the property is available for public enjoyment as a protected historic site. Our site is ADA compliant.

RENTAL RATES:

Monday through Thursday	Weddings/Receptions up to 10 hours	$800.00
	Any other event up to 5 hours	$200.00
Friday, Saturday, Sunday	Weddings/Receptions up to 10 hours	$1,000.00
	Any other event up to 5 hours	$300.00

Events extending past the reserved time shall be charged $100.00 per hour.

The rental period includes all set-up and take-down by florists, caterers, musicians, etc. and the clean-up. The renter is responsible to provide personnel to set up tables and chairs and then return them to their designated area. A representative of the renter shall be on the property to sign for all deliveries. A staff person shall be available to open, close and monitor the event. The Buchanan Log House must be left as it was found.

We can accommodate 125 guests within the house. For a formal dining arrangement, we can seat 48 to 72, but guests will be seated in several rooms. The grounds are available during the rental period, but beware that BLH is under the airport path.

SECURITY DEPOSIT: A Security Deposit of $150.00 is required and payable with the initial rental deposit at contract signing. At the end of the event, the BLH representative and the renter will do a preliminary "walk-through" of the house and grounds. A final walk-through will be made the day after the event by the renter and BLH representative. Any damage or failure to abide by the contract will forfeit the security deposit. If all contractual conditions are met, the deposit will be refunded within 2 weeks.

SECURING EVENT DATE: Upon your initial contact with BLH, an appointment will be made for you to visit the house. Your rental date shall be held for 5 days following that visit. At contract signing, ½ of the rental fee and the security deposit shall be paid. The balance of the rental fee shall be paid 30 days prior to your event.

RETURNED CHECK POLICY: If a check is returned, the total amount of the rental fee shall be due and payable, in cash, plus a $40.00 returned check charge. Failure to make cash payment within seven days after the notice of a returned check, the reservation will be cancelled. No monies will be refunded for any previous payments.

CANCELLATIONS AND REFUNDS: All cancellations shall be submitted in writing and signed by the same person who signed the original contract. If the cancellation is received sixty (60) days or more prior to the event, the rental and security deposits shall be refunded, minus a service charge of $25.00. If the cancellation is received fifty-nine (59) to thirty (30) days prior to the event, the security deposit will be refunded. If the cancellation is received twenty-nine (29) days or less prior to the event, no monies will be refunded. If your event is cancelled because of weather, no refund will be made.

ALCOHOLIC BEVERAGES: Alcoholic beverages are allowed to be served at BLH. Guests may not bring alcoholic beverages onto the premises, nor may they take alcoholic beverages as they leave. Alcohol may be served to adults twenty-one (21) years of age or older, but may not be sold. * BLH has an approved list of licensed and insured bartenders for all events. Kegs are not allowed. Beverage or chocolate fountains are not allowed inside the house. The bar must close one hour before the end of the event. *Removed no cash bar or tip jar.

SAFETY: Smoking is not permitted inside any BLH facility. Smoking is permitted outside in the designated area only. Deposit of cigarettes and ashes shall be made into the provided ash urns. Propane heaters used under tents shall be placed a safe distance from the sides. Heaters are not allowed inside the BLH facilities. Sparklers or fireworks of any kind are not allowed on the property.

RENTED EQUIPMENT: As part of the rental agreement, our equipment inventory (64 red stackable chairs for inside or outside use, 24 folding chairs for inside use, 10 rectangular and 5 round tables for inside or outside use) is available. However, we do not mix our inventory with that of rental companies. If your event requires more than our available inventory, the total amount needed shall be rented. All rented equipment shall be delivered and removed during the rental time period.

DECORATIONS/FURNISHINGS: Nothing may be used to decorate or attach decorations and banners which could cause damage to the premises or furnishings. Use only rubber coated wire, string, ribbon or zip ties for attachments. Candles must be dripless, enclosed in glass, and not taller than 10 inches. Luminaries are allowed outside. Confetti may not be used inside or outside. Helium balloons are not allowed. Nothing may be thrown on the premises. However, outside, flowers (no artificial petals) may be tossed, bubbles blown and doves or butterflies set free. If BLH furnishings need to be moved, permission must be obtained and then moved by BLH representative.

BONFIRES: For a fee of $100.00, Bonfires are allowed at some outside events. A BLH representative must be present and attend to the fire.

CHANGING ROOMS: A bride's room and a groom's room are available for clothing changes. Food and drinks are not allowed in these upstairs rooms. Noncompliance shall result in forfeiture of the Security Deposit.

MUSIC/DANCING: Noise control is monitored by the BLH representative. DJs should contact BLH two weeks before the event. Dancing is not permitted inside the house. Weather permitting, dancing on the patio, front porch or asphalt is allowed.

PARKING: The main parking area is the rear of BLH and is accessed from Harper Dr. The asphalt parking lot is reserved for the bride and groom and caterer. Parking along Hurt Dr. is not permitted.

TRASH/GARBAGE REMOVAL: All trash and garbage shall be placed in garbage bags and placed in the outside trash containers. Recyclable material should be placed in outside recycle containers. These outside containers are marked either "Trash" or "Recycle." Noncompliance shall result in forfeiture of the Security Deposit.

PHOTOGRAPHS: Photos may be taken inside or outside. By hosting or participating in an event at BLH, the renter and their guests have given permission for the use of any photographs or videos for publicity by BLH.

CHILDREN: Children under 10 shall be supervised at all times. BLH does not provide baby-sitting. Running, rough-housing, or sitting/playing on the beds is not allowed inside the house.

CATERERS AND FLORISTS: Caterers and florists shall contact the BLH Event Coordinator at least two weeks before the event. Basic food preparation cannot be done on site. The caterer shall provide everything needed for preparation, serving and clean-up. An oven and two microwaves are available for warm-ups and limited refrigerator space is available. There is no cook top or ice machine. We do not provide kitchen supplies. BLH staff are not employees of the caterer. Neither food nor drink is permitted on the second floor of BLH.

EQUPIMENT RENTALS: BLH has an approved party rental list for tents, chairs and tables.

Caterer for Event, Buchanan Log House Chapter, APTA

CATERER'S INFORMATION (To be given to the Caterer by the Renter)

1. At least two weeks before the event, please contact the Events Coordinator, Buchanan Log House Chapter. The telephone number is 615-871-4524.
2. Nothing may be used to decorate or attach decorations and banners which could cause damage to the premises or furnishings. Use only rubber coated wire, string, ribbon or zip ties for attachments. Candles shall be dripless, enclosed in glass, and not taller than 10 inches. Confetti is prohibited. Helium balloons are prohibited.
3. If BLH furnishings need to be moved, permission must be obtained and then moved by BLH representative.
4. Basic food preparation cannot be done on site. An oven and two microwaves are available for warm-ups and limited refrigerator space is available. There is no cook top or ice machine. You will need to bring bagged ice.
5. BLH does not provide kitchen supplies. You must provide everything needed for preparation, serving and clean-up.

BLH has 64 red stackable chairs which may be used inside or outside and 24 folding chairs which may be used inside. We have five round tables and ten 6' rectangular tables. You may set these tables for your use during the event, however, at the end of the event the tables and chairs must be returned to the location from which they were stored and stacked as they were stored.

NONCOMPLIANCE SHALL RESULT IN FORFIETURE OF THE SECURITY DEPOSIT PAID BY THE RENTER.