



**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 to secure the date. I understand that the balance of \$ _____ plus an additional security deposit of \$100.00 shall be due within thirty days of the rental date. Checks should be made payable to **Buchanan Log House**.

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 I/we have use of Buchanan Log House premises.

I/we do further covenant with and agree to indemnify 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 or Plastic Confetti
- _____ Music and Dancing
- _____ Children
- _____ Use of Beverage or Chocolate Fountain
- _____ Trash Disposal
- _____ Caterer Information Sheet
- _____ Use of Kitchen if you do not have caterer

Rental Rules and Guidelines

The Buchanan Log House is, first and foremost, a historic museum. The Buchanan Log House exists for the benefit of the public, which places constraints on the property and its availability. We appreciate the renter's understanding of the extra care involved to ensure the property is available for public enjoyment.

The rental fees are to cover utilities, maintenance, and services provided. We are a non-profit organization and all monies received in excess of expenses are used for on-going maintenance and restoration projects. Limited tables and chairs are included in these fees.

RENTAL RATES:

Monday through Thursday	Showers/BD Parties	\$35.00 per hour, minimum 3 hours
Monday through Thursday	Meeting Rates	\$40.00 per hour, minimum 3 hours
Monday through Thursday	Weddings/Receptions	\$50.00 per hour, minimum 6 hours
Friday, Saturday, Sunday	Weddings/Receptions	\$100.00 per hour, minimum 6 hours

The time period rented includes the set-up (by florists, caterers, musicians, etc.), the take-down and 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 should be on the property to sign for all deliveries. A staff person will 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 at any given time within the house. For a formal dining arrangement, we can seat 48 to 72, but guests will be seated in several rooms. Seating for an indoor wedding is limited. The grounds are available for your use during the rental period, but beware that the Buchanan Log House is under the airport path and occasionally, it can be quite noisy outside for a few minutes.

SECURITY DEPOSIT: A Security Deposit of \$150.00 is required. The Security Deposit will be a separate check which will be attached to the Rental Contract and retained by Buchanan Log House Chapter, APTA (BLH) until the end of the event. At that time, the BLH representative and the renter will do a "walk-through" of the house and grounds. If all contractual conditions are met, the check will be returned at the end of the contract period.

SECURING EVENT DATE: Upon your initial contact with BLH, an appointment will be made for you to visit the house as quickly as possible. Your date will be held for 5 days following that visit. You must complete the Rental Contract and pay a deposit of one-half the established rate. The balance of the rental fee, plus the separate security deposit, must be paid 30 days prior to your event.

RETURNED CHECK POLICY: If a check is returned, the total amount of the rental fee is due, in cash, plus a \$35.00 returned check charge. If cash payment is not made within seven days after the notice of a returned check is received, the reservation will be cancelled. No monies will be refunded for any previous payments. _____ (initials)

CANCELLATIONS AND REFUNDS: All cancellations must 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 will 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. However, if a local disaster occurs, we will work with you to select another date.

ALCOHOLIC BEVERAGES: Alcoholic beverages 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. (No cash bar or tip jar is allowed) The bartender must show their valid ABC card to the BLH Representative and be unrelated to the Renter. The bartender shall be responsible for insuring that no underage serving of alcohol will occur. Kegs are not allowed. Beverage or chocolate fountains are not allowed inside the house. The bar may not be left unattended. Bartenders must discuss appropriate "dumping" spots for the "bar buckets" with BLH representative. The bar must close one hour before the end of the event.

SAFETY: Smoking is not permitted in any BLH facility. Smoking is permitted outside in the designated area only. Deposit of cigarettes and ashes must be made into the ash urns. Propane heaters used under tents must be placed a safe distance from the sides. No heaters are allowed inside the BLH facilities. No sparklers or fireworks of any kind are allowed on the property.

RENTED EQUIPMENT: Our equipment inventory (consisting of 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) may be included in the Rental Package. 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 must be rented. All rented equipment must 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 driplless, enclosed in glass, and

not taller than 10 inches. Luminaries are allowed outside. Confetti may not be used. Helium balloons may not be used. Nothing may be thrown on the premises. However, outside, flowers 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.

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

MUSIC/DANCING: Highly amplified music is not allowed. DJs should contact BLH two weeks before the event. Normally, they will be on the patio. 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 must 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."

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: If your guests include children under 10, the children must be supervised at all times. BLH does not provide baby-sitting. No running, rough-housing, or sitting/playing on the beds is allowed inside the house.

CATERERS AND FLORISTS: Caterers and florists should contact the BLH Event Coordinator at least two weeks before the event. Other than punch preparation, 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. We do not provide kitchen supplies. The caterer must provide everything needed for preparation, serving and clean-up. BLH staff are not employees of the caterer. Neither food nor drink is permitted on the second floor of BLH.

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 must be dripless, enclosed in glass, and not taller than 10 inches. Confetti may not be used. Helium balloons may not be used.
3. If BLH furnishings need to be moved, permission must be obtained and then moved by BLH representative.
4. Other than punch preparation, 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.