

Your wedding will go down in history at...

Carnton

Carnton has been a gathering place for ladies and gentlemen over the last two centuries. Make your wedding a part of our tradition as you say your vows under the two hundred-year-old tree in our restored antebellum garden. Whether you've dreamed of a quaint Southern setting or a bold feel, one of our reception locations will complete your vision. To treat your guests to a true back-in-time experience, we can open the 1826 McGavock home and invite them inside for a walk-through tour and glimpse into the history of Tennessee.

Wedding and Reception Options

OPTION 1

Garden and Grounds

Capacity: 500 | outdoor

Peak Season (April – November)

Friday, Saturday, or Sunday: \$3,000

Monday through Thursday: \$1,000

Winter Season (December – March)

Friday, Saturday, or Sunday: \$1,700

Monday through Thursday: \$ 750

OPTION 2

Garden, Grounds, & Fleming Center

Capacity: 225 | indoor & outdoor

Peak Season (April – November)

Friday, Saturday, or Sunday: \$4,000

Monday through Thursday: \$2,000

Winter Season (December – March)

Friday, Saturday, or Sunday: \$2,200

Monday through Thursday: \$1,100

All of our wedding options include the following amenities:

- **Bridal Suite:** Personal dressing room for the bride and her bridesmaids including private bathroom with shower.
- **Access to Grounds for Engagement or Bridal Portraits:** You may schedule engagement or bridal portraits on the grounds with you and your photographer for up to two hours prior to your wedding date.
- **Rehearsal:** A one-hour rehearsal the day before your wedding.
- **Parking:** Free on-site parking.
- **Restrooms:** Quality facilities for your guests.
- **Cocktail Hour:** One-hour cocktail reception on the grounds of Carnton.

Options do **not** include food, alcohol, tents, tables, chairs, or linens.

Add Ons

House Tours

\$500 – The house will be opened for one hour, immediately after the ceremony, for a walk-through tour of Carnton. Several historical interpreters will be in the house to talk with guests and answer any questions that they may have.

Food, drink and photography are not allowed inside the historic house, under any circumstances.

Rehearsal Dinner Venue

\$1,500 – The rehearsal dinner may be held at the Fleming Center or in the Garden Area. All policies and procedures described in this document apply.

Elopement/Ceremony Only

\$500

WEDDING TIMELINE

Wedding Rehearsal

A one-hour rehearsal may take place the day before your wedding. If another event is booked for the rehearsal day, special times will be approved in advance by a Battle of Franklin Trust (hereafter referred to as BOFT) representative.

Set-Up

Set up may begin at 9:00 a.m. in the garden, garden reception area and the Fleming Center patio, at 2:00 p.m. on the lawn, inside the Fleming Center and Fleming Center kitchen, and at 4:00 p.m. on the porches on the day of the event. The bridal suite is open beginning at 9:00 a.m.

Ceremony Start Time

Carnton closes to the public every day at 5:00 p.m. Your ceremony may begin at 5:30 p.m. or after.

Departure

The reception must end by 10:00 p.m. Sunday through Thursday and 11:00 p.m. on Friday and Saturday, with clean-up completed by midnight.

FACILITIES AND GROUNDS

Please remember that Carnton is first and foremost a historical site. In order to maintain the integrity of the site, the following policies and guidelines must be met. Please ensure that your vendors are also aware of these policies and guidelines. Failure to comply with these terms will subject Renter to additional cleaning charges, staff charges and may result in the forfeiture of your security deposit. A BOFT staff member will be present during your event to help ensure that your event goes as planned and also to ascertain that all of BOFT's policies and guidelines are followed.

Usage of the facilities and grounds of Carnton for rental events to include weddings will be made available when such use does not conflict with official Carnton programs, tours and events, which have priority over rental events.

The historic house and outbuildings will be closed to guests of the event unless prior arrangements have been made and all fees have been paid in full for tour services.

Groomsmen are not allowed to get ready in our public restrooms as this is a conflict with our tourism during our hours of operation.

Fleming Center

Event attendees, bridal party members, etc. are not permitted in the administration area, gift shop, or second floor of the Fleming Center. Failure to keep attendees in the allotted areas may result in loss of security deposit. No music is allowed inside the gallery. The only exception is the current TV speakers. The max capacity inside the gallery is 80 people, when seated at tables.

Fleming Center Kitchen

The kitchen may be used for any wedding or event that involves the Fleming Center. All kitchen supplies, food, utensils, and items in the kitchen cabinets are for employee use only. Those renting space for events will lose their security deposit for unauthorized use of kitchen supplies. The oven, microwave and ice machine may be used; however, depending on the size of the event, BOFT cannot guarantee the amount of available ice. BOFT also will not guarantee the amount of space available in the refrigerator.

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CLIENT AND VENDOR POLICIES

Southern Events

Southern Events is our exclusive vendor for rental items such as tents, tables, chairs, linens, etc. Please contact Summer Sheldon for all your rental needs at 615-595-8508 (office) or summer@southerneventsonline.com.

The Renter assumes responsibility for rental, set-up, and break down of all tents and decorations. Tents may be placed only in designated areas southwest of the front porch of the historic house or on the Fleming Center patio. **Tents may not be placed in front of the Osage Orange tree in the garden where ceremonies are held or on the front or back lawns of the historic home.**

Tents and other rentals must be delivered and picked up on the day of the event, except with prior permission. **Decorating may begin at 9:00 a.m. in the garden or patio, at 2:00 p.m. on the lawn, inside the Fleming Center and Fleming Center kitchen, and at 4:00 p.m. on the porches on the day of the event.**

Our staff is not available to move items not owned by Carnton/BOFT. If special circumstances arise and our staff is needed to assist in moving property, both the event contact and vendor must sign a waiver of liability and a labor fee of \$50 an hour will be charged.

No rentals may be left on the grounds or around the historic house except in the garden ceremony area or the reception area you have selected. BOFT is not responsible for any rental property on the grounds before, during or after any event.

A Layout of ceremony and/or reception is to be provided 30 days prior to your event so that we may obtain a copy in your file for the day of your event.

Lighting, Sound and Electricity

Bright Event Productions is our exclusive vendor for lighting, sound, etc. Please contact Carlie Moore for ALL your lighting needs on our grounds at 615-866-8796.

A generator is required for all electricity in the garden area reception and is the Renter's responsibility.

Vendors must provide their own extension cords. BOFT is not responsible for providing cords or for cords left on the premises after the event.

Because the property is open to the general public until 5:00 p.m. every day, sound checks must be done as quickly and quietly as possible to avoid disruption of the site.

Wedding Planners and Coordinators

A professional wedding planner or coordinator must be hired or retained for any wedding. This person will serve as the Client's point of contact for the BOFT on the day of the event. They must be an industry professional.

BOFT can provide this service for an additional fee. Please contact the Wedding and Event Coordinator for more information.

Decorations

Decorations are not provided by BOFT. Decorations are the responsibility of the Renter and are limited to those items that will not damage or deface the grounds or facilities in any way.

All decorations must be removed at the conclusion of the event. BOFT is not responsible for any items left on the premises.

All decorations must be freestanding of the historic house and Fleming Center. **No nails, tape, tacks, or other forms of fasteners may be used on the historic house, outbuildings, trees, fence lines, garden arbors or other**

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structures of Carnton.

All candles must be contained in a globe. No open flames are allowed under any circumstances. **Battery operated candles are required within the fence lines of the house and gardens.**

No rice, confetti, sparklers, fake flower petals or non-biodegradable materials are allowed on the grounds or facilities. Items such as bubbles, fresh flower petals or lavender may be used, but need to be picked up or swept up before departure.

Photography Policy

Photography is not allowed inside the historic home. BOFT has the right to use photos and video taken off an event for promotional and advertising purposes. This includes, but is not limited to, our blog, Facebook, Instagram, Pinterest, and website. Photography credit will be displayed along with the images or video. **Use of Unmanned Aircraft Systems (drones), or any similar remote-controlled vehicles/flying devices, is not permitted on the property.**

Catering

Catering - Any licensed, insured caterers are welcome at Carnton, however, we do have a list of preferred vendors for you to choose from if you need guidance. All caterers are fully licensed and comply with all city, county, and state food service and/or health regulations and laws. Each caterer has a minimum \$1,000,000.00 per occurrence Certificate of Liability Insurance, with the BOFT as an additional named insured. All outside caterers must supply a copy of the insurance to the BOFT at least a month prior to the event.

A.Marshall Hospitality- 513-602-8853 or www.amarshallhospitality.com
Bacon and Caviar – 615-944-3462 or www.baconandcaviar.com
Beyond Details – 615-320-5573 or www.beyonddetails.com
Catering & Events by Suzette – 615-435-3656 or www.cateringbysuzette.com
Chef Penelope – 615-977-4925 or www.chefpenelope.com
Chef's Market – 615-851-2433 or www.chefsmarket.com
Clean Plate Club- 615-661-5866 ext. 102 or www.cleanplateclubevents.com
Copper Kettle – 615-383-7242 or www.copperkettlenashville.com
Daily Dish Catering – 615-293-1128 or www.dailydishcatering.com
Dannie Holmes Catering- 931-215-5028 or dannieholmes@hotmail.com
Demos Brands- 615-603-2269 or www.demosrestaurants.com
Dream Events and Catering – 615-259-0848 or www.adtcatering.com
Flavor – 615-207-2787 or www.flavorcaters.com
Franklin Mercantile- 615-7901-9730 or www.franklinmercantile.com/catering
Granite City- 615-561-8834 or www.gcfb.com
Loveless Cafe- 615-330-9648 or www.lovellessevents.com
Sova Catering- 615-383-0777 ext 1003 or www.takeawaycatering.net
Something Special- 615-352-0295 or www.somethingspecialtn.com
STF Events and Catering – 615-982-2249 or events@stfcatering.com
Taziki's – 615-823-3941 or lcurtis@tazikiscafe.com
Two Fat Men Catering – 615-443-4007 or www.twofatmencatering.com

Bakery

The Renter may choose to use any fully licensed and insured baker. All bakers must have a business license and possess the proper permits required by the City of Franklin. The bakery shall comply with all city, county, and state food service and/or health regulations and laws.

All bakeries must provide a minimum \$1,000,000.00 per occurrence Certificate of Liability Insurance, with the BOFT as an additional named insured. A copy of the insurance must be provided to the BOFT at least a month prior to the event.

All food supplies must be removed the evening of the event. BOFT is not responsible for any items left on the premises.

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Alcoholic Beverages

Alcoholic beverages may only be sold by an entity officially licensed by the Tennessee Alcoholic Beverage Control and the City of Franklin to serve at Carnton. A copy of the ABC license must be provided to the BOFT at least a week before the event. **Alcohol is not permitted outside of the bridal suite prior to 5:00 p.m.**

The term “sold” refers to: (i) cash bar, and (ii) events that charge admission and serve, give away, or sell alcohol during the event, including previous ticket sales.

No one under the age of 21 may be served alcoholic beverages.

The Renter must take all reasonable precautions to ensure the safety of all guests with regard to alcohol consumption. BOFT reserves the right to refuse service to and evict from the premises any member of any party, who because of intoxication or other consideration, may be found to be creating a disturbance or threatening the peace, tranquility, or safety of guests or property. Renters are held responsible for the behavior of their guests, and any damage to the property caused by a guest or lewd behavior on behalf of a guest will be held payable personally by the Renter.

Pets

Pets are not allowed on the property at any time without a handler.

Firearms & Security

Firearms are not allowed on the property at any time, except for active law enforcement personnel authorized to carry firearms. An enforcement officer will be on-site during wedding reception hours.

Golf Carts

The use of golf carts on the property is prohibited.

Smoking Policy

No smoking is allowed.

Insurance

The Renter assumes all responsibility for required permits, including, but not limited to signage, alcohol and food service. All event vendors/service people must have valid licenses and insurance. **Copies of any Certificate of Insurance must be provided to the BOFT for review at least one month prior to event.**

Site Visits

All vendors, particularly those who have never worked at Carnton, should schedule an appointment at least one week prior to the event. Additionally, any time the Renter wants to visit the site, a BOFT event staff member should be notified in advance.

Parking

Wedding guests will use the parking lot accessible from Eastern Flank Circle just north of the Fleming Center. If the wedding exceeds 200 guests, signage will be provided directing guests to the back lot, which is also accessible from Eastern Flank Circle. The back lot will be used for vendor parking during all events.

Clean Up Requirements

Major cleaning of all food and drink trash is the responsibility of the Renter. The facilities and grounds must be returned to their original condition, including the bridal suite and restrooms. All trash and debris from the event must be removed from the site and placed in trash bags by either the caterer or group hosting the event and placed in the provided dumpster. Trash cans and trash bags are not provided by the BOFT, but can be rented from Southern Events.

When the Fleming Center is used for the reception, there is a \$200 fee to cover the cost of professionally cleaning the kitchen. This fee is mandatory if use of the Fleming Center is included in the rental. When the

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Garden Area is used for the Reception, there is a mandatory \$200 fee to cover the cost of professionally cleaning the Garden area and use of the restrooms.

A BOFT representative will be available during the event to answer any questions about cleaning. A BOFT representative will conduct a walk-through at the end of the event with the wedding coordinator or the client. A final inspection will be conducted on the morning following the event/wedding. All decisions regarding the condition of the facilities and grounds is final.

Lost and Found Policy

Any items that are left behind from an event will be kept in the office for two weeks. If we are not contacted by the Renter within this time frame, the items will be appropriately disposed of.

RESERVING YOUR DATE

Payment

One half of the rental fee is due at contract signing to reserve the date. We accept cash, personal checks made payable to The Battle of Franklin Trust, Mastercard, VISA, American Express and Discover. A 3% credit card fee will be added to all credit card charges over \$500. The balance of your rental package, including house tours and cleaning fees, is due no later than 30 days before your event. No set-up of your event may begin until full payment has been made.

Security Deposit

A \$1,500.00 cleaning/damage deposit must be provided 30 days prior to the event. The security deposit is fully refundable and returned to the renter no more than 2 weeks after the event, provided the following guidelines are met:

- The property is left at the conclusion of your event in the same condition in which it was found;
- No charges are levied for staff help in moving tables, chairs, etc. or other physical assistance; and
- You do not exceed the time constraints of your rental package.

The security deposit is required by The BOFT to cover the cost of repair for any damages and/or staff overtime or work resulting from your event. In the event that damages or additional fees are incurred by your event, you and your planner or coordinator will be provided evidence of damage or applicable fees. In the event that damages or additional fees incurred by your event exceed \$1,500, you will be billed for the difference, with payment expected no later than 30 days after the event.

The security deposit will not be refunded in the event of loitering on the grounds, crude behavior or defacing anything on the property before, during or after the event.

Cancellation and Refunds

After the contract has been signed, a cancellation or change of date will be accepted in writing only.

Cancellation:

- If a cancellation occurs more than six months before the event, BOFT will retain a fee of \$500 and refund the balance.
- If a cancellation occurs less than six months before the event, BOFT will retain all money paid as of the date of cancellation.

Change of date:

- If a change of date occurs more than six months before the event, the deposit can be applied toward another available date at Carnton. If the desired date is not available, BOFT will retain a fee of \$500 and refund the balance.
- If a change of date occurs less than six months before the event, BOFT will apply your deposit to another available date and will charge an additional \$500.

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Wedding Rental Contract
The Battle of Franklin Trust
1345 Eastern Flank Circle, Franklin, TN 37064
615-905-0687 | weddings@boft.org | www.boft.org

Fill out all information that applies to your event. For information not yet known, please provide that information when known. Write N/A where not applicable.

Date of Event _____ Day of Event _____ Expected Number of Guests _____
Ceremony Location _____ Reception Location _____

Option #1: Garden & Grounds

_____ Peak Season (April – November)	_____ \$1,000 - Mon., Tues., Wed., or Thur.
_____ \$3,000 - Friday, Saturday, or Sunday	
_____ Winter Season (December – March)	_____ \$ 750 - Mon., Tues., Wed., or Thur.
_____ \$1,700 - Friday, Saturday, or Sunday	

Option #2: Garden, Grounds, & Fleming Center

_____ Peak Season (April – November)	_____ \$2,000 - Mon., Tues., Wed., or Thur.
_____ \$4,000 - Friday, Saturday, or Sunday	
_____ Winter Season (December – March)	_____ \$1,100 - Mon., Tues., Wed., or Thur.
_____ \$2,200 - Friday, Saturday, or Sunday	

Additional Options

_____ House Tour \$500 (BOFT must have 30 day notice if adding a house tour)
_____ Rehearsal Dinner Venue \$1,500 (separate contract required)

Contact Information

Bride's Name _____

Bride's Address _____

City, State, Zip Code _____

Phone _____ Work _____ Cell _____

Email _____ FAX _____

Bride's Parents _____

Cell _____ Email _____

Groom's Name _____

Groom's Address _____

City, State, Zip Code _____

Phone _____ Work _____ Cell _____

Email _____ FAX _____

Groom's Parents _____

Cell _____ Email _____

Event Planner _____

Planner's Phone _____ Cell _____ Email _____

Other Contact _____

Contact's Phone _____ Cell _____ Email _____

Insurance

Will you be purchasing personal liability insurance for the day of your event? _____

Name of insurance company _____

Phone _____ Email _____

Schedule

Rehearsal

Ceremony Rehearsal Date ____/____/____

Ceremony Rehearsal Time _____

Wedding Day

Expected Time of Arrival _____ :

Ceremony Start Time (5:30 p.m. or after) _____ :

House Times _____ : _____ -- _____ :

Reception Time _____ :

Tent/Rentals

Southern Events is our exclusive vendor for rental items such as tents, tables, chairs, linens, etc.

Please contact **Summer Sheldon** for all of your rental needs at 615-595-8508 (office) or

summer@southerneventsonline.com.

Tent Location: _____

		Payment	
	Amount	Due Date	Date Paid
Cost of Rental	_____		
Rental Deposit	_____	date of signing	_____
Balance on Rental	_____	30 days before event	_____
Cleaning Fee	\$200	30 days before event	_____
House Tours**	\$500	30 days before event	_____
Security Deposit	\$1,500	30 days before event	_____

** Optional

A 3% credit card fee will be added to all credit card charges over \$500.

Carnton is managed by the Battle of Franklin Trust, Inc., a 501(c)3 organization registered in the State of Tennessee (hereafter referred to as BOFT). I have read, understand and agree to fully comply with this rental contract. Furthermore, I have read, understand and acknowledge receiving a copy of BOFT's rental policies and guidelines and agree to fully comply with the provisions contained in that separate document. I have inspected or had the opportunity to inspect the facilities and grounds, and have determined the facilities and grounds are suitable and safe for the purpose for which it is being rented. BOFT reserves the right to deny use of the facilities and grounds for illegal purposes or such purposes which are determined to create a substantial risk of damage/destruction to the property. Renter agrees to take all reasonable precautions for the safety of, and shall provide all reasonable protection to prevent damage, injury, or loss to, the property and to all guests and other parties present for the event. Renter releases, absolves, and exonerates; covenants not to sue; and agrees to indemnify and hold harmless BOFT and all of its facilities and grounds, its directors, officers, agents, and employees against any and all liability, losses, claims, demands, actions, debts, and expenses and causes of every name and nature for personal or bodily injury (including any resulting in death) or other damages arising out of the use of the facilities and grounds. Said indemnification shall include but not be limited to reasonable attorney's fees and costs. BOFT is not responsible for any lost, damaged or stolen property. If for any reason beyond its control, BOFT is unable to perform its obligations under this agreement, such non-performance is excused and BOFT may terminate this Agreement without further inability of any nature to Renter or any third-party employed, retained by, or associated with renter upon return to renter of the full deposit.

Renter's Name (Printed) _____

Renter's Signature _____ Date _____

The Battle of Franklin Trust, Inc.

Acknowledged by _____ Date _____