



# Buck Creek Ranch

696 Buck Creek Road, Crossville, Tennessee 38555

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Mail to Address: 8925 Fox Hill Road, Baxter, Tennessee 38544

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*Buck Creek Ranch is located on the outskirts of the beautiful Cumberland County, Tennessee in the historic Homestead community. What started as a dream in 1990, with little more than pastures and pine thickets, has transformed into a peaceful country oasis. Brides have a variety of options across the grounds when choosing a ceremony location to fit their unique style. The versatility of this venue extends to The Cherokee Room, a gorgeous reception hall for rehearsal dinners, receptions, inclement weather options, bridal showers or other personalized events.*

## EVENT PACKAGES

### **Silver Event Package .....\$500.00**

*This package includes use of tables and chairs for up to 80 guests in The Cherokee Room and limited number of tables for caterers and other needs. The facility will be available for 6 hours on the day of the event.*

### **Gold Bridal Package .....\$3,000.00**

*This package includes use of 150 chairs at the outdoor ceremony location, tables and chairs for up to 150 guests in The Cherokee Room, limited number of tables for the caterers and other needs, and access to the bridal lounge prior to the ceremony. The facility will be opened for 4 hours the evening before the event for rehearsal/rehearsal dinner and decorating. Tables and chairs are included for the rehearsal dinner. The building will reopen the day of the event at 8:00am and close promptly at 11:00pm.*

### **Diamond Bridal Package.....\$5,000.00**

*This package includes use of 150 chairs at the outdoor ceremony location, tables and chairs for up to 150 guests in The Cherokee Room, limited number of tables for the caterers and other needs, table linens for the reception, and access to the bridal lounge prior to the ceremony. The facility will be opened at noon the day before the event for rehearsal/rehearsal dinner and decorating. Tables and chairs are included for the rehearsal dinner; however, extra linens are not. The building will reopen the day of the event at 8:00am and close promptly at 11:00pm. This package also includes one overnight stay in the Bridal Lounge, either the night before or the night of the event and up to 6 hours use of The Cherokee Room for a bridal shower.*

## ADDITIONAL FEES & AMENITIES

Table Linens .....Price Varies

Chair Covers .....Price Varies

Serving Alcohol .....Additional \$50/hour  
(Lessee provides beverages. Fee begins once alcohol is served. This is additional to venue rental rates)

Overnight Stay .....\$350/night  
(Check in time after 4:00 PM, Check out time before 10:00 AM. Access restricted to Bridal Lounge and Game Room.)

# VENUE RENTAL CONTRACT

Name of Party: \_\_\_\_\_

Contact Person(s): \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

## EVENT DETAILS

Event Date: \_\_\_\_\_ Event Time: \_\_\_\_\_ to \_\_\_\_\_

Ceremony Location: \_\_\_\_\_ Expected Attendance: \_\_\_\_\_

## The Cherokee Room

\_\_\_\_\_ Number of Round Tables Needed (Up to 20 tables available, each table seats 8 people)

\_\_\_\_\_ Number of 6' Rectangle Tables Needed (Up to 5 tables available, each table seats 8 people)

\_\_\_\_\_ Number of 8' Rectangle Tables Needed (Up to 5 tables available, each table seats 10 people)

## Linen Details & Upgrades

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Damage Deposit must be submitted in form of a credit card. The card will NOT be processed unless there are damages to be paid AFTER the event is completed. No charges will be made without prior notification to card owner.

**Credit Card #:** \_\_\_\_\_

**Name as It Appears on the Card:** \_\_\_\_\_

**Billing Address:** \_\_\_\_\_

**City, State, Zip Code:** \_\_\_\_\_

**Expiration Date:** \_\_\_\_\_ **3 Digit Security Code on Back:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

Lessee Initials \_\_\_\_\_ BCR Coordinator Initials \_\_\_\_\_ Date \_\_\_\_\_

# Payment Schedule

Package Fee ..... \$ _____ Overnight Stay ..... \$ _____ Alcohol Fee..... \$ _____ Linen Upgrades ..... \$ _____ Other..... \$ _____ <b>TOTAL ROOM RENTAL .....</b> \$ _____ Retainer (Due at Signing) ..... \$500.00 Balance Due ..... \$ _____ Monthly Payments ..... \$ _____	Payment to be paid on or before _____ of each month with remaining balance to be paid no less than 2 weeks prior to event.  All major credit cards, cash and personal checks are accepted for payment.  Checks should be made payable to <b>Nicole Holloway.</b>  There is a \$50 fee on all Returned Checks.
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## RENTAL CONTRACT TERMS AND CONDITIONS

*To assure guests of a well-organized and successful function, we ask that you please read over and observe all terms associated with the leasing of venue space at Buck Creek Ranch. If you have any questions regarding the outlined information, please do not hesitate to ask. We also ask that you share this information with all guests, vendors, caterers, musicians, etc. that are involved with your event. You are responsible for their actions. **These general policies, rules and regulations are subject to change at any time.***

### ∂ Disclosure

Buck Creek Ranch is an operating home, farm and facility. While our goal is to offer a quality experience for the lessee and guests, it is important to understand there will be evidence and presence of farm and ranch activities. Livestock may be present in the adjoining stable areas to the Cherokee Room and fields/corral and will not be moved or relocated. Please be aware that there may be other activities occurring at the same time as your event. Please consider the time of year and weather when planning events. We are not responsible for the actions of wildlife. We are not responsible for weather changes, outside temperature, Acts of God, or nature. To preserve quality and historical value, the wall décor of the Cherokee Room cannot be removed for any reason.

### ∂ Time Limitations

The fee for retaining the services and/or adjoining areas at Buck Creek Ranch is detailed in the Rental Contract with beginning and end times stated. Set up and clean up time should be included in timeframe rented. All events should end by 10:00 PM and the building will close promptly at 11:00 PM. Should your event need to extend beyond 10:00 PM, there will be an additional charge of \$250.00 per hour assessed to your contact. This includes clean up time.

### ∂ Retainer and Payment

To retain the services and/or adjoining areas at Buck Creek Ranch, a \$500 retaining fee is needed. Damage Deposit must be submitted in form of a credit card. The retainer payment is due when booking the event. The remainder of the contract agreement is due as noted on the Fee Schedule. The card will not be charged if no damages are made to the buildings or property. Damages include but not limited to those which arise associated with repairing and/or replacement of damaged item(s) and will be the responsibility of the lessee.

Lessee Initials \_\_\_\_\_ BCR Coordinator Initials \_\_\_\_\_ Date \_\_\_\_\_

### ∂ Insurance/Damages

You are responsible for any damages and/or injuries incurred because of activities at your event held at Buck Creek Ranch and/or other adjoining property by you and/or your guests. A minimum charge of \$250 will be charged to the credit card on file for any repairs deemed necessary due to damages. Buck Creek Ranch insurance only protects the materials of the property owner, not the contents and materials of renters or guests. For this reason, you have the option to obtain insurance coverage for your event to cover any damages, injuries or liability during your event. You agree Buck Creek Ranch, employees, vendors, and representatives will not be held accountable for any damages or liability because of activities at your event. Lessee is further responsible for all attorney's fees and litigation costs.

### ∂ Rescheduling of Events

Should the need to reschedule your event occurs, a six (6) month notice must be given and a new agreement must be signed. The retainer and all payments made toward the original event date will be applied to the rescheduled date. Rescheduling within six (6) months of the original event will result in a fee of \$500. Current fees and terms will apply to rescheduled event date.

### ∂ Cancellations

In the unlikely event you must cancel your event, a notice must be provided in writing 30 days or more prior to your scheduled event. While a cancellation would be the result of an unfortunate event, retainer fees and payments are non-refundable for any reason. All payments made up to this point will be processed as an administrative charge. The lessee is responsible for all attorney's fees and costs of litigation in any contract disputes.

### ∂ Guest under the age of 18

Any guest under the age of 18 must be supervised by an adult. For their safety, children are not to be left unattended at any time. Children are not permitted to play in parking and loading/unloading areas.

### ∂ Vendors

Buck Creek Ranch is not a full-service venue. We are unable to provide audio or visual equipment, extension cords, catering amenities, etc. Unless specifically requested, Buck Creek Ranch is not responsible for the arrangement or payment of outside vendors associated with the event such as catering or musicians. All vendors must follow the rules and terms set forth for each event. The area used by each vendor must be cleaned and returned to the condition in which it was found. A cleaning fee will be charged to the lessee should excessive cleanup of vendors be required. Buck Creek Ranch is not responsible for any items left by vendors.

### ∂ Linens

In select packages, a limited quantity of tables linens is provided for the reception by Buck Creek Ranch through a third-party vendor. While we stand by the service provided, Buck Creek Ranch is not responsible for mistakes, miscalculations, or misunderstandings made by the vendor or the lessee. No discounts or refunds will be provided by Buck Creek Ranch or the linen vendor in these situations. Buck Creek Ranch supports the linen company's disclaimer which states, "Due to color discrepancies involved in monitor and other output device displays, we cannot guarantee that the colors viewed on the website [or other digital means] will match the fabric ordered." Additional linens for rehearsal dinner, upgrades in material or style, other linen products and samples can be ordered at the expense of the lessee with the cost affixed to this contract.

### ∂ Digital Amenities

Buck Creek Ranch **DOES NOT** have or provide television or WIFI internet service during overnight stays or events. Please ensure your vendors are aware WIFI internet service is not available.

### ∂ Smoking Policy

Smoking is permitted outside of The Cherokee Room. Excessive litter on the grounds from, but not limited to, cigarette use will result in a \$250 cleaning charge.

### ∂ Alcohol

An additional charge for service alcohol will be assessed in addition to the venue rental rates. Buck Creek Ranch assumes NO responsibility for serving alcoholic beverages and will not provide a bartender or alcohol. You agree to comply with all county and state laws and regulations regarding serving and consuming alcohol.

Lessee Initials \_\_\_\_\_ BCR Coordinator Initials \_\_\_\_\_ Date \_\_\_\_\_

### ∂ Alcohol (continued)

**No underage drinking is permitted on Buck Creek Ranch property.** Bartenders and lessee will encourage responsible behavior to all guests consuming alcoholic beverages. Anyone who consumes alcohol is highly encouraged to obtain a sober ride home. Due to state laws, the sale of any alcoholic beverage is prohibited. The bar area must be left in the condition in which it was found. Moving tables for bar area is permitted but **MUST** be returned to its original location or a \$250 cleaning charge will be assessed.

### ∂ Cleaning

Clean up time after your event is included in the time you have retained. Prior to your event you will want to secure a person(s) responsible for handling cleanup of all areas used. All decorations and equipment should be removed, chairs and tables stacked on appropriate carts, trash and linens placed in designated areas and floors swept. Trash containers and liners will be provided during the duration of your stay as will other cleaning materials. Excessive clean-up by Buck Creek Ranch Coordinators will result in a \$250 cleaning charge. All tables, furniture, decorations, etc. **MUST** be returned to their original location or a \$250 cleaning charge will be assessed.

### ∂ Decorations

Decorating for your event will convey the essence and style your chose to convey. Please keep the following guidelines in mind when planning your décor.

- Any adornment which will cause damage to the facility such as nailing, stapling, or gluing of decoration on walls, doorframes, flooring, or ceilings is not permitted. Outside decorations must not interfere with the structure, growth, or development of the environment. Decorations must be removed the evening of the event and within the contracted time.
- The use of birdseed, "rice" or the equivalent is not to be thrown indoors. Actual rice is not permitted at all.
- Glitter, confetti or the equivalent will not be allowed inside or outside the property and buildings. A \$250 cleaning fee is charged if these are used.
- Artificial flower petals used during the ceremony must be cleaned up immediately. These are not biodegradable and can harm wildlife if ingested.
- **No flame candles** are permitted to be used as decorations at Buck Creek Ranch, indoors. Flameless candles **ARE** permitted to be used. Unity Candles, sparklers, candles are permitted to be used outside only. **Lessee Initials** \_\_\_\_\_
- Use of the fireplace during winter months is permitted with prior approval.
- Buck Creek Ranch will not be held responsible for any items remaining after an event.

### ∂ Social Media & Advertising

The Buck Creek Ranch Coordinators reserve the right to take photographs during your event for social media and publicity purposes. If you wish for us to not use pictures from your event, please let your Buck Creek Ranch Coordinator know prior to your event.

### ∂ Rehearsal/Photo

Should you want to view the property prior to your event approval is required. This will keep events from conflicting with one another and ensure you have exclusive time on the property. Excessive tours of the property may result in an hourly charge from the Coordinator.

### ∂ Bridal Lounge

A designated area is provided for wedding parties to prepare prior for the event, however, this area as well as the gaming area will be off limits to guests during the event, **NO EXCEPTIONS**. It is recommended a responsible person be delegated to ensure this area stays private. This area is to be cleaned and trash and linens left in designated areas at the end of the event. Tables and chairs should be returned to their original locations in the lounge and game room.

Lessee Initials \_\_\_\_\_ BCR Coordinator Initials \_\_\_\_\_ Date \_\_\_\_\_

### ð The Pelfrey Mansion

The Pelfrey Mansion is a private residence. Entry into the home is restricted to authorized personnel only. Tours will not be given at any time during your event.

I, \_\_\_\_\_ am the responsible party for the event held at Buck Creek Ranch on \_\_\_\_\_ (date). I understand I may be contacted by a representative of Buck Creek Ranch regarding any questions or concerns before or after this event, which includes but not limited to payment, vendor details, and damages.

By receipt and review of this document, I agree to the above terms and conditions. I, the undersigned, do hereby contract with Buck Creek Ranch for the rental of the facility as above-mentioned for my event. I have read and agree to everything as outlined in the accompanying "RENTAL CONTRACT TERMS AND CONDITIONS" which are incorporated by reference herein and become a part of this contract.

I understand every event is different and the General Policies, Rules, and Regulations cannot conceivably cover every possible scenario. If there is anything that is not covered expressly in this document, I, the undersigned, understand Buck Creek Ranch reserves the right to determine necessary considerations or stipulations on an as-needed basis. Buck Creek Ranch's sole effort is to insure the success of this event and safeguard the safety and experience of all our visitors.

Signature of Responsible Party \_\_\_\_\_ Date: \_\_\_\_\_

Buck Creek Ranch Coordinator \_\_\_\_\_ Date: \_\_\_\_\_

*For Official Use*

Lessee Initials \_\_\_\_\_ BCR Coordinator Initials \_\_\_\_\_ Date \_\_\_\_\_