

TRAVELLERS REST PLANTATION CATERER'S INFORMATION SHEET

Renter: Please provide this sheet to your chosen caterer. This sheet provides a condensed version of our Event Rental Policies, highlighting items of interest to your caterer for your caterer's convenience. However, the Event Rental Policies in their entirety still apply. Any questions may directed to our Rental Coordinator, at (615) 832-8197

The Barn is the indoor rental facility at Travellers Rest:

- Includes full service kitchen with a refrigerator, large freezer, double ovens, warming oven, microwave and garbage disposal. It does not have a stovetop or icemaker.
- Includes use of 20 60" round tables, 12 6' rectangular tables, and 150 black and chrome lecture-style chairs, which may only be used inside the facility.
- No linens, dishes or serving ware are provided.
- Maximum indoor capacity for seated, place setting dinners is 125, or 150 for standing-only receptions or chapel-style seating. In addition to guests, this maximum includes the renter/renter's representatives and all assisting staff.

Outdoor Events will not have access to the Barn Kitchen.

- Electrical outlets are provided at many various locations around the property.
- Water is available at the visitor's center building, and by spout on the north side of the historic house.
- **Grilling** is allowed only in the wide gravel area directly in front of the Barn, at least ten feet away from the Barn and any trees.

NO FOOD OR DRINK IS PERMITTED INSIDE THE HISTORIC HOUSE AT ANY TIME.

Alcoholic Beverages may only be served to persons 21 years of age or older, and must be served by a licensed bartender (this includes champagne toasts).

- Alcoholic beverages may not be sold unless you are a non-profit organization and a special permit is obtained from the Alcoholic Beverage Commission at 741-1602.
- If a non-profit chooses to sell beer or take donations on beer a special permit may be obtained by calling the Beer Permit Board at 862-6750.

Deliveries/Pickups: ALL deliveries and pickups must either be made within the allotted hours of the renter's package, or must be pre-approved in writing by a fully executed "Delivery/Pickup Confirmation" sheet (provided by Travellers Rest). **ALL ITEMS ASSOCIATED WITH THE RENTAL MUST BE REMOVED BY THE CLOSE OF THE RENTAL EVENT.** Items may not be left overnight either before or after the event without prior written approval from Travellers Rest, and will result in a fine to the renter if left without permission.

Liability Insurance Coverage: All caterers must provide a **Certificate of Liability Insurance** naming Travellers Rest Plantation as an additional insured for a minimum of \$1,000,000.00 for each occurrence. This certificate must be provided to the Travellers Rest rental coordinator no later than 30 days before the renter's event. Caterers will not be allowed on the premises unless this certificate has been provided. The certificate can simply be faxed to (615) 832-8169; however, please specify for which event the certificate is being provided.

Caterer Cleaning Requirements: All caterers and food service personnel at Travellers Rest are responsible for returning the kitchen and service area(s) to the condition in which they found them.

- The kitchen floor must be swept and mopped
- All sinks, counter tops, cabinet fronts, and the refrigerator, freezer and microwave (if used) must be thoroughly wiped off
- The refrigerator and freezer must be completely emptied
- Ovens and warming oven must be turned off.
- All remaining food, beverages and service items must be taken immediately following the rental

Please be aware that the renter will be charged \$50-\$100 for each additional half-hour or portion thereof that any member of their party or related rental staff remain on the property, so allow time for thorough cleanup by the close of the event.

Please note: No smoking is allowed inside any building at Travellers Rest, or on the gallery porches of the historic house.

Smoking is allowed in the covered porches and walkway of our Barn and Gift Shop buildings, where appropriate receptacles are provided, and outdoors on the property.

Decorating:

- **All decorations must be freestanding or tied to existing structures.** No nails, tape, tacks, staples or any other fasteners of any kind may be used in or on any Travellers Rest structure.
- **Candles** are allowed only if enclosed in a votive holder, hurricane lamp or other glass enclosure, and they must be placed a safe distance from any flammable item.
- No confetti, fake flower petals, sparklers, rice or birds may be used.