

## Frequently Asked Questions

The following information highlights certain guidelines from our “Event Rental Policies” that you will want to consider in choosing whether or not to hold your event here at Travellers Rest. The “Event Rental Policies” apply in full to all rental events, and may be obtained from our website, [www.travellersrestplantation.org](http://www.travellersrestplantation.org), or by calling the Travellers Rest rental coordinator at (615) 832-8197.

### **Do you provide tables, chairs, linens and serving ware?**

Travellers Rest provides 149 black and chrome lecture-style chairs, 20 round tables (60” diameter) and 12 rectangular tables (6’ long) at no additional cost with any rental of our Barn facility. Travellers Rest does not provide linens, china, flatware, tents, sound equipment, or any items for outdoor use - all these items must be rented from your caterer or an outside vendor if needed. Outdoor water, electricity and nighttime security lighting are provided.

### **Do you have a list of required caterers?**

Travellers Rest allows you to bring in any caterer you wish, provided the caterer provides us with a copy of liability insurance. For renters who wish to handle food service themselves, special event liability insurance must be purchased, which may increase the cost of your event by as much as \$500.00. For your food server’s convenience, the Barn has a full service kitchen with a refrigerator, freezer, double ovens, warming oven and microwave. It does not have a stovetop or ice maker.

### **Who is responsible for cleaning and setup?**

The renter is responsible for all setup for his/her event, including tables and chairs inside our Barn. All rental packages include cleaning before and after your event; however, the renter is still responsible for cleaning up all trash and spills from his/her event and removing all items related to the event at its close. All setup, renter cleanup and deliveries/pickups of items for your event must take place within the hours of your rental package, unless otherwise approved in writing by Travellers Rest. This includes such items as tents, ceremony chairs, sound equipment, ice machines, beer kegs, etc. You must notify Travellers Rest of all times which will require a delivery and pickup time or which will occur outside the hours of your rental package using our “Delivery/Pickup Confirmation” sheet.

### **Where do I park?**

All renters, delivery personnel and guests must park in the grassy meadow at the front of the property. No parking is allowed near the historic house and barn area. We recommend using a valet service for events with 100 or more guests in attendance, so that you can limit any inconvenience to your guests. Travellers Rest requires that a valet service to be used for events with 200 or more attending. For scheduled deliveries, personnel may drive onto the property and remain long enough to deliver their equipment only. However, regardless of whether a valet service is used or not, elderly or disabled guests may be driven up to the entrance of the Barn facility and dropped off if their cars are returned immediately to the meadow parking area by someone else.

### **What happens if I have an outdoor event and it rains?**

Outdoor ceremonies or events of up to 150 people may be moved into our Barn facility in the case of rain, or you may choose to rent a tent from a party supply company. However, if you did not rent a tent and your event exceeds the 150 person maximum allowed in the Barn, you will need to move your event to another location or send your guests home in the case of rain.

### **Can I serve alcohol?**

Alcohol may be served on the premises, but must be served by a licensed bartender, and only to persons over the age of 21. Special accommodations must be made if alcohol is to be sold, or if beer is to be served (please see our full “Event Rental Policies” for guidelines).

**What decorations can I use?**

You can use any style of decorations you like; however, no decorations for your rental may be fastened using items that will leave a mark, such as tape, nails, tacks, etc. No decorating can be done on the historic structures at Travellers Rest. Bubbles, butterflies, real flower petals and birdseed are the only items which may be thrown when the couple departs. Candles are allowed only if enclosed in glass containers. All decorations must leave with you at the close of your event.

**How late can I stay?**

Your required departure time will depend on the rental package you have chosen, and the number of hours it includes. However, regardless of start time, all rental events must end by 12:00 midnight at the latest. The renter and all related guests and staff must be off the property by the close of the event, or a fine will be charged. Please schedule your event to end at a time that will allow sufficient time for clean up, pickup of equipment, and departure of all guests and staff.

**Can I have a band?**

Bands, DJs or other music may be rented and used either indoors or outdoors. The Barn features an in-house CD player and speaker system, which can be used if desired. Music must end by the close of your event (12:00 midnight at the latest).

**Do you have a bride's room?**

Travellers Rest can provide space for the bride and wedding party to dress and prepare prior to and during wedding ceremony events. The space provided is not dedicated solely as a bride's room, and therefore the bridal party will need to be understanding of the limited amenities and museum-related objects in the room.

**Can I take photographs?**

Renters who have paid a deposit on a rental at Travellers Rest may take photos outside on the property and on the lower gallery of the historic house prior to (by appointment) and during their event at no additional charge.

*Please review the Travellers Rest "Event Rental Policies" for a full list of responsibilities and guidelines.*