

PARTY EQUIPMENT DELIVERY AND PICKUP CONFIRMATION

For Travellers Rest Plantation & Museum

This form must be completed for ALL TENT delivery/pickups scheduled for a rental event at Travellers Rest and for deliveries/pickups made outside of scheduled rental hours. Once signed by all parties (Renter, Representative for Travellers Rest, and Vendor Representative), this form constitutes an official addition to the original rental contract signed for the rental event. A separate form must be filled out for each vendor. Travellers Rest reserves the right to refuse any deliveries or pickups made outside the times listed below, or for which a delivery/pickup form is not completed and will levy a minimum \$25.00 per infraction fee.

Renter Name: _____ **Event Date:** _____

Name of Vendor: _____

Type of Equipment: ⑦ Tent Size: _____ Location: _____

⑦ Tables Qty.: _____ Location: _____

⑦ Chairs Qty.: _____ Location: _____

⑦ Linens/Tableware Location: _____

⑦ Other: _____

Location: _____

Delivery Date: _____ Time: _____

Pickup Date: _____ Time: _____

Signatures:

Renter

Travellers Rest Representative

Vendor Representative

(print name of vendor representative if different from top of page, and phone number)

When completed please return to Travellers Rest via mail or fax: Travellers Rest
636 Farrell Pkwy
Nashville, TN 37220
Attn: Rental Coordinator
Fax (615) 832-8169