



PARTHENON HOUSE RULES

Private EVENTS

Membership and Rental Fees:

The Parthenon is owned and operated by Metro Parks. In order to hold a private event at this Metro property, you must purchase a "Parthenon Event Membership" from Centennial Park Conservancy (CPC), the Parthenon's nonprofit support organization. This entitles you to a one time usage of the Parthenon for your private event.

Event Membership Fee:

Fee: \$6,500 for Saturdays, \$5,500 for Fridays, and \$5,000 for all other days.

Available Times: 4:30 pm – 12:00 am, Monday – Sunday. Extended hours available upon request.

All holiday dates will be charged a higher Event Membership fee, including Presidents Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veterans Day, Thanksgiving, Christmas, New Year's Eve, and New Year's Day.

Facilities Included in Rental Rates:

With a Centennial Park Conservancy Event Membership, the facility will provide the following for your event:

- Access to the Parthenon Naos, Treasury, art galleries, lobby, and restrooms
- Memberships include a Parthenon Event Manager, Museum Staff, a Park Police officer, and a custodian from 4:30 pm until 12:00 Midnight for evening events.

Hold Over Fees: Use of the facility after the agreed upon event hours will be charged at a rate of \$500 per hour (\$1,000 per hour on all holiday dates listed above). Please be advised that we require a **minimum** of 90 minutes for breakdown and custodial cleanup. Plan your event so that the breakdown and cleanup (including custodial work) can be completed by midnight to avoid additional charges. After midnight fees for events will accrue at the above Hold Over rates. Vendors should be aware that materials must be removed in a timely manner to avoid client holdover fees.

In the case of weddings, a rehearsal may be scheduled after museum hours on the day before the event, subject to availability 21 days prior to the event. There is a \$500 fee for additional staffing for this extra day.

Plaza Access and Tenting: The exterior Parthenon Plaza, the front porch of the facility, is available for events for an additional \$2,000 fee. The dimensions of the space are 30' x 90' and it is an ideal space for wedding ceremonies, outdoor cocktails hours, or a tented dinner. When the Plaza is tented additional security and stanchions are *required* to secure the area for the set-up, event, and teardown. The added security is the responsibility of the client for this area. Tenting is contracted through a third party Parthenon Preferred tent vendor and is the sole responsibility of the client. There is a \$500 per day fee for any non-event day that the tent is on the Parthenon Plaza.

Capacities and Time Frame:

The type of event will determine the number of guests possible. The maximum capacity on-site is 400. When an event is expected to reach capacity, the Parthenon Event Manager will monitor numbers to insure compliance. Events exceeding 400 will require the use of a tented area outside and will incur additional staff charges as well as plaza usage fees,

Load-in/Load Out: Load-in may begin at 4:30 pm. Unsupervised children are not permitted in the building during set-up or break- down. Requests for load-in time prior to 4:30 pm must be cleared through Centennial Park Conservancy for the Parthenon and Centennial Park, additional fees will be required. All events should conclude by 10:30 pm to accommodate 90 minute load-out.

Deposit and Booking Rules:

A date may be put on hold for 7 days. To retain the date, the user must complete the following before the end of the 7 days:

- 1) Provide a 50% deposit that is refundable for 10 days, after which it will be non-refundable and non-transferrable.
- 2) Complete an application to be submitted to Centennial Park Conservancy for Metro Parks

approval. Applications must be submitted to events@conservancyonline.com.

- 3) Sign and return the Parthenon Private Use Agreement to events@conservancyonline.com
- 4) Sign this house rules document

The full Event Membership fee is due 45 days prior to the event. It is understood that the date booked for the event is the only date that is reserved for the patron.

User and Vendor Guidelines

- An appointed Event Contact Person or Event Planner for the event is required. The Event Contact Person should be present for the preliminary and final walk-through and also be present to accept and supervise deliveries and setup / take down/cleanup of the event. Parthenon staff will work directly with the Event Contact Person. A post-event walk through with the Event Contact Person and Parthenon Event Manager is also required. By the time of the walk through:
 - a. All dirty dishes, linens, and flatware must be removed. Any left behind will not be kept in the Parthenon.
 - b. All trash and garbage must be placed in the designated area West of the building.
 - c. All equipment, decorations, and trash must be removed from the building, Plaza area, and porches.
 - d. All floors where food and drink are served will be swept thoroughly.
- At all times during load-in, set-up, and load-out the Event Member or Event Contact Person must be present to supervise.
- Heavy equipment (tables, chairs, sound equipment, etc.) should be loaded in the building on the west side. The Parthenon may refuse entry of any heavy equipment on the east side. Any equipment left behind may be discarded by the Parthenon staff
- Any equipment plugged into trafficked areas must be held down with gaff tape, duct tape or any tape that has the potential to leave a residue behind is not allowed.
- Events with outside sound amplification and/or tents will need to apply for a special permit from the Metro Parks Board. The Conservancy will assist with these arrangements. In addition, a waiver from Metro Parks is required for any event lasting beyond 11 pm.
- Food and drink may be served in any uncarpeted area **except the galleries.**
- There are certain designated outside areas that may be tented; plans for the use of the

grounds around the Parthenon must be cleared with Centennial Park Conservancy, Parthenon, and Metro Parks staff a minimum of 4 weeks in advance.

- Vendors cannot restrict areas of the building. All areas of the Parthenon must be accessible to staff at all times during the event.
- All Members and vendors (e.g. caterers) operating in the Parthenon must have proof of liability insurance. If using a vendor who does not appear on our Preferred Vendors List, please submit proof of insurance with an application listing both Centennial Park Conservancy and the Metropolitan Board of Parks and Recreation as additionally insured. Your CPC Event Manager will provide a sample certificate upon request. Entity addresses are as follows:

Centennial Park Conservancy
P.O. Box 128139
Nashville, TN 37212

The Metropolitan Board of Parks and Recreation
511 Oman Street
Nashville, TN 37203

- All vendor vehicles parked in the no-parking areas adjacent to the building must be moved prior to the start of the event.

Restricted

- Ticketed events must be approved by the Metro Parks Board. All ticket sales must occur in advance, off-site, and benefit a nonprofit organization. For-profit organizations may partner with a non-profit on events where ticket proceeds go to the nonprofit. Centennial Park Conservancy would be glad to be the beneficiary of ticket sales to support the Parthenon. Your CPC Event Manager will assist with this process. No tickets may be sold on the property.
- Smoking and vaping are NOT permitted inside the building. Guests are permitted to smoke on the east porch, but users must provide appropriate containers with sand or similar material to be used as ashtrays. Violation of this policy will result in a \$500 per incident fine.
- Absolutely no illegal substances are allowed inside the building. If any are found, Parks Police will be notified, and the event will be shut down. In addition to the event being shut down, a violation of this policy will result in a \$1,000 per incident fine.
- Pets are not allowed inside the building. Exceptions will not be made for wedding ceremonies.

- Flower petals are not allowed on the Parthenon floors unless they are dried. And the floor must be swept afterward.
- The Parthenon does not allow Proms or similar high school/college parties.
- Absolutely no climbing on Athena, the Elgin casts, the pediment models in the upper level, or any museum equipment.
- No touching artwork in lower galleries.
- Nothing may be attached to the walls or columns or to the base of Athena. In addition, the ropes between the columns and around Athena may not be removed without prior permission. Any changes regarding ropes must be approved as part of the application. **Only staff may move ropes.**
- No confetti, glitter, birdseed, rice, sparklers, or non-biodegradable items may be thrown in the Plaza area or on the grounds. For weddings, the Parthenon recommends retractable streamers that can easily be collected by your Event Planner. Parthenon staff must approve the use of any biodegradable items or other substances during preliminary or final walk-through. If any items or substances are used in the facility requiring additional cleaning, the patron will be held responsible for any necessary cleaning expenses.

Alcohol

The following rules accompany permission to serve alcoholic beverages:

- a. Selling of alcohol is prohibited, unless there is a nonprofit beneficiary of alcohol sales. The beneficiary may be Centennial Park Conservancy to support the Parthenon.
- b. The user has the responsibility to adhere to all state and local regulations governing the consumption of alcohol.
- c. It is understood that alcoholic beverages will be served with accompaniment of substantial food.
- d. Metropolitan Government of Nashville and CPC assume no liability for the actions of individuals as a result of permission to serve alcoholic beverages. The user is responsible for the behavior of guests.
- e. A licensed bartending service with full liquor liability coverage must serve all alcoholic beverages and he/she is to be in attendance at the bar at all times.
- f. All beer must be served from a bottle, glass, or can.
- g. Floor bar mats are required for each bar at the event.
- h. All ice used for beverages must be stored in a cooler so that excess moisture will not impact the

marble floors inside or concrete patina outside the building.

- i. Individual guests may not bring alcoholic beverages onto the premises or take poured beverages off the party site.
- j. Red wine is prohibited to preserve the Parthenon's marble floors. The only exception to this rule is when wine is served during a seated dinner, where all pouring is handled by wait staff at the table. This must be approved by Centennial Park Conservancy and the Parthenon. Members will be held responsible for damages to the Parthenon floor due to wine staining.
- k. Alcoholic beverages may be served only during the specified hours of the event.
- l. Alcohol may not be served at student-sponsored events.
- m. If alcohol is served, bars must close 30 minutes prior to the end of the event.
- n. If alcohol is available at the event, a Park Police officer is required for the duration of the event.

Disclaimers and Site Limitations

- The safety of our patrons and staff is of the highest priority. We reserve the right to reschedule an event due to weather conditions.
- Fog machines and open flames are prohibited.
- Sound interference from traffic, aircraft, sirens, etc. cannot be controlled.
- Centennial Park is open to the public at all times, and there may be other events in the park. However, the public will **not** have access to the Parthenon during your event. The Parthenon's Event Manager will advise Members of any scheduled events taking place in Centennial Park at the same time.
- The Parthenon and all interior spaces are handicap accessible, but the outside plaza and porches are not handicap accessible.
- The Parthenon has no kitchen and the staff break room is locked during events. See staff for access to water. No cooking is permitted inside the building. No "action stations" are allowed in the museum to avoid grease getting on the building floors.
- The Parthenon has no dressing rooms other than the public restrooms in the front lobby.