



# W.O. SMITH MUSIC SCHOOL

1125 8TH AVE. S.

NASHVILLE, TN 37203

615.255.8355 • RENTALS@WOSMITH.ORG

## EVENT RENTAL POLICIES

W.O. Smith Music School welcomes you to our facility. W.O. Smith is an educational institution for low-income youth in the Nashville community. Our building is essential to our charitable work. We know that you will love being in our building while also protecting it for future generations of students.

Our facility requires care and attention. Event requirements need to be observed and you are responsible for making sure that your guests and any vendors you may hire are cognizant of these requirements.

### LOBBY ATRIUM

The perfect setting for a black-tie or casual cocktail party, breakfast or lunch gathering, the Lobby Atrium provides a functional yet elegant area to enjoy one of the best views of Nashville's skyline. Able to accommodate 150, it is the perfect environment, large enough for all of your guests yet always intimate.

### WOODS RECITAL HALL

A beautiful multi-purpose space featuring a 600 sq. ft. stage, Woods Hall can accommodate 200-seated concert style and 130 seated guests for dinner. The use of two (2) "green rooms" (each with private entrance) is included, as well as a large backstage area.

#### MONDAY – THURSDAY DAY RATES (6:00AM TO 2:00PM):

LOBBY ATRIUM & WOODS HALL	\$1,000.00
LOBBY ATRIUM ONLY	\$500.00

#### FRIDAY & SATURDAY RATES

LOBBY ATRIUM & WOODS HALL	\$3,500.00*
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Rates are for an 8-hour venue rental only and are inclusive of all fees. Additional hours are available for Saturday rentals at \$40 per hour to a maximum of 12 hours. Renters or their assigned vendors are responsible for all setup, cleanup and tear down of contracted rentals or W.O. Smith owned materials. W.O. Smith Music School does not provide these services as part of the stated rental rates. Other charges may also apply.

Our policy is that available W.O. Smith Music School owned tables and chairs may be used without charge.

\*As of January 1, 2024

## **EVENT HOURS AND SCHEDULING**

W.O. Smith Music School facilities are available from 6:00am to 2:00pm Monday through Thursday, on Friday from 7:00am to 5:00pm and from 12:00pm to 12:00am on Saturday. A minimum of at least an hour should be allowed for cleanup to be performed. An event which extends beyond its scheduled end time will incur a \$150 hourly charge from W.O. Smith.

When you reserve W.O. Smith for a Saturday event, you may set-up from 9am to 4pm on the Friday prior to your event by arrangement with W.O. Smith staff at no additional fee. If cleanup is not complete on event day, a charge of \$150 per day will be assessed by W.O. Smith until cleanup is finalized.

## **SECURING A DATE, DEPOSIT AND PAYMENT TERMS**

An event date may be reserved by payment of a \$500 reservation fee. While the reservation fee is nonrefundable, the payment of \$500 is applied to the total cost of the contract. For date availability information, and to make reservations and payments, please contact W.O. Smith staff.

After your date has been reserved, and the reservation fee has been paid, a Rental Contract will be provided. The signed contract needs to be returned to W.O. Smith within 10 business days of issuance. A payment equaling 50% of the remaining contract amount is due 120 days before your event date, and the remaining contract balance is due 7 days before your event. Should you reserve W.O. Smith within 120 days of your event, 50% of the contract amount will be due with the signed contract and the remaining balance 7 days prior to the event.

## **CANCELLATIONS**

If you cancel your event 120 days or more before the event date, W.O. Smith will refund any payments received in excess of the reservation fee. Other cancellation terms are enumerated in the Rental Contract. If for any reason your event is canceled by W.O. Smith, all payments made, including reservation fees, will be refunded in full. In this situation, refund of payments shall be the total limit of any W.O. Smith liability.

## **WHO MAY RENT AND USE FACILITY**

W.O. Smith Music School welcomes all types of events from meetings and concerts to parties and receptions. All events are expected to be within the character and mission of the School and must be approved by the School. Because of the character of W.O. Smith Music School as an educational and charitable institution, the School reserves the right to refuse to make its facilities available to a prospective renter for any use it deems inappropriate at its sole discretion.

## **INSURANCE AND LIABILITY**

W.O. Smith Music School carries special event liability insurance, but we also require that W.O. Smith Music School be named as an additional insured on the liability insurance carried by caterers, valet and limousine services, and by other vendors with on-site service duties. Certificates must be provided to W.O. Smith Music School staff 10 days before any scheduled event. W.O. Smith Music School must be named as additional insured with coverage of a minimum of \$1,000,000 liability per occurrence. Note that our event insurance and vendor insurance policies protect W.O. Smith Music School and the vendors, but not you. To protect you in the same way on your event day, we require that you purchase "Day of Event" liability insurance. This insurance is available from your insurance agent, or on the web for a nominal charge. W.O. Smith Music School must be named as "additional insured" on your policy as well.

## **ALCOHOL AND SMOKING**

By Tennessee state law, alcoholic beverages may only be served to adults twenty-one years old or older and only by a licensed bartender. The bartender must carry an Alcoholic Beverage Commission (ABC) card at all times while on the premises. Bartenders at W.O. Smith Music School must work for a licensed caterer or bartender service with proper insurance covering event liability and alcohol liability risks. No freelance uninsured bartenders are allowed. Cash bars are permitted for Not-For-Profit fundraisers who have obtained the proper state permit from the ABC. No smoking is permitted indoors at W.O. Smith. A smoking area is provided outdoors.

## **CATERING**

W.O. Smith Music School works with many professional caterers who provide a wide range of choices to fit your tastes and budget. All caterers must be fully licensed and provide proof of insurance naming W.O. Smith Music School as an additional insured. After the event, the caterer must sweep/mop the kitchen and staging floor areas and remove any food, containers, serving items, and trash from the venue. Trash may be placed in designated waste receptacles only. All caterers must provide sufficient staff on site to bus and clean for any event at W.O. Smith Music School. No “drop-off” food is permitted at W.O. Smith. You must make arrangements to provide staff to serve and replenish food/beverage/utensils, to manage scullery and trash carryout, and to bus all plates, cups, utensils, and trash during your event. W.O. Smith Music School recommends at least two catering staff for every fifty guests.

W.O. Smith Music School allows venue renters to use any caterer they wish with approval from the school. A list of pre-approved caterers is available on our website.

## **VENDORS, WORKSHEETS, SETUP AND BREAKDOWN**

Vendor setup and breakdown and any vendor deliveries or pickups of supplies before, during, or after your event must be detailed on your Event Worksheet and submitted to W.O. Smith at least ten days before your event. Your vendors should provide you with this information in a timely fashion. Please note that any vendors should be approved by W.O. Smith and must provide proof of insurance or they may not be allowed on W.O. Smith Music School property on event day.

## **TABLES AND CHAIRS**

W.O. Smith Music School is happy to provide tables and chairs that are in our facility for use by our renters at no additional expense. Renters or their assigned vendors are responsible for all setup, cleanup and tear down of contracted or W.O. Smith owned tables and chairs. These services may be available from W.O. Smith Music School at an additional expense. Available tables include: twenty - 60” rounds; twelve - 6’ banquet (rectangular); and six - 30” bistro tables (tall bar). More than 200 chairs are available in the facility.

## **AUDIO VISUAL EQUIPMENT**

A variety of audio visual equipment is available at no additional expense for presentations or slideshows. While W.O. Smith can provide audio for the Lobby Atrium, all audio needed for ceremonies, bands, or DJ’s must be provided by the renter or their assigned vendor.

## **DECORATIONS, CANDLES, CONFETTI**

**Installation of tape, staples, nails, screws or other fasteners is allowed at W.O. Smith by written permission only.** No decorations, wiring, or any other materials may be fastened to any sprinkler piping or sprinkler systems components. All egress openings and egress routes shall be kept open for unimpeded access and travel. **NO CANDLES, GLITTER, CONFETTI, FIREWORKS, OR BIRDSEED** is allowed on the property.

## **BANDS AND MUSIC**

W.O. Smith Music School is a great place for music, bands, and live entertainment. The amount of space available on stage and for dancing depends on the size and plan for your event. We will be glad to help you with a floor plan to make the best possible use of event space for your band, dancing, and other functions.

## **PARKING AND VALET SERVICES**

Ample parking is available in the W.O. Smith Music School parking lot, spaces in the adjacent business lot, and on street parking behind the school. While not required, valet parking can be a wonderful amenity for any event. The use of valet parking, buses, shuttles, or limousine service for your event should be communicated by you to W.O. Smith Music School on the Event Worksheet submitted by you at least 10 days prior to your event.

## **CLEANUP, RESPONSIBILITY FOR BEHAVIOR OF GUESTS AND VENDORS**

You and all vendors contracted by you to provide on site services at W.O. Smith Music School must complete cleanup during and/or immediately after the event and leave the property clean and tidy, unless arrangement has been made prior with W.O. Smith Management. All trash must be removed from the venue by you or your assigned vendors. Caterers must leave kitchen work surfaces and sinks wiped clean and the kitchen floor must be swept and mopped when necessary. Food spilled on event hall floors must be removed. Vendors include caterers, florists, decorators, photographers, those providing tables and chairs, and any other support personnel whom you hire to provide materials or services on site. In lieu of special arrangements made by you, items left by vendors or guests after your event may be considered abandoned property and disposed. Failure of a vendor to perform proper timely cleanup will result in a charge of no less than \$150. Any damage caused by you, your guests, or by your vendors to the facility will be charged to you as stipulated in the rental contract.

## **NON-PROFIT EVENTS**

W.O. Smith Music School always makes an effort to accommodate non-profit organizations. In order to arrive at a cost effective proposal, the following regulations have been adopted:

Non-profit events are subject to prevailing rates if any of the following conditions apply:

- The event is ticketed and requires payment by patrons or is not open to the public
- Event vendors are charging for services or any participant in the event is receiving remuneration from the event
- Donations are expected or are encouraged by the non-profit organization
- Fundraising of any kind is the sole purpose of the event

W.O. Smith Music School will negotiate, to the best of its ability, favorable rental rates to any non-profit meeting any of the above conditions. W.O. Smith Music School neither guarantees rate reductions or waiver of fees for any event.

## **CULTURAL EVENTS AND PERFORMANCES**

W.O. Smith Music School is eager to see the use of Woods Hall for performances/events that will enhance the cultural use of its facilities and provide access to students, families, and volunteers in the W.O. Smith Music School community.

For-Profit and Non-Profit organizations may request use of the facility without fee under the following conditions:

- Performances or events are open to the public
- The performance or event is not ticketed or requires a fee for entry
- The performance or event enhances or is in keeping with the character of W.O. Smith Music School as an educational and charitable institution
- The event is not catered or offers any other type of food or beverage service
- Vendors/participants do not receive fees associated with the performance (this would include music instructors who would like to use the facility for recitals or concerts).
- A W.O. Smith Music School staff member is willing to act as event manager for the production

Organizations that would like to hold receptions or provide catered or non-catered food and beverages are subject to applicable fees. If a W.O. Smith staff member is not available as event manager, a cultural event or performance may still be considered if the organization is willing to pay the hourly rate to hire an event manager of the School's choosing. W.O. Smith Music School neither guarantees the use of the facility or waiver of fees for any performance or event without the explicit consent of W.O. Smith Music School staff.

W.O. Smith Music School does not make our facility available for recitals/concerts for private studios.

**“PLANNERS” AND “DAY OF DIRECTOR” REQUIREMENTS**

While not required, W.O. Smith Music School recommends that renters engage the services of professional planners to help with the design, planning, and coordination of your event. For all events, W.O. Smith Music School requires a contact person be designated “Day of Director”. The “Day of Director” can be a professional planner engaged for the event. This person must agree to be available from the start of the contracted time on the day of the event until one hour after the event guests have left the facility and clean-up is concluded. The “Day of Director” shall be responsible for making all necessary arrangements to empty the facility of guest and event related materials, including decorations, lighting, wedding cake and leftover food, bars, and personal belongings of guests. In addition, the “Day of Director” is responsible for all of the clean-up conditions in the Event Rental Policies. For weddings, the “Day of Director” should not be the bride or groom, parents of the bride, or bridesmaids or bridegrooms whenever possible.

**AGREEMENT IS BINDING**

This agreement shall function as the operating contract governing the understandings between you and W.O. Smith Music School. This agreement supersedes and voids all prior agreements, letters, and proposals. Changes to this agreement must be made in writing and signed by both you and a representative of W.O. Smith Music School. A change, defect, or breach of any particular clause of this agreement shall not result in nullification of the remainder of the agreement. All terms of this agreement shall be binding upon the parties and their respective successors and assigns. All terms of this agreement shall be governed by, construed, and enforced in accordance with the laws of the State of Tennessee. W.O. Smith Music School rental policies may change without notice.

I have read the above event rental policies and understand that it is my responsibility to share these with my guests and any vendors with whom I contract to provide goods and services at W.O. Smith Music School. After my date has been reserved, and the \$500 reservation fee has been paid, an event contract will be provided.

I agree to these terms and conditions of the Event Policies of W.O. Smith Music School.

Event Date	Event Type	Anticipated Hours
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Signature of Guest Assuming Responsibility for Event	Date
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Please fill in your contact information below:

\_\_\_\_\_  
Name

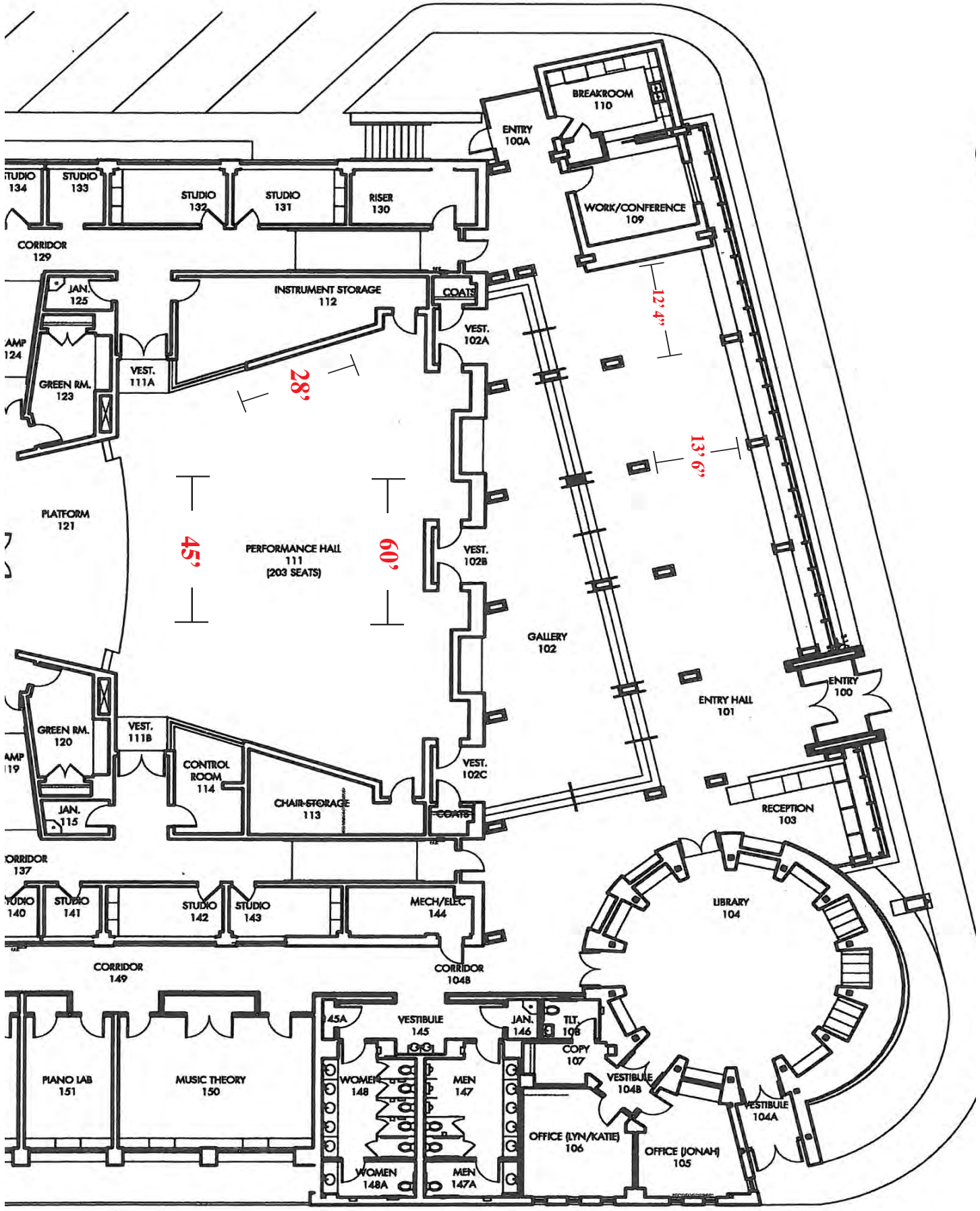
\_\_\_\_\_  
Address

\_\_\_\_\_  
City, St, Zip

\_\_\_\_\_  
Phone #1

\_\_\_\_\_  
Phone #2

\_\_\_\_\_  
Email





# W.O. SMITH MUSIC SCHOOL EVENT WORKSHEET

CLIENT NAME	EVENT DATE	"DAY OF DIRECTOR"	EMAIL PHONE	EVENT TYPE

VENDOR NAME	CONTACT NAME	PHONE NUMBER	EMAIL	DELIVERY	PICK-UP

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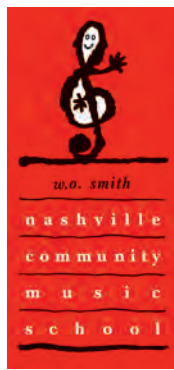
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# W.O. Smith Music School

## CATERING CHECKLIST

Thank you for all your hard work! Please ensure that the following tasks have been completed by you and your staff. Before your departure, please have the W.O. Smith site manager sign below. Failure to complete these tasks or obtain a proper signature may result in the loss of your company's privileges and access to the building in the future.

- \_\_\_\_\_ **Continuously bus all tables and floor space**
  
- \_\_\_\_\_ **Take all trash out to the dumpster, reline garbage bins**
  
- \_\_\_\_\_ **Clean and scrub sink, ensure proper drainage**
  
- \_\_\_\_\_ **Bag all dirty dishes and stack glassware properly;  
Please organize for easy load out**
  
- \_\_\_\_\_ **Wipe and disinfect all surfaces in kitchen**
  
- \_\_\_\_\_ **Remove all leftover food, beer and liquor or box for  
easy load out by your client**
  
- \_\_\_\_\_ **Clean out ovens & refrigerator/freezer**
  
- \_\_\_\_\_ **Sweep and mop the kitchen floor when necessary**

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W.O. Smith Manager