



PARTHENON HOUSE RULES FOR AFTER HOUR EVENTS

OLYMPIAN & NIKE MEMBERSHIP

The Parthenon is one of Nashville's most treasured landmarks, and when you become a member of *The Conservancy for the Parthenon and Centennial Park*, it will be the location for your memorable event!

Provisions

With a Conservancy membership, the facility will provide the following for your event:

- Olympian membership of \$3,500 gives you evening access to the facility. Nike members at the \$1,500 level have daytime (only) access on Sundays and Mondays. Check dates with the Parthenon Event Coordinator.
- Access to the Naos, Treasury, art galleries, Parthenon lobby and restrooms
- At least one museum staff person and one Park Police officer (The staff is present to protect the building and its contents, answer questions and monitor event)
- The assistance and expertise of the Parthenon's Event Coordinator
- **Your membership fee is 100% tax-deductible and includes other member privileges outlined in the Olympian or Nike Membership.**

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 near capacity, the Parthenon will monitor numbers to insure compliance. Events exceeding 400 will require the use of a tented area outside and will incur additional staff charges.

Load-in for Olympian events may begin at 4:30 pm, when the Parthenon closes to the public. Load-in for Nike events will depend on the timing of the event. Unsupervised children are not permitted in the building during set-up or break-down.

Olympian events should begin by 7 pm and conclude by 11 pm. The Director of the Metro Board of Parks and Recreation must approve any waiver of ending time.

Fees and Booking Facility

A date may be put on hold for 30 days. To retain the date, the user must complete the following before the end of the 30 days: 1) provide the security deposit of \$1,000 and 2) complete an application, to be submitted to the Parthenon Event Coordinator for approval. If the event is cancelled less than 60 days prior to the date of event, the deposit is forfeited.



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If you cancel more than 60 days before the date of your event, there is a \$500 non-refundable deposit, with the remainder of your deposit refunded.

The full membership fee is due 30 days prior to the event. Your deposit will be refunded after the event, provided all guidelines have been followed.

It is understood that the date booked for the event is the only date that is reserved for the patron. In the case of weddings, a rehearsal may be scheduled between 5 and 7 p.m. on the day before the event, subject to availability 21 days prior to the event. There is a \$300 fee for additional staffing for this extra day.

Olympian membership covers staff time from 5:00–midnight only. Please be advised that we require a **minimum** of two hours for breakdown and custodial clean-up. Plan your event so that the breakdown and clean-up (including custodial work) can be completed by midnight to avoid additional charges for staff time. After midnight, staff fees for both Olympian and Nike events will accrue at the rate of \$50 per staffer per hour (\$75 on Metro holidays). These same rates apply to Nike events that go beyond the six hours built in to the Nike membership.

Vendors should be aware that materials must be removed in a timely manner to avoid your being billed for extra staff time. Events on days when the Parthenon is closed (all Mondays, and Sundays at certain times of the year) will accrue additional staff time if the user wishes to begin prior to 5:00 p.m.

If the member incurs additional staff charges during the event, the deposit will be held to cover these costs. Should these costs exceed the deposit, the member must pay in full within 60 days of being invoiced.

Any action by member or guests that endangers the Parthenon or its contents or is in conflict with House Rules, applicable park ordinances or safety guidelines will result in the immediate forfeiture of the deposit, and may result in early termination of the event.

User and Vendor Guidelines

- The user should appoint one individual to be the Contact Person for the event. The 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 deal directly with the Contact Person. A post-event walk through with the user or Contact Person and Parthenon staff



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will determine the return or retention of the deposit, based on the following check list:

- a. All dirty dishes, linens and flatware must be removed at the end of the event.
 - b. All trash and garbage must be placed in designated areas.
 - 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 Member or 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.
 - Events with sound amplification and/or tents will need to apply for a special permit from the Metro Parks Board. The Parthenon Event Coordinator 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. Based on the gallery schedule, there may be certain blackout dates when food and drink may not be served in a particular gallery.
 - There are certain designated areas that may be tented; plans for the use of the grounds around the Parthenon must be cleared a minimum of 2 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 vendors (e.g. caterers) must have proof of liability insurance. If using a vendor who does not appear on our Preferred Vendors List, please submit insurance with application.
 - All vendor vehicles parked in the no-parking areas adjacent to the building must be moved prior to the start of the event.



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Restricted

- Only non-profit organizations may hold events where an admission is charged. All ticket sales must occur in advance and off-site. No tickets may be sold on the property. For-profit organizations may partner with a non-profit on events where ticket proceeds to the non-profit.
- Smoking is NOT permitted inside the building. Guests are permitted to smoke on the east porch, but user must provide appropriate containers with sand or similar material to be used as ashtrays.
- Absolutely no climbing on Athena, the Elgin casts or the pediment models in the upper level.
- 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 or non-biodegradable items may be thrown in the Plaza area or on the grounds. 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.
 - 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 assumes 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 bartender must serve all alcoholic beverages and he/she is to be in attendance at the bar at all times.



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- f. All beer must be served from a bottle, glass or can. Kegs are not allowed.
- g. Individual guests may not bring alcoholic beverages onto the premises or take poured beverages off the party site.
- h. Red wine may be served only at seated dinners where all pouring is handled by wait staff at the table.
- i. Alcoholic beverages may be served only during the specified hours of the event.
- j. Alcohol may not be served at student-sponsored events.
- k. If alcohol is served, bars must close 30 minutes prior to the end of event.

Disclaimers and Site Limitations

- Fog machines and open flames are prohibited. Votive candles in appropriate containers and tapers enclosed in glass are permitted.
- The galleries cannot be used to accommodate silent auctions.
- Potential 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 Coordinator will advise user 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.
- Centennial Park's parking lots are also shared areas. Parking on the grass is prohibited and subject to towing.
- The Parthenon has no catering kitchen. The staff kitchen is locked during event. See staff for access to water. No cooking is permitted inside the building.
- The Parthenon has no dressing rooms other than the public restrooms in the front lobby.