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## APPLICATION FOR PRIVATE USE OF PARTHENON

Membership Level  
Olympian \$5,000 \_\_\_\_  
Nike \$3,000 \_\_\_\_

1. Conservancy Member Name \_\_\_\_\_

Address \_\_\_\_\_

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

Cell# \_\_\_\_\_

Email \_\_\_\_\_

2. User Name (if different than above) \_\_\_\_\_

Address \_\_\_\_\_

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

Cell # \_\_\_\_\_

Email \_\_\_\_\_

3. Event Coordinator \_\_\_\_\_

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

Email \_\_\_\_\_

4. Other important contacts \_\_\_\_\_

\_\_\_\_\_

### **Event Information**

Requested Event Date \_\_\_\_\_

Type of Event \_\_\_\_\_

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Number of Guests Expected \_\_\_\_\_

Caterer Name \_\_\_\_\_ Phone \_\_\_\_\_

Do you plan on having a tent? Yes \_\_\_\_\_ No \_\_\_\_\_

Rental Company \_\_\_\_\_ Phone \_\_\_\_\_

Florist \_\_\_\_\_ Phone \_\_\_\_\_

Do you plan to use a sound system? \_\_\_\_\_

If yes, please describe \_\_\_\_\_

Source of Music: \_\_\_\_\_ Phone \_\_\_\_\_

Will you have Valet Parking? Yes \_\_\_\_\_ No \_\_\_\_\_

Name of Valet Company: \_\_\_\_\_

Do you plan to serve alcoholic beverages? \_\_\_\_\_

*If serving alcohol, you must close the bar(s) 30 minutes prior to the end of your event. Please see House Rules for alcohol guidelines.*

### **Event Time Line** (Evening events must end by 11 pm unless you have waiver)

*Event time is necessary. Other times can be filled in as plans are finalized.*

Arrival of Rentals \_\_\_\_\_ Begin serving of Food \_\_\_\_\_

Arrival of Catering \_\_\_\_\_ Bars will open \_\_\_\_\_

Arrival of Florist \_\_\_\_\_ Music to end \_\_\_\_\_

Arrival of Music \_\_\_\_\_ Bars to close \_\_\_\_\_

Guest Arrival Time \_\_\_\_\_ Guest departure time \_\_\_\_\_

**Event Time** \_\_\_\_\_ Rental pick-up time \_\_\_\_\_



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Do you plan to use the exterior of the building? \_\_\_\_\_

(Note: Using the exterior of the building may require additional staff. Estimated staff charges will be determined once we receive your application.) The Plaza area of the East side of the Parthenon is not handicap accessible.

What are your plans for decorations?

Please write any additional information about your event:

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### **Payment Information**

- 50% Deposit Enclosed. Please mark membership level on front page. Make checks payable to The Conservancy. Deposits are non-refundable after 10 days from the contract execution.
- Balance Payment/Membership Enclosed. Due 45 days prior to the event date. Please mark membership level on front page. Make checks payable to The Conservancy.
- Charge \$\_\_\_\_\_ to my credit card. (Please provide the following information)

Circle one:    AmEx                      Mastercard                      Visa

Card # \_\_\_\_\_

Expiration \_\_\_\_\_

Credit card security code \_\_\_\_\_

Billing zip code \_\_\_\_\_

Name as it appears on card \_\_\_\_\_

Signature \_\_\_\_\_

*It is understood that Metropolitan Government of Nashville shall assume no liability for the actions of individuals as a result of this contract to allow the consumption of alcoholic beverages on park property.*

*The member is responsible for monitoring the behavior of individuals attending the event. The Metropolitan Government of Nashville reserves the right to decline the usage of any proposed provider of goods and services, such right not to be exercised unreasonable.*

**I HAVE READ AND AGREE TO ABIDE BY THE PARTHENON HOUSE RULES.**

**Applicant Signature** \_\_\_\_\_

**Date** \_\_\_\_\_