



PARTHENON HOUSE RULES FOR AFTER HOURS EVENTS OLYMPIAN & NIKE MEMBERSHIPS

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

Membership Levels and Rental Fees:

Olympian Membership Level:

Fee: \$5,000

Available Times: 4:30 pm – 11:00 pm, Monday – Sunday. Extended hours available upon request.

Nike Membership Level:

Fee: \$3,000

Time: 9:00 am – 5:00 pm (Monday's only)

Facilities Included in Rental Rates:

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

- Access to the Parthenon Naos, Treasury, art galleries, lobby, plaza, 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 and from 9:00 – 5:00 pm for Monday events.
- Your membership fee is tax-deductible, please contact your tax advisor for details.

Hold Over Fees: Use of the facility after the agreed upon event hours will be charged at a rate of \$500 per hour. Please be advised that we require a **minimum** of two hours for breakdown and custodial cleanup. Plan your event so that the breakdown and cleanup (including custodial work) can be completed by midnight (Olympian) or 5:00 pm (Nike) to avoid additional charges. Fees for both Olympian and Nike events will accrued at the above Hold Over rates. **Vendors should be aware that materials must be removed in a timely manner to avoid your being billed for extra staff time**

In the case of weddings, a rehearsal may be scheduled between 5:00 and 7:00 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.

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 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.

Load-in for Olympian events may begin at 4:30 pm. 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. Request for load-in time prior to 4:30 pm must be cleared through The Conservancy for the Parthenon and Centennial Park. Olympian events should conclude by 11:00 pm and Nike events by 5:00 pm.

Deposit and Booking Rules:

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 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 The Conservancy for the Parthenon and Centennial Park for approval. Applications must be submitted to events@conservancyonline.com.
- 3) Sign and return the Parthenon Private Use Agreement to events@conservancyonline.com

The full 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

- The user should appoint one individual to be the Event Contact Person for the event. 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 deal directly with the Event Contact Person. A post-event walk through with the user or Event Contact Person and Parthenon Event Manager is required. By the time of the walk through:
 - a. All dirty dishes, linens, and flatware must be removed.
 - 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 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.

- 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. 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 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 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 proof of 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.

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 go 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, sparklers, 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 and The Conservancy 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 bartender 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. 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.
- l. 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. Votive candles in appropriate containers and tapers enclosed in glass are permitted.
- 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.
- The Parthenon has no kitchen and the staff break room 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.