



Clement
RAILROAD HOTEL MUSEUM

MEETINGS & SPECIAL EVENTS

Whether you are hosting a business meeting, seminar,
club meeting, wedding reception, or anniversary party,
the Clement Railroad Hotel Museum
will make it memorable!

Wonderful Atmosphere
Friendly, Personal Staff
Southern Hospitality

100 Frank G. Clement Place * Dickson, Tennessee 37055
615-446-0500 * clementmuseum@att.net

Make *History*

a Part of Your Special Event.

For your next business meeting, retreat, seminar, or special day, we hope you will choose our Museum. Our facility is a beautifully renovated historic railroad hotel that is architecturally pleasing and comfortable. Located in Dickson's historic downtown district, you may choose from our light-filled dining room, our classic lobby, or our furnished conference room.

While the Clement Railroad Hotel Museum is a magical venue where events come alive, it is first and foremost a historic site. In order to maintain the integrity of the site, we have developed guidelines that must be followed. A Museum staff person, board member, or volunteer will be present during your event and, if needed, by special arrangement ahead of time, to help assure that your event goes as planned as well as to ascertain that all of the Museum's policies are followed.



Rental revenues are one of the main sources of operating income for the Museum, which is a nonprofit organization. These revenues play a vital role in the ongoing development of the Museum's exhibits and educational programming. Facility rental income is an extremely important part of our income...your support is needed and greatly appreciated!

Governor Frank G. Clement Railroad Hotel Museum

FACILITY RENTAL POLICY

The Museum's Dining Room, Lobby, and Conference Room are available for rental year-round, excluding Easter Sunday, July 4th, Thanksgiving Day, Christmas Eve and Day, and New Year's Eve and Day. Usage of the Museum will be made available when such use does not conflict with official Museum programs, tours, and events which have priority over rental events. For events held during the Museum's regular operating hours, the facility will remain open.

Rental Fees

The attached rates are figured on a full day and half-day basis, Monday through Saturday. Full day rental is from 8:00 a.m. until 5:00 p.m. A half-day rental consists of a 4-hour block, completed by 5:00 p.m. Sunday hours are 1:00 p.m. until 5:00 p.m. Evening rates are from 5:00 p.m. until 10:00 p.m.

Capacity

The Dining Room will comfortably seat 32 – 38 with round tables for a seated luncheon or dinner. It can easily seat 50-65 for theatre-style seating. The Lobby can comfortably accommodate 40-45 for a standing-only reception; combined with the Dining Room, Hallway and Rear Lobby, the first floor area can accommodate 120 - 125. The Conference Room will seat 15-20 around the conference table.

Conditions of Use

Set-up and Clean-up: The user is solely responsible for all set-up and clean-up of the areas rented. This includes catering, bartending, musician, and florist activities. A Museum staff member, board member, or volunteer will be available to answer your questions but NOT to move tables, chairs, or any equipment. No furniture in the Museum may be moved without the permission from a Museum staff member. No wall fixtures or pictures can be removed. We must ask for no exceptions. Public doors and corridors may not be blocked in any way and the Museum reserves the right to determine and enforce basic safety standards and accessibility to exits.

Storage: The Museum does not provide storage space. All materials needed for your event must be brought at the time of your set-up and removed immediately after your event. The Museum shall not be liable for any loss or damage of items left at the Museum.

Walkthrough: A final walkthrough two (2) weeks before the event is highly recommended. It is important that this walkthrough is scheduled during our regular office hours at the Museum. At this time, planning should be done and set-ups explained to the Museum staff. The renter agrees to take the utmost care not to damage the facility. The renter will be held solely responsible for any and all damage to the building, equipment, fixtures, and furniture arising out of use of the premises.

Food Service/Catering

You are welcome to use the catering service of your choice. Caterers should comply with all city, county, and state foodservice and/or health regulations and laws. Caterers are required to do a site inspection of the kitchen facilities prior to the event. The kitchen features a refrigerator, coffee maker, microwave, dishwasher, and <warming ovens/stove>. The following rules apply to the rental of the Museum:

- When bringing in and removing equipment from the Museum, use the kitchen door only.
- All cooking must be done off-site.
- There is No Garbage Disposal; please do not put any food down the drain.
- All beverages must be served in a glass or cup (glass or plastic ware).
- Remember to bring basic supplies, such as trash bags, paper towels, etc. Trash is to be double-bagged for pick-up.
- All catering and food supplies must be removed at the end of the event. The Museum is not responsible for any items left on the premises.

Alcoholic Beverage Policy

The use of alcoholic beverages at the Museum shall be permitted within these guidelines:

- The renter is responsible for the actions of all guests. Alcohol should only be used responsibly. The renter must take all reasonable precautions to ensure the safety of all guests with regard to alcohol consumption. The renter is responsible for designating non-drinking drivers when necessary.
- The renter is responsible for adhering to all state and local regulations governing the consumption and serving of alcoholic beverages.
- The sale of alcoholic beverages is prohibited. The term “sale” refers to: (i) a cash bar, and (ii) events that charge admission and serve, give away, or sell alcohol during the event, including previous ticket sales.
- Alcoholic beverages must be served with the accompaniment of substantial food.
- Beverages must be served from and consumed in the Museum. No alcoholic beverages may be taken from the premises by guests.
- Alcoholic beverages must be served by a designated bartender or bartenders, 21 years of age or older, who is in attendance at the bar at all times. The bartender(s) must be named on your event form. The bartender(s) **MUST** be supplied by your caterer or a professional bartending service.
- No one under the age of 21 may be served alcoholic beverages.
- Champagne fountains and beer kegs are prohibited.
- Alcoholic beverages may be served or consumed only during rental hours.
- Beverages must be served in a glass or cup. Drinking from cans or bottles is prohibited.
- The bar must be closed one hour before the end of the rental period.
- Bartenders and caterers are responsible for disposing of empty bottles along with other trash. All trash is to be double-bagged for pick-up.

- The Museum reserves the right to refuse service to and evict from the premises any member of any party, who, because of intoxication or other consideration, may be found to be creating a disturbance or threatening the peace, tranquility, or safety of guests or property. Renters are held responsible for the behavior of their guests, and any damage to the property caused by a guest will be held payable personally by the renter.
- The renter assumes all responsibility for required permits, including, but not limited to: signage, alcohol, and food service. All event vendors/service people must have valid licenses, and copies of vendors' "Certificate of Insurance" must be made available to the Museum for review prior to the event.
- The Museum and its Board of Directors, Staff, and Volunteers assume no liability for the action of individuals as a result of your decision to serve alcoholic beverages. The holder of the event is solely responsible for the actions of all guests.
- We reserve the right to call for police assistance if necessary.

Decorations

Interior Decorations:

1. Decorations are limited to tabletop or freestanding elements.
2. No decorations may be placed on the walls, doors, furnishings, windows, or hung from the ceiling by use of tape, staples, nails, or other methods.
3. No public door or corridor may be blocked in any way.
4. Small candles or tea lights may be used if they are enclosed in glass and placed a reasonable distance from anything flammable. Luminaries are not permitted. An open flame of any type is strictly prohibited in the Museum.
5. Electrical connections and special lighting must be approved by the Museum staff in advance of your rental. If approved, the installations must be done under the supervision of Museum staff.
6. Rice, paper, bird seed, glitter, silly string, bubbles, flower petals, and confetti may not be used at the Museum.
7. Any and all decorations must be removed and disposed of immediately following your event at the Museum.
8. All personal and rented property must be removed immediately following your event. Exceptions may be made only if prearranged with Museum staff.

Exterior Decorations:

1. No decorations or signs can be placed over existing Museum signage. There are no exceptions to this.
2. Luminaries are not permitted. An open flame of any type is strictly prohibited on Museum grounds, including the front and back entrances.
3. No vehicles or horse-drawn carriages may be pulled upon the paved walkway in front of the Museum. This is a public walkway and should not be blocked in any way.

Florists, Floral Arrangements

Floral arranging space is not available at the Museum; arrangements must be assembled prior to arrival at the Museum for your event. Floral guidelines are:

- Vermiculite cannot be used in arrangements.
- A plastic liner needs to be used with all floral arrangements to contain water that may drip onto the furniture, floors, etc.
- Place clear plastic or mats under arrangements that contain moss.
- Garlands can be secured to banisters inside the Museum if attached with pipe cleaners. Tape and uncovered wire cannot be used.
- Furniture cannot be moved or rearranged without permission and supervision of Museum staff.
- Small candles or tea lights can be used if they are enclosed in glass and placed a reasonable distance from anything flammable. Luminaries are not permitted. An open flame of any type is strictly prohibited in the Museum.
- Should circumstances require any items be left after an event, special arrangements must be made by the florist with Museum staff. The Museum will not be responsible for any items delivered to or left at the Museum.

No Smoking

The Museum is a smoke-free environment. Smoking is prohibited in the Museum as well as on the front and rear accessible entrances except at designated smoking areas with sand-filled receptacles. No cigarette butts may be extinguished on the front porch or at the rear accessible entrance.

Music and Dancing

Taped music is allowed inside the Museum as is “unplugged” live music. Volume levels must be controlled. The Museum staff has the authority to control the noise level. Music must discontinue playing by 9:30 p.m. Dancing is not allowed inside the Museum.

Printed Material

For events that are open to the public, the renter must be careful to make the distinction between events that are sponsored by the Museum and events that are merely taking place at the Museum. Therefore, promotional materials relating to your event that reference the Governor Frank G. Clement Railroad Hotel Museum must be submitted to the Museum for approval of copy before they are put in their final printing stages.

Liability

The Museum will not be liable to the user, its guests, agents, performers, or employees for any personal property. Additionally, it is the sole responsibility of the user to follow all applicable local, state, and federal safety rules and regulations and to maintain safe conditions for workers, activity patrons, guests, and the public.

Parking

The front of the Museum is a public street with limited parking and is to be used only for drop-off of materials and guests. Sufficient parking is available in nearby parking lots within the downtown area. Valet parking is strongly encouraged for evening events or for any event with more than 50 guests.

Clean-up Requirements

The renter is responsible for all clean-up. The facility must be returned to its original condition. All trash and debris from the event must be double-bagged and ready for pick-up. A Museum staff person or representative will be available during the event to answer any questions about cleaning. The Museum representative will approve the condition of the facility at close of the event and will advise the renter of any possible cleaning charges.

Payment

One half of the rental fee is due at the signing of the rental agreement to reserve the date. The balance of the rental fee is due within 14 days of the event. Rental of four (4) hours or less requires full payment and no refund. We accept personal cash and checks.

Cancellation Policy

We understand that sometimes it becomes necessary to cancel a scheduled event. Please contact the Museum as soon as possible when you need to cancel. Extenuating circumstances will be considered on an individual basis.

Refunds: We will return fifty percent (50%) of the entire rental fee upon cancellation of the agreement up to fourteen (14) days prior to the date of the event. Cancellations within 14 days of the event will receive no refund, extenuating circumstances notwithstanding.

Damages

In the event that damages to the Museum are incurred by your event, you will be charged for the cost of repair for any damages that your event causes. Payment will be expected no later than thirty (30) days later.



Top Photo: Conference Room
 Left Photo: Dining Room
 Right Photo: Museum Lobby

Facility Rental Fees

Prices Effective Spring 2009

Rental Space	Daily	½ Day	Evening	Non-profit Daily	Non-profit ½ Day	Non-profit Evening
Dining Room	\$200	\$100	\$250	\$100	\$50	\$125
Conference Rm.	\$150	\$75	N/A	\$75	\$35	N/A
Lobby Only	N/A	N/A	\$200	N/A	N/A	\$100
Lobby w/ DR	N/A	N/A	Add. \$75	N/A	N/A	Add. \$50

Special Services Available at No Additional Costs

- Eight 4-foot Round Tables
- Two 6-foot Rectangular Tables
- 32 White Folding Chairs

Table Linens are available for an Additional Cost of \$5.00 per tablecloth.

Governor Frank Clement Railroad Hotel Museum Rental Agreement

Please Print

Name of Organization, if applicable _____

Contact Person _____

Mailing Address _____

City/State/Zip _____

Daytime Phone _____ Cell _____

Date of Event _____ Number of Guests _____

Type of Event _____

Space to be Rented _____

Beginning Time of Event _____ Ending Time _____

Rental Fee _____

By signing this agreement, I _____ agree to:

- Faithfully observe and comply with any and all rules and regulations as set forth in the attached Gov. Frank Clement Railroad Hotel Museum Facilities Rental Policy which is incorporated herein by reference as if it were set out in verbatim;
- Comply with the laws of the United States of America, the State of Tennessee, and the City of Dickson, Tennessee;
- Pay to the Gov. Frank Clement Railroad Hotel Museum the costs incurred as a result of any damages to the facility, furnishings, equipment, or collections arising out of the use of the premises under the terms of this contract;
- Indemnify and hold harmless the Gov. Frank Clement Railroad Hotel Museum, its board of directors, employees, volunteers, agents, representatives, insurers, sureties and assigns or anyone acting on its behalf, from any and all claims, damages, liabilities, or causes of action of any kind, nature, and description, whether at law or in equity, now accrued or which hereafter may arise, whether known, or unknown, arising out of any matter, cause, or event arising in any way from the use of the premises under the terms of this contract;
- The undersigned do further agree to replace and/or repair any and all damage to the Gov. Frank Clement Railroad Hotel Museum and to replace and/or repair and all personal property therein, which may or might be damaged and/or lost while the undersigned has the use of the facility.

Signature _____ Date _____

For Office Use Only:

50% of Rental Fee Received: \$ _____ Initial of Museum Representative _____

Check List for Renters

Gov. Frank Clement Railroad Hotel Museum

Payment and Contracts

- Deposit (1/2 rental fee) and signed contract
- Paid in full 14 days prior to event
- Signed Rental/Indemnity Agreement
- Nonprofit charter for Museum, if applicable

Set-up

- Final walk-through before event (highly recommended)
- Enter through catering door whenever possible
- Notify Museum if use of their tables and chairs is needed
- Nothing may be tacked onto the walls
- No tape may be used on the walls, including cords taped to baseboards
- No open flame; votives in glass are okay
- No torches or luminaries on outside
- Place plastic sheet under coolers on kitchen floor
- Check with Museum staff or representative when any questions or concerns

Wrap-up/Clean-up

- For evening events: 10 p.m. is the Museum curfew for events; 9:30 p.m. for music.
- Clean-up can extend past curfew
- Client is responsible for complete collection and bagging of garbage
- All food and personal items must be removed
- Bag linens, stack and consolidate rental equipment
- Room(s) cleared to be checked by Museum staff or representative
- Check with Museum staff or representative before leaving the Museum after the event
- Report any damage(s), if any, and file report with Museum staff or representative