



Tennessee State Museum

Special Events Overview

Rules, Regulations & Costs



TENNESSEE STATE MUSEUM

The TENNESSEE STATE MUSEUM is located in the James K. Polk Cultural Center at 505 Deaderick Street (corner of Deaderick Street and 5th Avenue) in downtown Nashville, occupying an entire city block between 5th and 6th Avenues and Deaderick and Union Streets. The building also houses TPAC – Tennessee Performing Arts Center, and adjoins the 18-story James K. Polk State Office Tower. While the TENNESSEE STATE MUSEUM is not a rental facility, the institution allows events to be hosted after-hours in order to make its presence and exhibitions more widely available to an audience which might not otherwise be served. In keeping with state regulations, no exchange of monies or solicitations of any sort may occur on State property; subsequently, neither event ticketing, cash bars, nor silent auctions are permitted on the TENNESSEE STATE MUSEUM premises.

To provide exclusivity, events must occur after the normal museum operating hours of 10:00 a.m. to 5:00 p.m., Tuesday thru Saturday, and 1:00 p.m. to 5:00 p.m. on Sunday. The museum is closed to the public on Monday; however, it is available for events during the day and evening.

Event costs are determined by specified location, number of guests, use of galleries and exhibit areas, required museum staff, security, and housekeeping services.

Event costs are based on four-hour minimum fees and include the following:

- Museum: Event Coordinator, Technical Coordinator, Event Staff
- State Contractor: Security Supervisor, Security Guards, Housekeepers
- A requested “set donation” to the TENNESSEE STATE MUSEUM FOUNDATION 501 C-3

When proposed events conflict with museum programs and activities, priority is, of course, given to museum programs. The museum’s permanent and temporary installations may not be altered or removed for events.

The museum maintains a list of approved caterers, each of whom has proven its ability to meet the museum’s performance requirements. The Event Coordinator and Technical Event Coordinator must meet with the caterer at least 30 days prior to the event.

EVENT CONTACTS

Director of External Affairs, 615-253-0130

Sharon Dennis, Museum Event Coordinator, 615-253-0113 Sharon.Dennis@tn.gov

505 Deaderick Street - Nashville TN - 37243-1120, 615-741-2692 www.tnmuseum.org

GENERAL EVENT INFORMATION

MUSEUM HOURS OF AVAILABILITY

Available from 5:00 p.m. until 11:00 p.m. Tuesday through Sunday

Available from 8:30 a.m. until 11:00 p.m. Monday

Everyone (including clients and guests, guards, housekeepers, and museum staff) must depart the event space by 11 p.m. or the client will incur an additional four-hour fee for each guard and housekeeper, plus an additional \$50 fee per each half-hour for the Event Coordinator and Event Technical Coordinator's time.

MUSEUM STAFF

The TSM Event Coordinator and TSM Technical Coordinator must be present at every event.
All museum staff must be contracted for a four-hour minimum.

- Museum Event Coordinator
- Museum Technical Coordinator
- Museum Event Staff
- Museum Interpreters (optional)
- Museum Coat Check Staff (seasonal)

REQUIRED MUSEUM STATE SUPPLIERS SUB-CONTRACTED SERVICES

All security guards and housekeepers must each be contracted for a four-hour minimum.

- Security Supervisor
- Security Guards
- Housekeepers

COSTS:

- Estimates of costs are provided upon request by the Museum Event Coordinator.
- Costs may increase if an event takes place during an exhibition requiring higher security.
- The museum always makes every effort to arrive at a cost-effective proposal to accommodate non-profit organizations.

PAYMENT:

- A 50% deposit of the total event cost is due to secure the event date.
- Payment balance is due fifteen days prior to event.
- Fees are payable to the TENNESSEE STATE MUSEUM FOUNDATION.

CANCELLATION POLICY:

- In the event of cancellation, the deposit is non-refundable

MUSEUM EVENT AREAS

Please note that "Set Donations" are in addition to itemized requirements costs.

BUFFALO BILL STAGE AREA, MUSEUM LEVEL B

- Set Donation: \$750 - \$2000 (tax-deductible as allowed by law)
- Accommodation: 1 - 200 guests
- Requirements: One security supervisor
Four to six security officers
Two housekeepers
TSM event coordinator
TSM technical coordinator
TSM staff members (up to 4)

- Accommodation: 200 – 300 guests
- Requirements: TBD

BUFFALO BILL STAGE AREA, MUSEUM LEVEL B PLUS CHANGING GALLERIES

- Accommodation: TBD
- Requirements: Minimum of two additional security officers

MARSHALLING AREA, MUSEUM LEVEL D

- Set Donation: \$750 - \$1500 (tax-deductible as allowed by law)
- Accommodation: 1-150 guests
- Requirements: One security supervisor
One security guard
One housekeeper
TSM event coordinator
TSM technical coordinator
TSM staff members (up to 3)

MARSHALLING AREA AND BUFFALO BILL STAGE AREA

- Set Donation: \$3500 (tax-deductible as allowed by law)
- Accommodation: 150-200 guests in Buffalo Bill stage area
100-150 guests in Marshalling Area
- Requirements: One security supervisor
Four to six security officers
Two housekeepers
TSM event coordinator
TSM technical coordinator
TSM staff members (6)

ENTIRE MUSEUM

- Set Donation: \$3,500 (tax-deductible as allowed by law)
- Accommodation: 250 – 400 guests in Buffalo Bill stage area, Marshalling area and Galleries
- Requirements:
 - Security supervisor
 - Eight security officers
 - Two housekeepers
 - TSM event coordinator
 - TSM technical coordinator
 - TSM staff members (8)

MUSEUM EXPERIENCE ROOM (MER)

- Set Donation: \$500
- Accommodation: 45 people seated at tables, or 60 people in auditorium-style seating
- Requirement:
 - After-hours only*
 - One Security supervisor
 - Two security officers
 - One housekeeper
 - TSM event coordinator
 - TSM technical coordinator
 - TSM staff members (1)

MUSEUM STAGE AND EQUIPMENT

REPRODUCTION VICTORIAN STAGE: The lower level lobby event area adjacent to the changing galleries has an elaborate reproduction Victorian stage reminiscent of the Gilded Age. The Buffalo Bill Stage (originally from Leeds, England) accommodates small musical groups or six speakers seated with a podium. The sound system accommodates most groups. Please provide the museum event coordinator and technical coordinator with the contact information for your entertainment. Three weeks advance notice is appreciated. Stagehands must be provided by entertainment.

MUSEUM INVENTORY: Although the museum prefers that caterers supply their own tables, chairs, and tablecloths for events, the museum has the following equipment available for events:

Sound System for live or recorded music	TBD
Microphones and Stands	TBD
Projector & Screen	TBD
Podium	TBD
(4) 6' banquet tables	\$5 per table
(8) 8' banquet tables	\$5 per table
(4) 60" round tables	\$5 per table
(9) 30" bistro tables	\$5 per table
(10) 30" cocktail tables	\$5 per table
(170) Black chairs	\$1 per chair
(2) Matching wooden bars	\$10 per bar
(1) Faux marble top bar	\$10

A minimum fee of \$50 is required for table set-up and breakdown.

A minimum fee of \$50 is required for chair set-up and breakdown.

LIBERTY PARTY RENTAL: 615-822-4392 info@libertypartyrental.com www.libertypartyrental.com

A full-service event rental company offering tablecloths, china, silver, tables, chairs and bars.

- 60" round tables require 90" round tablecloths
- 30" bistro tables require 120" round tablecloths
- 30" cocktail tables require 90" round tablecloths

This vendor is suggested and not exclusive.

AUDIO-VISUAL EQUIPMENT: The museum has some audio-visual equipment available for use during events. Technician fees will apply for operating the equipment. Both the Buffalo Bill Stage area and the Marshalling area of the museum are fully wired for speeches, as well as recorded, ambient music. A podium is available.

OPTIONS

COAT CHECK: If the host wishes to have coat check available for guests, a museum staff member will be provided for an additional fee. The museum has a convenient place for coat check, as well as portable racks with hangers. Please inform the event coordinator if you wish to utilize the coat check area.

MUSEUM STORE: Arrangements can be made to have the Museum Store open during the event by paying a staffing fee.

AFTER-HOURS MUSEUM TOURS: The Museum's Public Programs staff is available for tours or educational programming—some of which are done in period costumes. Charges depend on the program.

APPROVED CATERER LIST**Alexander's Catering**

511 Union Street; Suite 2626 – Nashville TN

615-726-3699

www.alexscatering@bellsouth.net

Chef Christopher's Catering

Josh Woodall and Brenda Newton 615-452-1912

4216 Old Hwy 31 E - Westmoreland TN 37186

www.chefchristopherscatering.com

Deborah West Catering

www.DeborahWestCatering.com

615-790-6800, 615-838-2178

Dream Events & Catering

Allison Witt 615-259-0848

allison@dreameventsandcatering.com

Giandis Catering

Guy Haskins 615-872-8230, 615-479-0686

100 Centerview Drive, Suite 135; Nashville TN 37214

sales@giandis.com www.giandis.com

Kates Catering

Dani Kates 615-566-8606

dkates@bellsouth.net

Loveless Event Catering

8400 Hwy 100 - Nashville TN 37221

615-646-9700, ext. 4

lisa@lovelesscafe.com

Loveless Events Catering

Lindsey Chance, GM

615-598-3950 C

lindsey@lovelessevents.com

Monell's

Michael King 615-726-4938

1235 6th Avenue North - Nashville TN 37208

tnmonells@comcast.net

<http://monellstn.com>

Neely's Barbeque

Tonya Paine 615-275-8428
Rosa Parks Blvd - Nashville Tennessee 37228
<http://www.neelysbbq.com/home.htm>

Party Time Catering

Jan Sweeney 615-352-0295
107 Heady Drive - Nashville TN 37205
greatfoodtogo@comcast.net www.somethingspecialtn.com

Sargent's Fine Catering

Sherri Clark, Catering Manager 615-661-6226
2342 Old Natchez Trace - Franklin TN 37069
sargcatr@bellsouth.net <http://www.sargentscatering.com>

St. Charles Catering

Donald St. Charles 615-830-6086
7701 Indian Springs Drive – Nashville TN 37221
stcharlescatering@comcast.net

Swett's Restaurant

David Swett 615-329-4418
2725 Clifton Avenue - Nashville TN 37209
www.swettsrestaurant.com

HAMILTON BARTENDING SERVICE

(615) 579-0463, (615) 400-0063
<http://hambarserv.com> tjhamiltonbartend@yahoo.com

This vendor is suggested and not exclusive.

FOOD & BEVERAGE SERVICE RULES OVERVIEW

MUSEUM ENVIRONMENT

The museum's primary responsibility is to protect the institution's collections of art and artifacts. Since most of the objects exhibited are not replaceable, extra precaution must be taken to manage the museum environment. Of particular concern is the quality of air in the museum. For this reason, cooking is not allowed anywhere on-site. *No open flame, fog, haze, smoke, or bubble machines are permitted.*

Another concern of the museum is to remain free of insects and other pests. Food, silver, china, glasses, serving dishes, linens, and floral materials must be removed from the museum immediately following the event. In certain circumstances, special arrangements can be made to store some items on the museum's dock until they can be picked up. Please make these arrangements with the Museum Event Coordinator in advance.

The demands of providing food and beverage service in a museum environment usually require more labor and attention to detail than providing the same services in another setting. All caterers providing service in the museum must read and comply with the following rules:

- Food and beverage service personnel may not use the drains or sinks in the museum to dispose of any ice or liquids.
- All party items must be removed from the event area immediately following the event. This includes: food, food service items, flowers, decorations, tablecloths, tables, and any other items brought into the museum for the event.
- Trash must be removed in a double-lined container. All event trash must be removed from the premises by the caterer **IMMEDIATELY** following the event.
- All deliveries **MUST** be scheduled in advance with the Museum Event Coordinator.
- Neither on-site cooking nor open flames are permitted. Sterno cans are acceptable.
- Neither food nor beverages are allowed in any carpeted areas in the museum.
- Caterer must provide its own staff to clear the tables during the event.
- No tip jars are allowed on the bar or in the food area.
- Caterer must meet with Museum Event Coordinator and Museum Technical Coordinator four weeks prior to event.
- Caterer must provide a minimum of four trays and tray-jacks to place at the entrance of each history exhibition or changing gallery area adjacent to caterers' food and beverage function area.
- Caterer must supply bartenders and a copy of current:
 1. ABC LICENSE
 2. PROOF OF INSURANCE
 3. SIGNED TENNESSEE STATE MUSEUM CATERER AGREEMENT

DELIVERIES: The museum has one loading dock to accommodate the needs of all aspects of the museum's functions, including special events. The Museum Event Coordinator will work with both client and vendors to finalize a delivery schedule that is convenient, yet does not interfere with the necessary museum operations.

SET-UP: Typically, the set-up of chairs, tables, and other event equipment may only occur after 3:00 p.m. on the day of the event due to the normal programming activities of the museum. The bar cannot be presented until after the museum closes at 5:00 p.m. and security has swept the galleries. At no time can event furniture, décor, or equipment obstruct hallways, stairwells, or exits from the museum. Emergency signs and other similar permanent signage cannot be obstructed.

DECORATIONS AND FLOWERS

The colors in the museum will enhance and complement most any special event's color scheme. Florists and decorators often prefer to have an idea about table arrangements and space requirements before creating their designs. Your caterer may desire to work with your florist on these details. If florists or decorators need to visit the museum space, please encourage them to contact the Event Coordinator in advance. If possible, flower arranging must also be done outside the museum in advance. If arrangements must be assembled on-site, the florist may complete all assembly on the loading dock only, and must remove any remaining trash and debris.

In an effort to maintain the integrity of the collections and exhibitions, the museum has a conservation policy which requires approval of the decorations prior to an event. Therefore, careful evaluation of floral centerpieces and decorations is necessary. *Please note: confetti, glitter, or similar loose materials are not allowed.*

Cut flowers provided by a florist may be used in the event spaces, while potted plants may only be used if they have been obtained through an approved florist or nursery which has treated them for insects.

No decorations or signs may be adhered, nailed, or stapled to museum walls. The museum has easels available for signage.

Helium balloons must be anchored by weights when delivered to the museum and must be removed immediately following the event. Additional fees apply if balloons have to be removed from the ceiling by museum staff.

Other than flowers, decorations may involve suspending banners, decorations, or lighting. Museum equipment may only be used by museum employees. Four weeks scheduling notice is required for event decorating assistance. Technician fees are available upon request for these decorating services.

MUSEUM SECURITY

Ensuring that an event flows as smoothly as possible is one of the most important duties of the museum staff assigned to your event. Security personnel are provided both for the well-being of the guests, as well as the safety of the museum's unique collections. There are guests at almost every event who require special assistance in getting from one floor of the exhibit areas to another. The catering staff responsible for preparing and assembling the food requires access to and from the museum loading dock. Guests will require information about the location of restrooms, coat check, etc. These services are the responsibility of the museum security personnel.

In general, the number of security personnel required for events depends upon the number of guests invited, the number of galleries and exhibition areas open for the guests, and the complexity of the food and beverage service required.

The cost of security personnel is fixed by contract with the state's supplier of security personnel services. There is a four-hour minimum charge for each security officer assigned to a special event. An important part of planning for any event is detailing the approximate cost of security services. Cost estimates presented are based on the event as conceived at the time of planning. If the scope of the event changes, costs for security, housekeeping, and museum staff may also change. Security officers must be on duty from setup through breakdown, load-in through load-out and clean-up.

HOUSEKEEPING SERVICES

Following any event, the museum must be ready for the next day's visitors. This task is handled by a team of housekeepers who work for the museum through a state contractor. The cost of these services is determined by the number of housekeepers necessary for the event, and is included in the price estimate, per your specific event proposal.

The museum provides normal cleaning of the premises. Clearing of tables during the event, removal and bagging of leftover ice, foodstuffs, trash, and décor items is not considered routine cleaning and is the direct responsibility of the caterer or event sponsor.



DISCLAIMER

The Tennessee State Museum is not responsible for any items brought to the museum by the client or its vendors, or for property left on museum premises following the conclusion of an event. Cooperation and understanding in helping protect the unique cultural entity of the Tennessee State Museum is appreciated.

PARKING



Unfortunately, the museum has no designated parking, but there are a number of paid lots within easy walking distance. Find convenient parking within 1/4 mile from the TENNESSEE STATE MUSEUM with CENTRAL PARKING. **Valet parking** is another service of CENTRAL PARKING. As with all special event vendors, the museum does not contract directly for any of these services. **Ctrl + Click to follow Link:**

www.nashville.centralparking.com/Museums/Nashville-Tennessee-State-Museum-Parking.html



METRO OWNED FACILITIES:

The **LIBRARY GARAGE** (151 6th Avenue North)

The **METRO COURTHOUSE/PUBLIC SQUARE GARAGE** (101 James Robertson Parkway) make up 2,042 spaces in the downtown parking inventory.

The **NASHVILLE DOWNTOWN PARTNERSHIP** manages these Metro parking facilities, with an emphasis on customer service and making these facilities user-friendly. Check out the new and improved [Park It! Downtown](http://www.parkitdowntown.com) website! Now responsive and very mobile-friendly, parking downtown has never been easier. The website includes an [interactive parking map](#) to search and compare rates for the closest parking facilities to your downtown destination

Find parking with this interactive service from the **NASHVILLE DOWNTOWN PARTNERSHIP**.

Ctrl + Click to follow Link: <http://www.parkitdowntown.com/maps/popular/151/15>