

# WOODLAND HOLLOW

AT

## ANNIE ACRES

### Venue Policies and Highlights

Woodland Hollow is one of Nashville's most inspiring venues which beautifully displays Tennessee's rustic charm and grace. It is nestled in the wooded acreage of Annie Acres, a friendly family farm providing a delightful backdrop for your perfect southern wedding, which will provide memories for a lifetime of happiness.

As each couple is unique and has different views for their perfect event, we are flexible and offer two options for rental of the Woodland Hollow barn space.

#### ALL RENTALS INCLUDE

- ❖ Exclusive rental of Woodland Hollow grounds and barn for the entire weekend of the event (including the day prior for set-up, the event date, and the day after for cleanup)
- ❖ Event venue supervisor (day-of coordinator) will be on-site throughout the event to meet your needs
- ❖ Parking shuttle services for the day of the event to assist with parking, transportation of guests to and from the parking area, & handicapped guests.
- ❖ Setting for engagement or pre-event photography
- ❖ Ceremony rehearsal the day prior
- ❖ Large kitchen facilities for use by caterers for the day of the event
- ❖ White ceiling for perfect wedding day photography
- ❖ Power options for band or entertainment use
- ❖ Synchronized adjustable fans in the main barn space
- ❖ Propane heaters to be used at Renters' discretion during the event.
- ❖ HVAC in Kitchen and Bathrooms

#### RENTAL OPTIONS

- ❖ **Venue Space** - \$6,500 (For any Guest Count up to 250)

##### AMENITIES INCLUDED:

- Discount on rental options with Southern Events upon booking of Woodland Hollow. Rental items negotiated between Southern Events and Renter with venue discount.

- ❖ **Inclusive Package** - \$24,500 (For Guest Counts between 100 and 200)

##### AMENITIES INCLUDED:

- Full Event Planning services customized to your vendor and event parameters.
- Reception Tables, Cocktail Tables, Chairs, and Table Linens are provided for up to 200 guests with set-up and tear down included.
- Design and décor services with Wendy Allen, who'll work with you one-on-one to create your vision
- Wedding Cake, Cupcakes or Dessert Bar, if selected, to meet style and taste preferences.
- Flower Arrangements, bouquets, centerpieces, arbor, etc. planned and fulfilling your personal vision
- Professional DJ + Emcee Services
- Bartender service to assist with serving guests and/or replenishing drink stations during reception.

**PAYMENT SCHEDULE:** Dates are reserved by a down payment and a signed contract received on a first come, first served basis.

- A non-refundable down payment \$2,250 is required to reserve your date upon receipt of contract
- For Inclusive Package rentals, payment plan is calculated based on months prior to event and divided equally.

- The full amount of the contract balance including a \$500 refundable damage deposit is due no later than 60 days prior to your event.
- The damage deposit will be refunded within 14 days if the following requirements have been met:
  - No physical damage to the building, equipment, or property
  - No excessive cleaning is required as a result of event use
  - All decorations and personal property has been removed from the venue at the end of your event
  - All trash is gathered in disposal locations
  - All event rules were followed to the best of your abilities

**CAPACITY**

The maximum number of guests is limited to 250 people. The inclusive package limit is 200 people.

**PARKING**

Woodland Hollow provides parking at the entrance to Annie Acres farm to allow your guests access to the venue. Parking times will be based on your event needs and confirmed 45 days prior to your event. Guests should be shuttled to the venue and vehicles parked at the farm location.

**SOUND**

Woodland Hollow is located near residences, and sound must be kept at an acceptable level for others. We will work with your band, sound technicians, etc. to determine appropriate levels.

**SMOKING POLICY**

Woodland Hollow is a non-smoking facility. No smoking is allowed inside the buildings. The outdoor smoking area is designated where we have conveniently placed receptacles.

**ALCOHOLIC BEVERAGES**

The following policies apply to alcohol service at Woodland Hollow:

1. All alcohol service and distribution for consumption will end no later than 11 pm on the day of the event. We suggest alcohol service cease 1 hour prior to the end of the event for safety of guests.
2. Beer, liquor, wine, and champagne are allowed. Please coordinate with bartenders and guests to neatly box up/dispose of glass bottles for safety to avoid broken glass.
3. At any event at which alcohol is served, Renters must agree to indemnify and hold harmless Woodland Hollow and its owners from any and all liability relating to alcohol consumption. The Renter assumes all liability in the event of injuries as a result of alcohol consumption, including, but not limited to, guests that may consume alcohol and drive off the premises. The Renters are responsible for ensuring that no underage drinking occurs; that no excessive drinking occurs; for escorting any persons abusing alcohol off the premises; and for any damages done to the facility.
4. The Renters agree ultimate discretion rests with owners to remove or cause to be removed any guests with or without cause.