Ravenswood Mansion
Event Rental Contract

This document made and entered into by and between the City of Brentwood, hereinafter referred to as "Lessor" and _____(name), hereinafter referred to as "Lessee".

1. *In consideration of being granted permission to use the Ravenswood Mansion, Lessee does forever release and discharge the City of Brentwood, its successors and assigns, and its officers, employees, agents and servants, and their heirs, administrators, and executors from any and all causes of action, claims, damages, liability, and loss of services incurred or suffered while the Lessee has the use and/or custody of the Ravenswood Mansion.*

2. *The Lessee does further covenant with and agree to indemnify and hold harmless the City of Brentwood, its successors and assigns, its officers, employees, agents and servants, and their heirs, administrators, and executors from all damage, expense, and liability incurred or alleged to be incurred while the undersigned has use and/or custody of the Ravenswood Mansion.*

3. *It is agreed that the Lessee shall take good care of the premises hereby leased and the appurtenances thereof, and shall abide by the terms of the Ravenswood Damage Deposit Form and at the end of the rental term shall release said premises in good order and condition.*

4. *The Lessee does further agree to pay for the replacement and/or repair of any and all property of the Lessor which is damaged and/or lost while the Lessee has the use and/or custody of the Ravenswood Mansion. If such damages should be incurred, the $1000 damage deposit shall not be returned and any such damages or losses in excess of the $1000 deposit shall be paid immediately upon Lessor's demand to the Lessee.*

5. *It is required that the undersigned provide liability insurance coverage if the event involves more than fifty (50) people or the use/consumption of alcohol.*

6. *The Lessee declares that all of the information provided on the attached Event Rental Information Sheet is true and correct. In the event any of such information changes, the Lessee will provide corrected information to the Lessor.*

7. *The Lessee acknowledges that he/she/it has reviewed the Policies and Procedures adopted by the Lessor for the use of the Ravenswood Mansion and agrees to abide by such policies.*

8. *Lessee acknowledges that the information in this agreement and all other forms submitted by Lessee to the City of Brentwood are public record and must be provided to the public if requested in accordance with Tennessee law.*

I/WE, THE UNDERSIGNED, HAVE READ THE ABOVE RENTAL CONTRACT, AND FULLY UNDERSTAND ITS LEGAL MEANING.

Executed at Brentwood, TENNESSEE, this_____day of_____, 20_____.

AGREED AND ACCEPTED BY LESSEE:

(If Lessee is an individual)

*Signature:*_____

Printed Name: _____

Address: _____

_____

(If Lessee is other than an individual)

*Signature of Authorized Representative*_____

*Printed Name:*_____

*Title:*_____

*Address:*_____

_____

Ravenswood Mansion

Event Rental Information Sheet

Marcella Vivrette Smith Park
1825 Wilson Pike
Brentwood, TN 37027

Date and Day of Event: _____

*Purpose of Event:*_____

Expected Number of Guests: _____

Renter's Name: _____

Renter's Address: _____

*City, State and Zip Code:*_____

*Renter's Email Address:*_____

*Cell#:*_____*Work #:*_____ *Home #:*_____

*Event Planner (If applicable):*_____

*Event Planner's Phone Number:*_____*Cell:*_____

*Event Planner's Email Address:*_____

Name of Insurance Company providing liability insurance for the day of your event (if required):

_____

Contact Name at Insurance Company: _____

*Phone #:*_____*Email:*_____

Event Day

Expected Time of Arrival for Set Up: _____

Guests Arrival Time: _____

Event Start Time: _____

Event End Time: _____

Payment

	Amount	*Date Due*	*Date Paid*
Cost of Rental:	_____	_____	_____
Rental Deposit:	_____	_____	_____
Balance on Rental:	_____	_____	_____
Cleaning Fee:	_____*$300*_____	_____	_____
Damage Deposit:	__*$1000*_____	_____	_____
Total Owed:	_____	_____	_____
Total Paid:	_____	_____	_____