



MILLSTONE
MARKET & NURSERY

6993 Poplar Avenue | Germantown, TN 38138 | p: 901-730-1138 | f: 901-730-0279

Email: info@millstonenursery.com | Website: www.millstonenursery.com

Millstone Market & Nursery Event Rental Policies

Millstone Market & Nursery offers a beautiful and unique space for your next event, from meetings, dinner parties, birthday parties and luncheons to weddings and wedding receptions. With approximately 4,000 square feet of covered space, Millstone Market & Nursery can accommodate up to 125 people for a seated event with a dance area or 200 people without a dance area. The greenhouse is extremely versatile and requires almost no decorations due to the beauty of the space itself.

- ✦ After receiving a signed contract and non-refundable deposit, your event date will be reserved.
- ✦ The non-refundable deposit is 25% of the rental fee. Millstone Market & Nursery will expect payment on the full rental amount and cancellations are not allowed unless an act of nature or extreme local tragedy occurs.
- ✦ Lessee is obligated to pay full rental amount upon cancellation unless event is cancelled due to an act of nature.
- ✦ All floral arrangements, i.e. centerpieces, bouquets, etc. must be done by Millstone Market & Nursery floral designers. No outside floral arrangements will be allowed.
- ✦ Event Staff – Millstone Market & Nursery will provide 1 staff member for your event. The staff member will be on-site until all guests have departed. Millstone Market & Nursery will provide additional staff at additional cost to the client.
- ✦ Food & Beverage – We recommend Simply Delicious for catering your event. Any other caterer must be approved by Millstone Market & Nursery, be licensed for food and alcohol service in Memphis, TN, have a current Health Department inspection report and must carry liability insurance. Alcohol may only be served by a Tennessee ABC Certified Bartender.
- ✦ Rental Equipment/Supplies - It is the vendor's responsibility to provide appropriate equipment for set-up and removal of supplies and materials and to pick up supplies and materials once the event has ended. Rented tables and chairs may be delivered the day before the event, but cannot be set up until the event date. Rental chairs and tables need to be stacked and moved to a space in the greenhouse that allows for business to continue the following day. Millstone Market & Nursery is not responsible for the safekeeping of any equipment or rentals that is left unattended during the day or overnight.
- ✦ Decorations – Please do not use nails, screws, staples or tape on any surface, and do not use glitter or confetti for decorations. If you plan to use Millstone Market & Nursery merchandise for decoration or use, this must be approved and put in writing.
- ✦ Smoking is not permitted in the buildings of Millstone Market & Nursery.
- ✦ Millstone Market & Nursery reserves the right to ask an attendee to leave if their behavior is endangering other guests or if the attendee is intoxicated.
- ✦ If alcohol is being served, Millstone Market & Nursery strongly recommends that children not be in attendance. Children present need to be well supervised by a parent or guardian.



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Millstone Market & Nursery Event Rental Policies (continued)

- ✚ Music/Festivities – Music volume shall be low enough as to not disturb the neighbors. Fireworks are not allowed. Birdseed and bubbles are permitted.
- ✚ Insurance – General Liability Insurance is required if alcohol is being served. You must obtain a rider on your insurance policy. There are several online services we recommend that are quick and easy.
- ✚ Housekeeping – Millstone Market & Nursery does not provide housekeeping services. All trash must be placed in containers provided.
- ✚ Additional fees for non-compliance of the rental policies may be incurred.
- ✚ Rental Rates
 - Day Events start at \$450
 - Evening Rate – Sunday through Friday \$1,250
 - Evening Rate – Saturday \$1,800
 - Birthday Parties – \$45 Per Child
 - \$350 minimum charge; up to 13 children
 - 14-20 children \$500
 - Each additional child over 20 - \$28 per child

I have read and agree to the above policies.

Name

Date