

Wilson House  
At  
Ridgetop Station Park

**Guidelines**

**Fees and Amenities**

Fees include use of the ground level only of the House. Renter is responsible for indoor/outdoor set-up, including chairs and tables. Activities on the grounds of the Park must be approved by the Park Board and are subject to Park Rules and Regulations. Rental time includes set up, delivery, and cleaning.

Rental fees:

Monday – Thursday, Daytime Non-Wedding (Max. of 8 hours)	\$250
Friday-Sunday Non-Wedding (Max. of 8 hours)	\$500
Wedding – Any day (Max. of 12 hours)	\$1000
Holidays (Max. of 12 hours)	\$1500
Hourly rental (Max. of 4 hours)	\$50

There is a charge of \$15.00 per hour for House Host. We require one host per 50 guests. This person is on duty to provide friendly help for guests and to give historical information on the House.

A clean up/damage fee is required. This fee will be equal to ½ the total amount of your rental. The city will issue a reimbursement check for the clean up/damage fee within ten (10) days from rental date if everything has been left clean and damage free.

**Seating**

The maximum total occupancy of the ground floor is 149 people, a maximum occupancy of 102 for a seated function and only 48 with tables and chairs. Occupancy of each room will be posted. When using porches and the grounds the number is virtually unlimited.

**Parking**

Parking is limited to parking lot only.

**Reservations**

We require a deposit of one half of the rental fee to confirm the date. The balance, plus deposit, is due 30 days prior to the event. Evidence of general liability coverage in the form of a “Certificate of Insurance” for not less than \$1,000,000 is required to rent the property. This requirement, often attainable by an endorsement to homeowner’s, business, or renter’s insurance must be received not less than 30 days prior to the event date. The City of Ridgetop is to be named as an additional insured.

### **Rental Equipment**

All rental tables, chairs, linens, dishes, silverware, and decorations **MUST BE** delivered and picked up during your rental period. **WE DO NOT** have storage space. You are responsible for any delivery charges, and for informing your caterer of our policies. Ridgetop Station Park or the city of Ridgetop is **NOT** responsible for rental items.

### **Tents**

Tents are allowed on the grounds. However, a permit must be obtained from the Ridgetop Parks and Recreation Department; applications are available at Ridgetop City Hall. You will need to rent tables and chairs for use under the tent. It is necessary to coordinate the location, set-up and removal of tents to be mutually agreeable with all parties renting over a given period of time. The City of Ridgetop is **NOT** responsible for the tent, items set-up under or around the tent. We also do not guarantee that your tent will not be used by other persons in the time periods surrounding your rental time.

### **Cancellation Policy**

We understand that sometimes it becomes necessary to cancel a scheduled event. Please contact us as soon as possible when you need to cancel. We are able to return one-half of the amounts paid when the event is cancelled more than sixty days in advance. Cancellations with less than sixty days notice do not receive a refund.

### **Making Final event Arrangements**

We are always happy to coordinate your event arrangements with the caterer or planner of your choice. We are also delighted to meet with you whenever necessary to discuss your plans; however, we ask that you call for an appointment during our regular office hours. We do not grant appointments during events. All plans need to be finalized with our office two or three weeks before your event.

The City Host will do a walk thru with you before and after your rental time to address any questions or problems.

### **Cleaning Up**

This is a shared responsibility. **YOU** are responsible for removing everything your party has brought to the House and Park, and cleaning everything. It must be in the same condition as you received it.

### **Food Serving Guidelines**

You are welcome to use the catering service of your choice. Please inform your caterer of our policies or ask them to call our office for information. We allow food serving throughout the first floor with these exceptions:

- Serving tables are not allowed upstairs
- Dinner seating is not allowed upstairs
- Food cannot be served from the antique furniture

### **Alcoholic Beverage Policy**

Alcoholic beverages are not permitted in the House or on the grounds.

### **Decorating**

You are welcome to use the florist or decorator of your choice. Keep in mind that all decorating needs to be scheduled during your rental times. No decorations may be attached to the walls, woodwork, front doors, front windows or columns on the front porch. Antique furniture cannot be moved. Please protect the furniture when using live florals. **ON THE MANTLES:** Candles are allowed **ONLY** on the main room mantles. All decorations must be removed at the end of your rental time.

### **Candles**

We allow candles and florals on all banquets and serving tables if the flame is covered. Candles are allowed on mantles if the flame is covered. Candelabra for wedding ceremonies must use metal-covered candles. Votives are allowed on the porches, and luminaries are allowed on the walk.

### **Music and Dancing**

We do not allow dancing inside the House. You are allowed to dance on the grounds. We allow both live and taped music inside the House. Amplifiers are not permitted.

## **Wedding Guidelines**

Wilson House is a very special setting for weddings large and small. We are open for event rental. Rental fee include use of the House.

This House provides an elegant backdrop for both indoor and outdoor ceremonies. Indoor ceremonies are held in the front parlor with seating capacity of 60. Outdoor ceremonies are held on the lawn or on the front porch. Applications for outdoor activities must be obtained at Ridgetop City Hall.

The following guidelines apply:

1. Changing rooms are available for the bride and groom's parties. Restrooms are available for the bride and groom. Smoking is not permitted.
2. Throwing rice, birdseed, or confetti is prohibited.
3. Candelabras may be used only with metal-covered candles. Please use a candlesnuffer.
4. Dancing is not permitted inside the House.
5. Beverage fountains for punch or champagne are not allowed.
6. All rental items including catering needs, arches, wedding backdrops, or chairs must be delivered and picked up during your rental times.

7. Tents are allowed on the grounds, an application must be obtained at Ridgetop City Hall. Please inform House staff when planning to use a tent. We will need to coordinate the tent placement, installation, and removal to be agreeable for other events. We are not always able to allow early set-up or late removal of tents. Chairs and tables for use under tents are not available at the House and will need to be rented.
8. Our address for invitations is: Ridgetop Station Park, 1954 Woodruff Avenue, Ridgetop, TN 37152. Please put your address on the envelope as the return address.
9. Our staff is willing to meet with you by appointment.

### **Rehearsals**

We are not always able to grant time for a rehearsal at the House. Whenever possible, we will give one hour of rehearsal time on the day before your wedding, please contact the House staff. We can tentatively schedule a rehearsal when a ceremony is booked, but cannot confirm the rehearsal time until 30 days prior to the date. Due to evening rentals following your rehearsal, the House MAY NOT be set-up for your ceremony. You may need to rehearse in an adjoining room.

### Tips for a Stress-Free Rehearsal

- Plan your ceremony with the officiate before the rehearsal
- Encourage all participants to arrive on time
- Limit the number of persons attending the rehearsal to the persons actually in the wedding ceremony. Meet other guests at the site of the rehearsal dinner
- Consider bringing a cooler of soft drinks to serve. No alcoholic beverages are allowed during rehearsals
- Take time to show the attendants the location of the changing rooms. Remind them that smoking is not allowed inside the House.

## Agreement for the Wilson House

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I have read the guidelines of the Wilson House and had its contents explained to me.  
I am aware of the fees and my responsibility concerning the rental of the Wilson House.  
A copy of this agreement has been given to me.

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Responsible Party (Print Name)

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Witness (Print Name)

\_\_\_\_\_

Signature

\_\_\_\_\_

Date