



THE GOVERNORS CLUB
PROPERTY OWNERS ASSOCIATION

PLEASANT HILL MANSION RENTAL AGREEMENT (2025)

Eligibility and Reservation:

The Mansion is available for reservation by residents and non-residents for private, personal, or social events. Reservations must be made at least two weeks in advance. Recurring reservations are generally not permitted, except for activities sanctioned by the GCPOA. Eligible groups for regular reservations include the GCPOA, the Board of Directors, and designated Committees of the Association. These groups are exempt from the facility deposit and the two-week notification requirement. Non-profit organizations may also be exempt from the deposit at the discretion of the Association Board. However, waiver of the deposit does not absolve the reserving party from liability for damages. Written approval and an agreement to assume responsibility for damages are mandatory for all reservations.

Adult-Only Venue Policy:

Pleasant Hill Mansion is an adult-only space. Events involving children, including but not limited to birthday parties, school functions, and youth gatherings, are strictly prohibited. The reserving member is responsible for ensuring all guests comply with this policy.

Restrictions:

The use of the Mansion may be restricted by the GCPOA Board of Directors for reasons including overdue dues, policy violations, or deliberate misuse of the facilities. Commercial activities and any actions contrary to state, city, or county ordinances are strictly prohibited. The maximum capacity is 150 people. Events must be supervised by the renter. Set up, deliveries, and complete cleanup are the responsibility of the renter on the event day. All necessary equipment and supplies must be provided by the renter.

Please be advised that the Pleasant Hill Mansion parking lot has limited capacity, accommodating approximately 20 vehicles. Guests are strictly prohibited from parking on the street, at The Golf Club, or in grass areas. For events with over 50 guests, a parking plan must be provided. Overflow parking may be directed to The Fitness Center and resident pool parking areas. Failure to adhere to these parking regulations will result in the forfeiture of your deposit. Additionally, any vehicles parked in unauthorized areas may be towed at the owner's expense.

RESERVATION POLICY

- Large events (50+ guests) can be booked up to 18 months in advance.
- Small events (21-50 guests) can be booked 6 months in advance.
- To reserve a specific date, please reach out to Owners Concierge to confirm availability. If the date is available, the mansion rental agreement will be sent at that time, and the Client will have up to 72 hours to complete the contract.

- The reservation will be secured upon receipt of the signed Rental Agreement and required rental fee (50% of rental fee if more than six months out, full rental fee is required less than six months out). The GCPOA only accepts payment in check. Checks should be made payable to The Governors Club POA and mailed/hand delivered to 19 Governors Way, Brentwood, TN, 37027.

- If reserving for a large event, the balance of the rental fee, and the flat rate cleaning fee is due at least six months prior to the event. Failure to meet this payment schedule will put Client's account on hold for seven days, at which time the Owners Concierge will send a notice to Client requiring immediate action. If payment is not received within seven days of notice given, the event will be cancelled with no refunds given.

- If reserving for a small event, the balance of the rental fee, and the flat rate cleaning fee is due upon reserving.

- Security Deposit: A refundable security deposit is required for all paid events held at Pleasant Hill Mansion. The security deposit amount is equal to 50% of the total rental fee and must be paid in full at the time of booking. This deposit is intended to cover any damages, excessive cleaning costs, or policy violations that may occur during the event. If no such issues arise, the deposit will be refunded in full. In the event of damages or violations, the cost of repairs or additional fees will be deducted from the deposit, and any remaining balance will be refunded accordingly. If damages exceed the deposit amount, the renter will be responsible for the additional costs.

CANCELATION POLICY

The client may cancel this contract at any time. Cancellations must be made with the Owners Concierge in writing, preferably by email to raven@mpmnashville.com.

More than 180 Days:

- If Client cancels more than 180 days months prior to the event date, the GC POA will return 50% percent of the deposit to the Client.
- If the Client paid in full at the time of booking, and there were more than 180 days prior to the event, the GC POA will return payments, except 50% of the contracted deposit amount.
- The cleaning fee may also be returned, if applicable.

90 Days to 180 days:

- If Client requests to cancel less than 180 days but more than 90 days prior to the event date, the GC POA will return 25% of their total paid up to date, and the cleaning fee.

Less 90 Days:

- If Client requests to cancel 90 days or less from their original contracted date no rental fee refunds may be given, however the cleaning fee may be refunded.

RESCHEDULING POLICY

If Client requests to reschedule, Client may NOT select a new date more than 12 months from the original event date. New date requests must be made in writing to the Owners Concierge, preferably by email to:

Raven@mpmnashville.com

More than 180 Days:

- If Client requests to reschedule the original date of their event more than 180 days prior to the original event date, prior payments made may be applied to the new event date and no penalties for the change will be required.
- Should Client choose a new date that for which the booking fee is less than that of their original date, the GC POA will return the difference in balance.

90 Days to 180 Days:

- If Client requests to reschedule the original date of their event, and there are fewer than 180 days, but more than 90 days before the original event date, 85% of payments made, and the cleaning fee may be applied to the new date. A change fee of 15% of the original contract will be due to finalize the new date, regardless of the cost of the new date.
- Should Client choose a new date for which the booking fee is less than that of their original date, the Client shall not receive any refunds for a difference in balance.

Less Than 90 Days:

- Any rescheduled dates less than 90 days before the event will be considered a cancellation and Client will forfeit all funds associated with the account and will require a new booking with new payments for any future events.

Should Client choose a new date that is more expensive than their original date, the Client will be required to pay any additional rental fees associated with the new date, as well as the change fee, if applicable, regardless of when the request to reschedule is made.

Only one date change is permitted per booking. If Client reschedules a date and then subsequently cancels the contract, Client shall receive no refund for the cancellation.

VENDOR RENTAL ITEMS

Rental items are an industry term used for items such as tables, chairs, linens, china, flatware, etc. The term “vendor rental items” refer to such items rented from an outside company separate from the GC POA.

Insurance:

- Client may use any licensed and insured vendor for the rental of tables, chairs, linens, china, etc. The rental order must be submitted to the Community Manager four weeks prior to the event.
- The GC POA requires rental companies to have a \$1,000,000 liability insurance policy. License and insurance information for tenting companies must be given to the Community Manager no less than four weeks prior to the event.

Set Up/Teardown:

- The GC POA does NOT provide set up or teardown of vendor rental items for Client’s event.

Delivery/Pick Up:

- Rentals must be delivered within the confines of the rental period.

- Rentals may be picked up the day following the event provided there are no other events scheduled. If another event is scheduled, the rentals must be picked up and off property no later than the contracted start time of the next event.
- Clients will be informed of the next day's rental time at the time of booking, or upon the booking of the next day.
- If rentals are being picked up after the end of your rental period, Client is responsible for ensuring that all rental items are cleared from the mansion to allow for the rental company to access items after hours.
- All rentals contracts are between the Client and their chosen rental company. The GC POA, their Community Management, and any Event Representatives are not responsible for any outside vendor errors in timing, efficiency, or delays in pickup or delivery from property.
- Client is responsible for ensuring that rentals vendors are aware of the GC POA's policies on using rentals, delivery procedures, and pick-up timing.
- Rental companies may not drive in the grass for any reason to reach the desired event area.

VENUE RENTAL ITEMS

The "venue rental items" outlined below are referring to the tables, chairs, and other items provided by the GC POA within Client's contracts.

Rentals:

- The Pleasant Hill Mansion currently has a limited number of in-house rental items for Client's use. Rental items include tables, chairs, and other items. Rental items are included in the rental fee and are not a separate charge for usage.
 - Because damage may occur at any point in time, the GC POA does not guarantee the quality or quantity of any items in its inventory of tables and chairs. Should damage occur to any of the GC POA's rental items, the GC POA is not guaranteed to be able to replace any of their items prior to the next event.

Set up/Teardown:

- The GC POA does NOT provide set up or teardown of any of their items for Client's event.

TENTS

Insurance:

- Client may use any licensed and insured commercial tent company they choose. The tenting contract must be submitted to the Community Manager four weeks prior to the event.
- The GC POA requires the tenting company to have a \$1,000,000 insurance policy. License and insurance information for tenting companies must be given to the Event Venue Manager no less than four weeks prior to the event.

Set Up/Teardown

- Tents are only allowed in designated areas: the 30x60 concrete patio/courtyard and the 40x60 back lawn. No tents may be set up directly in front of the mansion.

- The concrete patio/courtyard is designed to fit a frame tent that is 30' wide and up to 60' long. The back lawn can accommodate a frame tent that is 40' wide and up to 60' long.
- Tents may be staked for support, provided that stakes are placed no less than three feet from the patio.
- Tenting may extend beyond the designated areas only with prior approval from the Community Manager.
- Tenting companies are responsible for supplying, erecting, and removing tents. All tents must be constructed of fire-retardant material and comply with fire marshal guidelines.
- The GC POA is not responsible for any tents, equipment, or items set up under or around the tent. The Client is responsible for any damage to the grounds resulting from tent installation, use, or removal.
- Tents must be set up and removed within the Client's rental period.
- With prior approval, tents may be torn down the following day if there are no other scheduled events. If another event is scheduled, the tent must be removed before the contracted start time of the next event.
- Tenting companies may not drive on the grass for any reason.
- All tenting contracts are strictly between the Client and their chosen tenting company. The GC POA, its Community Management, and Event Representatives are not responsible for vendor errors, timing issues, or delays in tent setup/removal.
- Clients are responsible for ensuring that tenting vendors are aware of all GC POA policies, including delivery and pickup timing.

Tent Sharing

- Clients may share a tent with another event only with prior approval from the Owners Concierge.
- A tent-sharing plan, including delivery and pickup times, must be submitted to the Owners Concierge at least two weeks prior to the event.
- The plan must be signed by both contracting parties and their event planners.

CATERING

Insurance

- Clients may use any licensed and insured catering service of their choice.
- All caterers must carry \$1,000,000 in general liability insurance and provide the Event Venue Manager with a certificate of insurance at least four weeks prior to the event.

Kitchen Equipment

- The Pleasant Hill Mansion kitchen is equipped with:
 - Standard refrigerator

- Ice maker
- Microwave
- Two dishwashers
- One warming rack

Catering Requirements

- A minimum of one catering staff member must remain on site through the duration of food service.
- Catering may not be dropped off and left unattended. The Client's licensed caterer must remain in charge of all food throughout the event.
- Caterers are responsible for setup, teardown, and cleanup of all food-related items, regardless of event size.
- Ice disposal must occur in the kitchen sink(s). It may not be disposed of on the grounds or in the yard.

Catering Trash

- Caterers are responsible for busing reception tables and clearing food-related items such as plates, silverware, napkins, etc.
- Caterers must clean the area they use and return it to the condition it was found.
- All trash must be placed in tied trash bags and disposed of inside the dumpster at the rear of the mansion.
- Any trash that does not fit in the provided containers must be taken with the Client for disposal after the event.
- A \$100 fee will be charged if trash is disposed of improperly, either inside or outside. This fee helps offset additional labor costs for disposal.

ALCOHOL

General Requirements

- Alcoholic beverages (including but not limited to beer, wine, liquor, seltzers, and/or champagne toasts) may be served only by bartender(s) licensed by the Tennessee Alcoholic Beverage Commission (ABC). A copy of the bartender's ABC license must be on file at Pleasant Hill Mansion four weeks prior to the event.
- Bartenders must remain with all alcohol throughout the duration of the event and are responsible for distributing alcohol to any guest of valid drinking age.
- Bartenders may not consume alcohol in any form while working at a Client's event.

Licensing and Insurance

- In addition to the ABC license(s), the Client must obtain a host liquor liability insurance policy, which is required to be on file with Pleasant Hill Mansion four weeks prior to the event.
 - If the Client informs the GC POA that they are not providing alcohol at their event, and the Clients or any guests (including members of the wedding party) are found consuming alcohol on the premises without the required documents, the GC POA reserves the right to immediately terminate the Client's event. No refunds will be given in such a case.

INSURANCE

Client Obtained

- Pleasant Hill Mansion requires each Client to obtain a \$1,000,000 general liability insurance policy for the event, naming The Governors Club POA as an additional insured if the event involves more than 50 people and/or the use/consumption of alcohol in any form.
- If alcohol is served, the liability policy must include Host Liquor Liability.
- Proof of such insurance must be provided four weeks prior to the event date. The Client may purchase this insurance policy from any provider of their choosing.

Vendor Required

- All caterer, rental, tent, and lighting vendors must carry \$1,000,000 in general liability insurance and provide the TGC POA a certificate of insurance at least four weeks prior to the event.

MUSIC & DANCING

Outside

- All outdoor music must cease at 10:00 PM to comply with the City of Brentwood's noise ordinance. No exceptions to this will be made.
- Because The Pleasant Hill Mansion is located inside a residential neighborhood, music shall not contain obscene or patently offensive language.
- The GC POA reserves the right to shut down any event if the police determine the event is in violation of the City's noise ordinance.

Inside

- To preserve the original wood floors, dancing is only permitted on the Tennessee Walkway and is not allowed in any other areas inside the mansion. DJs are allowed inside along the Tennessee Walkway, but bands are not permitted inside the mansion.

DECORATIONS

- Client shall be responsible for all decorations for the event.

- Signs, banners, floral arrangements, lighting, or any other decorations may not be taped, nailed, stapled, or otherwise fastened to the property. No adhesives of any kind are allowed. No holes may be drilled or punched anywhere on the property of Pleasant Hill Mansion.
- All decorations must be removed, without leaving damage, prior to the contracted end time of the Client's event. Should the GC POA find damage to the historic house or property due to the Client's decorations, the Client will be responsible for paying for repair costs in full.
- No loose glitter, confetti, fake flower petals, or any other materials prohibited by the GC POA may be used at any time.
- Should a Client desire to use real flower petals in any capacity, the Client is responsible for the pickup and disposal of all petals prior to the end of their contracted rental time.

Approved Send-Off Methods:

- Bubbles, glow sticks, pom poms, ribbon wands, streamers, and/or any other preapproved items may be used for send-off methods. Any other items not listed here must receive prior approval by the Community Manager.

Prohibited Send-Off Methods:

- Sparklers, balloons, rice, bird seed, fake flower petals, sky lanterns, fireworks, and confetti are strictly prohibited.

CANDLES/FIRE

- The GC POA Event Representative reserves the right to request that any flame or candle be extinguished or removed should they determine it to be unsafe.

Inside:

- The use of candles or any type of open flame is strictly prohibited inside the mansion at any time. LED or flameless candles are allowed.

Porches:

- Candles may be used on the porches if they are placed on a table and not directly set on the porch.
- All candles must be contained or enclosed in glass, and the flame must not reach higher than one-half inch below the top of the glass.

Outside:

- Other types of non-contained candles/heaters may be used outside away from the mansion and porches.

Restrictions:

- Except for Sterno or similar products for heating food, no liquid fuel candles are permitted.
- No flame of any kind (other than those described above) is allowed on property.
- No fire pits of any kind are permitted.

SMOKING

- Smoking of any kind is always prohibited inside the mansion and on the porches. Electronic cigarettes (e-cigarettes, vapes, etc.) are also prohibited inside the mansion and on the porches.

CLEAN-UP POLICY

- Client shall pay a flat-rate cleaning fee with their final balance payment, due six months prior to the event. This cleaning fee covers the cleaning of Pleasant Hill Mansion in preparation for the next event. Below outlines the Client's responsibilities for clean-up versus what the cleaning fee will cover.

Client/Outside Vendor Responsibilities:

- Remove all trash inside the mansion, reception area, and dressing rooms.
- Clean up all items and trash in dressing rooms.
- Ensure the catering kitchen is cleaned.
- Ensure all rental items are cleared from the mansion and properly stored.
- Remove all decorations and personal items.

Cleaning Company Responsibilities (Covered by Client's Cleaning Fee):

- Sweeping, mopping, and/or vacuuming of all surfaces.
- Dusting and wiping down surfaces.
- Cleaning and restocking restrooms.
- If the Client fails to perform their outlined cleaning responsibilities, the cleaning company may bill the Governors Club POA for additional services. The Client will then be billed for all additional fees incurred.
- The Client and their representatives are responsible for collecting and removing all trash at the conclusion of the event.
 - Trash bags must be tied up and placed in the dumpster provided at the rear of the mansion.
 - A trash receptacle and trash bags will be furnished for the Client.
- All decorations, equipment, and rental/personal items must be removed from the mansion and grounds by the conclusion of the event.
- Any items remaining when the cleaning service arrives will be discarded, unless prior arrangements have been made.
- The Client is responsible for returning the mansion and grounds to the condition in which they were found.
- The GC POA is not liable for any items lost or damaged if left overnight.

GROUPS POLICY

- Pleasant Hill Mansion is a historic property, and as such, it may undergo upgrades, renovations, and repairs periodically. While every effort will be made to minimize disruptions, the Governors Club POA cannot guarantee that the conditions of the property will match those of previous Client visits.
- In the event that The Pleasant Hill Mansion becomes unsuitable for hosting an event due to unexpected circumstances (e.g., acts of God, fire, severe weather), the Governors Club POA reserves the right to cancel the event. In such cases, all payments made by the Client will be refunded in full.
- Clients acknowledge that the Governors Club community is a private residential neighborhood. While every effort is made to ensure privacy, normal residential activity may occur during events.

PLEASANT HILL MANSION

- Any damage to the mansion, furnishings, or property must be reported immediately in writing to the Governors Club POA. Clients will be billed for any damages incurred during their event.
- No attachments to any part of the mansion using staples, tape, screws or other “permanent fasteners” are allowed. Command Strips and similar products are also restricted. **Blue painters tape is the only allowable tape.**
- Furniture may not be moved under any circumstances unless prior approval is granted by the Owners Concierge. Any approved movement must be done with care and returned to its original placement before the conclusion of the event.
- Indoor furniture may not be moved outside under any circumstances.

RENTAL PERIOD

- All setup and teardown must be completed within the contracted rental period.
- Clients must vacate the mansion by the end of their contracted time. No grace period will be provided.
- If a Governors Club staff member is not present at the end of the rental, photographic or video evidence from staff or the cleaning company may be used to verify the Client’s departure time.

PARKING

- The Pleasant Hill Mansion parking lot has limited capacity, accommodating approximately 35 vehicles.
- Street parking, Golf Club parking, and grass parking are strictly prohibited. Clients, vendors, and guests may not park or drive on the grass for any reason.

- For events with over 50 guests, a parking plan must be provided. Overflow parking may be directed to The Fitness Center and resident pool parking areas.
- The driveway is for vendor load-in/load-out and guest drop-off only.
- If a vehicle needs to remain overnight, the Community Manager must be notified. Vehicles left overnight may only be retrieved during regular hours (dawn to dusk). The Governors Club POA is not liable for any loss or damage to vehicles left overnight.
- Failure to follow parking regulations will result in a potential fine. Unauthorized vehicles may also be towed at the owner's expense.

ANIMALS

- Pets may be included in wedding ceremonies and special events with prior approval from the Community Manager. Pets must have a designated handler and remain leashed at all times. Pets are not allowed inside the mansion or on the porches. All pet waste must be cleaned up and disposed of properly.
- Animals are strictly prohibited inside the mansion and on the porches.

FINAL EVENT PLANS

All required event documents must be submitted to the Owners Concierge no later than four (4) weeks prior to the event date. The required documents include:

- Client's Certificate of Liability Insurance
- Host Liquor Insurance, if applicable
- A copy of the bartender's ABC license, if applicable
- Tenting Company Certificate of Insurance, if applicable
- Rentals Company Certificate of Insurance
- Lighting Company Certificate of Insurance, if applicable
- Event Timeline and Layout
- Copies of Tent and Rental Orders

A reminder and request for documents will be sent to the Client six (6) weeks prior to the event. Failure to submit these documents on time may impact the event's approval and execution.

SUPERVISION REQUIREMENTS

- The reserving member must be present for the entire event and is responsible for ensuring all guests and vendors comply with the Pleasant Hill Mansion Rental Agreement.
- A designated event representative from the Governors Club POA may be present during the event to oversee compliance with community policies.
- The event space reservation cannot be transferred or assigned to another party without prior written approval from management.

ENFORCEMENT

The Governors Club POA or its designee is responsible for the implementation and enforcement of all user policies and procedures for Pleasant Hill Mansion. The Governors Club POA reserves the right to deny the use of the mansion to any client if it is determined to be in the best interest of the community.

RENTER INFORMATION

Renter is a Governors Club Resident ☐ Non-Resident ☐

Name:

Home Address:

Phone Number:

Email Address:

EVENT INFORMATION

Event Host:

Number of Attendees:

Date(s) Reserved for Event:

Guest Parking Plans:

Start Time:

End Time:

Event Description:

PAYMENT INFORMATION

The Governors Club Property Owners Association does not accept cash or credit/debit card payments. The Mansion Rental Fee must be paid by check.

Rental Fee: \$ Security Deposit: \$ Cleaning Fee: \$300

A refundable security deposit is required for all paid events, equal to 50% of the total rental fee. This deposit must be paid in full at the time of booking and serves as security against damages, excessive cleaning costs, or violations of rental policies. If no issues arise, the deposit will be refunded in full.

This Agreement constitutes a lease contract for real property governed by the laws of the state of Tennessee. The parties acknowledge their understanding and agreement to the terms and conditions hereby affixing their signatures below.

Renter Signature: _____

Date: _____