



Hillwood at Davies Manor **Event Center**

Because we are a non-profit you are saving 9.75% in sales tax by booking your event at Hillwood.

3570 Davieshire Drive
Bartlett, TN 38133
Phone (901) 386-0715 Fax (901)388-4677
Email: khansen@daviesmanor.org
Web site: www.daviesmanor.org

Friday, Saturday, or Sunday Bridal Ceremony/Reception Packages

Events up to 300 guests Rental Fee=\$3,900.00

Events over 300 guests Rental Fee=\$4,500.00

Full day rental damage deposit=\$500.00

Kitchen deposit for off-list caterer=\$300.00

Deposits are for damages and adherence to Hillwood policies

Rental time is from 8:00 am to 12:00 midnight for a full day rental.

The rental fee includes:

21 - 60" Round tables	1- 3' square table
1 - 60" Half round table	3 - 4 8" round tables
21 - 6' Rectangular tables	Lighted arch at entrance
250 - Mahogany Chiavari Chairs	Green & White silk mantel arrangement
5 - 32" Bistro tables (43" tall)	Baby grand piano
Overhead decorative lighting	
Outdoor picture sites - gazebo, front lawn, woodland vistas	
Facility Manager on-site throughout event	

Note: Outdoor events on the historic property may be subject to additional fees depending on the type of activity scheduled and the number of people involved. All details of events on the historic sections of the property must be approved in writing by the Executive Director.

Note: Furniture for outdoor ceremonies must be rented from an outside source. Hillwood furnishings may not be moved from the facility.

On any rental, one half of the rental fee is due with the contract as a save the date deposit. Additional payments may be made at your convenience with final payment in full due 60 days prior to event date.

Rehearsals

Two hours of free rehearsal time may be scheduled as a part of the above package on any evening the week before your ceremony **when the facility is not in use**. This is for rehearsals only. No food or drink may be served. This time may be used for set-up or decorating provided there are no events scheduled between your rehearsal and ceremony. You can leave, at your own risk, linens, decorating materials etc. Please note: If another client contacts us to book a wedding ceremony on the day of your free rehearsal, we will bump your rehearsal back to the first available day, then no decorating or items may be left in the facility.

If you wish to lock in your rehearsal or rehearsal dinner event **on the day preceding your wedding ceremony**, you can do so for an **additional fee of \$700**, for (6) hours, this time may also be used for setting up and decorating time.

Dinners, Showers, Parties, Meetings, Awards Banquets, Reunions, etc.

Saturday – 8 a.m. to 12:00 a.m. midnight full day rentals	\$3900 up to 300 guests \$4500 over 300 guests
Friday and Sunday – Eight hours including set up and clean up	\$2500.
Tuesday – Thursday Evenings – Six hours including set up and clean up	\$1500
Tuesday – Friday – Daytime rentals between 8 and 5 p.m.-minimum 4 hrs.	\$250 per hour
Weekdays - Under #50 guests, maximum of 4 hours	\$250. flat rate

* All rental hours are to be consecutive hours.

*All above rentals include use of tables, chairs, piano, silk mantle arrangement and decorative lighting.

*Additional time may be added to the above listings at a rate of \$200.00 per hour, *this does not include full day rentals, full day rentals are from 8:00 AM to 12:00 Midnight.*

*Additional \$200.00 Fee for bringing in a stage system to the facility.

*Opening the Davies Plantation Road gate after normal closing time of 4:00 PM is a charge of \$50.00

Outdoor Photography Sessions

Your wedding package includes the use of the historic grounds and outbuildings for engagement, bridal, and family photos. Photo shoots must be scheduled during regular facility hours. Use of Hillwood or the historic grounds and outbuildings at Davies Manor for other photography sessions must be scheduled during regular facility hours and a session fee of \$50.00 applies and is payable at time of scheduling.

*Professionals may pay a \$150 annual fee for a limit of five sessions per year. All must be scheduled with Hillwood staff prior to settings.

Dances

Dances for youth under age 21 must be sponsored by a school with supervision by school administrators. Limit of 400 people, considering tables, chairs, food set up, etc. The full day fee of \$3,900 applies.

Additional parking, with one of the nearby churches for large parties, above 200 guests, is required.

*Above prices include an on-site Facility Manager during the event.

On any rental, one half of the rental fee is due with the contract as a save the date deposit.

Optional Equipment Rental Information

Sound system rental PA only-	Business meetings etc.	\$100
PA, CD, mixer	For playing own music at events with iphone or CD's	\$200
Projector and Screen	Video presentations	\$150
Outside Lighting for Amphitheater or Manor House-our floods		\$100
Outside Electricity-our cords supplied		\$100
Refundable Deposit-for all above rentals		\$200

Fees and deposits are due with the final payment on your contract.

Approved Caterers for Hillwood

Affordable Catering – Lisa Rolon	901-744-0123
Central Barbecue-Brittany Hatley (Catering)	901-527-9990
Memphis Bar Ties or Candy Bar Bartenders	
Cindy Krag Catering	901-861-0380
Coletta's Italian Restaurant & Catering	901-383-1122
Draper's Catering-Gary Draper	901-385-7788
Fascinating Catering	901-327-3008
Marilyn Chadwick	fax 901-758-2319
Germantown Commissary	901-754-5540
Lori Pickard (Catering)	
Heirloom Catering-Jesse Boyd	901-499-6504
Hog Wild/A Moveable Feast	901-522-9453
John Robilio	cell 901-461-0657
One and Only BBQ – Alan Katzen	901-219-5435
	901-751-3615
Pink Flamingo, Karen French (Catering)	901-827-3877
Zamora Catering	901-314-8246

The caterers listed above have widely varied menus and will work well with you in planning events large and small. Each is licensed, insured and understands the Hillwood requirements. Each has agreed to accept those responsibilities for you. If you plan to use a caterer not on this list there will be a \$100.00 surcharge, and they must be cleared by the Hillwood Director before you sign a contract with them to serve in our facility. All caterers must be licensed and insured, **you must obtain their documents and deliver them to the office along with their mailing address and phone number.** If you are doing your own food, "Special Event Coverage" must be obtained along with the kitchen deposit \$300.00 and the \$100.00 surcharge.

Policies concerning the use of Hillwood and Davies Manor Grounds

1. A caterer approved by Davies Manor Association must be engaged to provide food. No food may be brought in by the lessee or his/her guests. A surcharge of \$100 will apply if an off list caterer is used, and copies of their current license and certificate of insurance provided to Hillwood staff. If the lessee is supplying the food for the event the \$100 surcharge will apply and the lessee will be required to insure the event with "Special Event Coverage", @ 1 million/2 million aggregate, naming Hillwood as an additional insured. The kitchen must be thoroughly cleaned by those doing their own food, trash removed to the dumpster, all surfaces wiped clean, floor mopped clean, refrigerators emptied, ovens turned off and no food left behind, **preparing your own food requires kitchen deposit of \$300.00.**
2. You and/or your caterer are responsible for all items listed on the Responsibilities Sheet posted in Hillwood kitchen. Hillwood staff must be given names and contact numbers for the responsible parties on the Event Checklist who will be doing the food.
3. Alcoholic beverages including beer and wine must be served by a **licensed ABC bartender**, and may not be a guest at the event. Beverages may be served in cans or dispensed from a keg or the bar as individual servings and are to be consumed inside the Hillwood building or on a **specified site** on the grounds. No guests or contracted vendor personnel may bring in alcoholic beverages or serve or consume them in or around parked vehicles. Alcohol must be insured by the caterer, bartender or renter.
4. Serving to or procuring alcoholic beverages for any person under the age of 21 is prohibited by law. Proof of age is the right and responsibility of the bartender and/or caterer. Service may be refused if abuse is suspected. Cash bars are prohibited. If any guest refuses the request of the host, bartender, caterer or Hillwood staff, Bartlett Police will be notified.
5. Set up of furniture and decorations are the responsibility of the lessee. Tables should be cleared of linens, wiped for food and beverage spills, **and left in place along with the chairs**, in the reception hall. Rental Chairs should be folded, bagged and placed near the entry door for pick up by the rental company, or removed by the client. Piano is to remain in the area to the left of the fireplace near the left rear exit. **Nothing is to be placed on top of the piano with a protective covering!** The lighted arch is NOT to be moved from the entrance, and the round Oak tables may not be removed from the main reception hall. **Do not sit or stand on the antique oak tables or any other table, the oak tables are cake tables, no heavy objects on the oak tables and do not attempt to use them to transport heavy objects.**
6. **Decorations and Activities.** Everything you bring into the building or rent must be removed when you vacate the building at the end of your event unless prior arrangements have been made. Rental pickups & deliveries must be scheduled when the building is open. (Tues–Friday 8 am –4pm). Any construction such as, but not limited to stages, runways, panels, or screens must be pre-approved by staff and removed prior to any subsequent rentals. Additional fees for stages will apply. These items and all their components must be removed from the property and may not be disposed of in Hillwood trash dumpster. **No sparklers, no rice, candy, glitter, confetti or silk rose petals may be thrown inside or outside of the building.** Candles must be placed in containers to protect all surfaces. No open flames may be used on the porch or any structures or on the grounds. Additional lighting, drapes or swags over or between the poles may only be done by a vendor approved by authorized Hillwood staff. Florals, greenery, and other decorations may not be added to the lighted arch, mantle arrangement or poles. **No nails or tape may be used on wood paneling, painted floors, stone surfaces, piano, or bar or any other painted or varnished furnishings, walls and floors. No Nails or hooks in addition to those already in place may be added to the outer walls and overhang of the building, with the exception of command hooks and taken down prior to exit.**
7. Outdoor events scheduled on the Historic grounds must be submitted in writing and preapproved by Hillwood staff, a minimum of 60 days prior to the event (with final payment). **PLEASE NOTE: The manor house is open from noon until 4:00 pm Tuesday through Saturday. We DO NOT close the house for weddings. All ceremonies on the grounds should begin after 4 pm.** **Additional fees may apply.** Full day rentals are from 8:00 am to midnight. Partial day rentals are for six (6) consecutive hours including setup and cleanup. Hillwood staff will not be responsible if the building is left unattended once it is opened for your event. Outdoor. Amplified must end by 9:00 PM, all parties must end by 12:00 Midnight.
8. Maximum capacity is 350. We provide chairs for 250 guests. Additional seating or outdoor seating must be rented by the lessee. Seating used outdoors may not be brought inside.
9. **Hillwood may not be sub-let.**
10. All catering and decorations, and large items must be loaded into the building by way of the center front door. None of these items may be brought in through the bride's room door.
11. Appliances inside Hillwood are never to be unplugged, dryer plug is not to be used for any other purpose but the dryer!
12. There is a fee for rescheduling contracted dates of \$500.00. If you have rented a full day, you later decide you do not want a full day, no refund will be made. Only full day rentals will be afforded the free two hours the week of their event. Should you move your date from a full day on a Saturday to a day that rents for less, no refund will be made. Be sure before you sign your contract that you want the date you are renting. We want everyone to be happy with your choice and will do all we can to make your rental a successful event.
13. **No changes can be made to the times that you choose for your events or rehearsals two weeks prior to your event, we have to arrange for staff for the events and they must make their personal plans accordingly, and several calendars must be changed when you change your times.**

I have read the above guidelines, understand, and agree to abide by them, and acknowledge loss of partial or all of security deposits by not doing so.

Date _____ Signed _____

This list of vendors has been compiled from businesses previously providing satisfactory services to our customers. Hillwood at Davies Manor does not recommend nor are they in any way responsible for services provided by these or any vendors you may procure for your event. These businesses are not affiliated with Davies Manor in any way except as service providers for clients.

PARTY RENTAL COMPANIES

Affordable Party Rentals – 901-861-4800

American Event Tents-901-544-9999

Hicks – 901-272-1171

Mahaffey Tents & Party Rentals- 363-6511

Party Connections – 901-309-9664 (Have brown mahogany chairs)

White Door Events-901-567-3250 (Have brown mahogany chairs)

LIMO AND GOLF CART RENTALS

Ladd's Golf Carts – 901-324-8801

Limo Express, Inc. – 901-566-5594

ADDITIONAL PARKING

If you are expecting a guest count in excess of 200 people, it will be required to reserve additional parking at either of the nearby church lots. Please speak with the church representatives for more details on pricing and availability. No parking allowed on streets in the neighborhood.

Christian Life Tabernacle-901-347-3475

9375 Davies Plantation Road (Across from Davies Manor House Gate)

Ask for Micheala George

St. Phillips Episcopal Church – 901-388-9830

9380 Davies Plantation Road East (Across Davies Manor from Hillwood)

Ask for Betty Albert

DECORATIVE LIGHTING

The Decorative Lighting included in the rental of the Hillwood Facility is under contract to Kevin Griffin – 901-830-9304. Any changes or additions to that lighting or fabric draping under, over or around said lighting must be done by Mr. Griffin.