### Cool Springs House Alcoholic Beverages Policy

- ❖ Alcoholic beverages may be served only by ABC licensed bartenders. A copy of the bartenders ABC license must be submitted to the City.
- ❖ The lessee is responsible for adhering to all state and local regulations governing the serving and consumption of alcoholic beverages.
- ❖ The lessee is responsible for the actions of all guests. Alcohol must be used responsibly. A designated person(caterer representative, bartender or other responsible adult) must be identified as the person responsible for assuring that the serving and consumption of alcoholic beverages is carried out responsibly and in accordance with this policy and all applicable regulations. This person must designate non-drinking drivers when needed or call a taxi service if necessary.
- **A** Champagne fountains and beer kegs are not permitted inside the house.
- ❖ Beverages must be served in a glass or cup. Drinking from cans or bottles is prohibited
- ❖ Alcoholic beverages must not be served from the front porch.
- ❖ No alcoholic beverages may be brought onto the premises or taken from the premises by guests.
- ❖ Alcoholic beverages may be served or consumed only during event hours.
- \* The sale of alcoholic beverages is prohibited.
- All bars must be closed one hour before the end of the rental period. City of Brentwood personnel have the authority to close a bar at any time if deemed necessary for the safety of guests and protection of the house.

#### CHECK LIST BEFORE LEAVING

The last person to leave the house following an event must make sure the procedures on this checklist are completed before locking the door.

 Remove all food from the house.
 Place all trash bags in fenced area at the rear of the house.
 Pick up any trash that is left outside in the yard.
 Return Cool Springs House's folding tables and chairs to the storage areas.
 Turn both upstairs and downstairs thermostats to 80 degrees (in summer) and 60 degrees (in winter).
 Turn off all lights.
 Lock all doors and screen doors (if double front doors have been opened, be sure to bolt stationery door).
Call to activate the alarm.

# Cool Springs House Caterer Policy

- All personal and rental property must be delivered and picked up within the confines of the rental period unless prior arrangements have been made.
- Moving of furniture is strictly prohibited due to the historic nature of the furnishings and the original wooden floors.
- ❖ When bringing in and removing equipment from house, use the kitchen door only.
- No parking or driving on grass for any reason.
- ❖ Beverages must be served in a glass or cup. Drinking from cans or bottles is prohibited.
- \* Basic supplies (trash bags, paper towels, etc.) are not furnished by the City and must be brought to the house.
- ❖ There is **NO** garbage disposal; please do not put food in the sinks/drains.
- All trash must be in garbage bags and placed in the containers provided in the fenced in area at the rear of the house.
- No decorations (including wreaths, bows, or posters) may be attached to walls, woodwork, doors, windows or ceiling inside or outside of the house.
- **The use of candles is not permitted inside the house.**
- All outdoor candles must be enclosed in a glass container and must be votive or pillar candles. No liquid fuel candles are permitted. No flame of any kind, (other than described above), is allowed on the premises.
- The spaces used by the caterer must be returned to the condition in which it was found. If folding tables and chairs from the Cool Springs House are used, please return them to designated storage areas.

#### CHECK LIST BEFORE LEAVING

The last person to leave the house following an event, must make sure the procedures on this checklist are completed before locking the door.

 Remove all food from the house.
 Place all trash bags in fenced area at the rear of the house.
 Pick up any trash that is left outside in the yard.
 Return Cool Springs House's folding tables and chairs to storage areas.
 Turn both upstairs and downstairs thermostats to 80 degrees (in summer) and 60 degrees (in winter).
 Turn off all lights.
 Lock all doors and screen doors (if double front doors have been opened, be sure to bolt stationery door).
Call to activate the alarm.

If you have any questions regarding these rules, please call 371-0060.

## Cool Springs House Decorator/Florist Policy

- ❖ All personal and rental property must be delivered and picked up within the confines of the rental period unless prior arrangements have been made.
- \* Moving of furniture is strictly prohibited due to the historic nature of the furnishings and the original wooden floors.
- ❖ When bringing in and removing equipment from house, use the kitchen door only.
- No decorations (including wreaths, bows, or posters) may be attached to walls, woodwork, doors, windows or ceiling inside or outside of the house.
- ❖ All furniture must be protected when using live flowers.
- ❖ The use of candles is not permitted inside the house.
- ❖ All outdoor candles must be enclosed in a glass container and must be votive or pillar candles. No liquid fuel candles are permitted. No flame of any kind, (other than described above), is allowed on the premises.
- No parking or driving on grass for any reason.
- All trash must be in trash bags and placed in the containers provided in the fenced in area at the rear of the house.
- The spaces used by decorator/florist must be returned to the condition in which it was found. If folding tables and chairs from Cool Springs House are used, please return them to designated storage areas.

### CHECK LIST BEFORE LEAVING

The last person to leave the house following an event, must make sure the procedures on this checklist are completed before locking the door.

 Remove all food from the house.
 Place all trash bags in fenced area at the rear of the house.
 Pick up any trash that is left outside in the yard.
 Return Cool Springs House's folding tables and chairs to storage areas.
 Turn both upstairs and downstairs thermostats to 80 degrees (in summer) and 60 degrees (in winter).
 Turn off all lights.
 Lock all doors and screen doors (if double front doors have been opened, be sure to bolt stationery door).
Call to activate the alarm