

## ***General***

- Pre-event preparation should be done in the Morning Room behind the Kitchen area. The bartenders will need to provide their own cutting board and knives.
- Six (6) and eight (8) foot bar tables are available for rent at \$5 per table. Arrangements need to be made ahead of time by calling Allandale at (423) 229-9422.
- Trash:  
The bartender is responsible for disposal of trash he accumulates during the event to the dumpster behind the Mansion.
- Empty bottles:  
It is the responsibility of the bartender to place empty bottles in boxes and remove them to the dumpster behind the Mansion.
- Ice:  
The Allandale ice machine has only a 25 pound capacity. Allandale does not provide nor do we guarantee ice will be in our machine. The bartender should bring any ice they need for their event and store in either the kitchen freezer or in portable coolers which he will provide.
- Ice disposal:  
Ice is to be disposed of in the grass on the Caretakers side of the Mansion. Do Not dump ice in the shrubs.
- Coolers:  
If coolers are brought into the Mansion they must be placed on a floor mat, behind the bar. No coolers are to be placed on tables.
- Floor mats:  
Floor mats are required on the floor/carpets surrounding the bar and underneath any coolers that you may be using. See the Host/Hostess if you need additional floor mats.
- Champagne, kegs and fountains:  
Punch and champagne fountains and kegs are not permitted inside the Mansion. Also, champagne bottles must be opened on the Caretakers breezeway side of the Mansion.

## ***Alcohol Guidelines***

- State of Tennessee laws:  
Alcohol, including beer and wine, is allowed on the premises. All State of Tennessee laws pertaining to the serving of alcohol, including beer and wine, must be strictly followed. Serving alcohol to any person under the age of 21 is illegal and will not be tolerated.
- Selling of alcohol:  
Alcoholic beverages may be sold only if the renter and/or bartender has obtained a "Special Occasion License" from the Tennessee Alcoholic Beverage Commission, [(615) 741-1602, ext. 106].
- Inappropriate behavior:  
The serving, possession or consumption of alcohol, including beer and wine on the premises may be ordered discontinued at any time at the discretion of the Allandale Hostess. Inappropriate behavior, exposure to liability due to excessive drinking, intoxication of individuals, damage to property or injury to individuals, and other such activities will result in the closing of the bar and the discontinuance of the serving, possession or consumption of alcohol, including beer and wine.