



Dear Valued Patron,

Thank you for considering JAZZ & JOKES as the host for your next private, corporate or non-profit event.

JAZZ & JOKES is in the heart of Downtown Nashville and is within walking distance of many of Nashville's premier art museums, concert halls, sporting arenas and hotels.

The following information includes rental information, detailed planning logistics, policies, procedures and more.

Our goal is to not only provide you with excellent customer service for this event but to be your venue of choice for all of your special event needs.

We look forward to the opportunity to serve you.

Sincerely,

JAZZ & JOKES MANAGEMENT



## **GENERAL VENUE RENTAL**

### **INVESTMENT**

#### *SUNDAY-THURSDAY*

8 a.m. – 3 p.m. - \$1500

6 p.m. – Midnight - \$2500

#### *FRIDAY*

8 a.m. – 3 p.m. - \$1500

6 p.m. – 1 a.m. - \$3000

#### *SATURDAY*

8 a.m. – 3 p.m. - \$2500

6 p.m. – 1 a.m. - \$3500

All event times are inclusive of load-in and load-out.

\*\*\* Additional load-in hours may be accommodated at a rate of \$100 hours.

\*\*\* In consideration of our maintenance staff, additional strike hours may be accommodated at a rate of \$100 per 30 minutes for the first hour. Once strike exceeds the first hour, the renter will be charged a full day rental rate.

### **CAPACITY**

#### *FULL SPACE*

Standard Table Seating: 160

Reception: 255

Banquet Seating (8 per table): 80

Banquet Seating (10 per table): 90

#### *FIRST TIER*

Standard Table Seating: (4 GUESTS PER TABLE): 76

Reception: 200

Banquet Seating (8 per table): 48

Banquet Seating (10 per table): 60



### *SECOND TIER*

Standard Table Seating: (VARIES BETWEEN 2 TO 4 GUESTS PER TABLE): 21

Reception Seating: 50

Banquet Seating (8 per table): 16

Banquet Seating (10 per table): 20

### **JAZZ & JOKES VENUE RENTAL INCLUDES**

- ✓ Tables
- ✓ Chairs
- ✓ Standard white poly, lap-length linen
- ✓ Audio/Visual Equipment
  - *IN-HOUSE SOUND SYSTEM*
  - *LCD TELEVISION SCREENS:*
- ✓ On-site Venue Manager (required)
- ✓ On-site Security Officer (required)

**CLEANING FEE: \$250**

### **PARKING**

There are several public pre-pay parking lots surrounding JAZZ & JOKES. Guests are welcomed to utilize this parking as available.

### **ENTERTAINMENT**

With the rental of the venue, the renter has the option to choose from a list of JAZZ & JOKES “approved” live music entertainers. These entertainers are based on availability. However, this is optional and the renter is welcome to book entertainment independently.



## **VENDORS**

JAZZ & JOKES has taken the liberty to provide you with our selected preferred vendors list. Please reference the list below.

### *Caterers*

Panache Catering  
Chef Darryl  
(615) 289-0987

### *Specialty Equipment Renters*

Classic Party Rentals  
[www.nashville.classicpartyrentals.com](http://www.nashville.classicpartyrentals.com)  
(615) 641-1111

### *Specialty Lighting*

Bradfield Stage Lighting  
[www.bradfieldcompany.com](http://www.bradfieldcompany.com)  
(615) 256-0977

### *Draping*

Events Plus Nashville  
[www.eventsplushnashville.com](http://www.eventsplushnashville.com)  
(615) 834-1700

Renters can use vendors outside of the aforementioned vendors; however, a \$1,000,000 liability insurance policy and license must be presented to the venue 30 prior to the event date.



## **BAR PACKAGES**

Bar Packages are charged on a per person basis. Attendance guarantees required 72 hours (3 days) prior to the event.

Serving Staff (rate per hour): \$25\*\*\*

Bartender (rate per hour): \$25 \*\*\*

Premium Bar Package: \$23

Standard Bar Package: \$19

Standard Beer and Wine: \$13

Cash Bar: \$1250 Cash Bar minimum per hour

Specialty Drinks:

- ✓ Martini Bar: \$10 per person
- ✓ Champagne Toasts: \$10 per person

Soft Drinks/Bottled Water: \$5.00 person

\*Coca-Cola© Products

\*\*\* All time extensions must be paid in advance of additional bar service.

\*\*\* Excludes taxes and gratuities



## **POLICY AND PROCEDURES**

### PAYMENTS | DEPOSITS | CANCELLATIONS

- ✓ A 50% non-refundable deposit in the form of a cashier's check or money order and a signed contract are required to reserve the venue.
- ✓ The remaining balance is due 30 days prior to the event. Any payment not fulfilled within 30 days of the event will be subject to cancellation.
- ✓ JAZZ & JOKES will not accept event contracts for events within 30 days for your event date.
- ✓ To cancel your event at JAZZ & JOKES, please notify your event coordinator in writing within 30 days of the event date. No deposits will be returned; however, all remaining balances will be waived.
- ✓ All renters must provide a valid credit card with a reservation to cover any post event damages. No charges will be held on the card prior to the event. The renter will be notified in advance of the charge, in writing, if damage fees will apply.



## VENUE MAINTENANCE

- ✓ The renter is responsible for all personal decorations.
- ✓ No items can be affixed to the walls, floor or ceiling fixtures with nails, staples, tape or any other substance deemed harmful to the aesthetic of the venue. If you have questions regarding whether a method of displaying items are appropriate, please consult your event coordinator prior to making arrangements.

## LIABILITY

- ✓ JAZZ & JOKES personnel reserve the right to inspect and mandate activities at all functions.
- ✓ JAZZ & JOKES is not responsible for personal property and equipment brought into the facility.

## FIRE CODES

- ✓ No items with open flames are allowed in the venue. This is a fire hazard to the venue and will be removed immediately by any venue personnel.
- ✓ JAZZ & JOKES is a non-smoking facility.
- ✓ All aisles, exits, hallways and fire extinguishers must be kept clear at all times.
- ✓ No hay, straw, cornstalks or any other highly flammable product of nature are allowed in the building.
- ✓ No flammable or combustible liquids are allowed in the building.



- ✓ All electrical cords and devices must be fully intact and free of breaks, cuts or separations.
- ✓ Fire code occupancy maximums will be observed at all times. Should a function exceed the approved venue occupancy; the renter will be notified by an authorized JAZZ & JOKES staff member and/or security personnel. At this time, the event may be subject to immediate cancellation.