

OVERVIEW OF CONTRACT REQUIREMENTS

Frequently Asked Questions

Revised February 13, 2014

The Noah Liff Opera Center is available for lease for meetings and events.

“Meeting” – Defined as lasting four hours or less from set up to break down. A meeting does not involve extensive set-up and tear down or decorations. Hourly meeting rates will be calculated from the time setup for the meeting begins until the room has been restored to its previous condition. Hourly rental rates will be charged for a minimum of two (2) hours.

“Event” – Defined as an extended period with extensive set-up and tear down time. An event may also require the use of the kitchen, and may involve decorations and outside vendors. Event rentals include 10 hours of rental time. All events must end no later than 12:00am. Items provided by the NLOC will be set up and taken down outside of contracted rental time. All items provided by client must be removed by the end of contracted time.

General contract specifications

- A date is not secured until the License Agreement is signed by both parties and a non refundable deposit is placed.
- A refundable security deposit of \$1,000 is required and due at signing.
- Depending on when the event is taking place, 25% or 50% of the rental fee is due at signing. Remaining payments will be divided into equal payments, with the final payment due 30 days prior to the Meeting or Event date.
- Meeting/Event Detail Sheet and Room Set up is required no less than 2 weeks prior to event or meeting.
- Cancellations must be received in writing. For cancellations 6 months in advance of the event the security deposit WILL be refunded, and remaining payments are not due. For cancellations 3 months in advance of the event the rental deposits WILL NOT BE REFUNDED but the security deposit will be. For cancellations less than 1 month in advance all final payments are due.
- Valet parking is required for all parties with over 100 people. Parking arrangements must be made with the Noah Liff Opera Center’s exclusive valet provider.
- Licensee representative must be on site to sign for any deliveries; all deliveries must be arranged through Liff Center management and must occur during contracted time or the licensee is subject to additional fees.
- All Liff Center equipment must be operated by Liff Center Management and/or staff.
- Ovens located in the kitchens are for warming purposes only.
- All attendees must vacate the premises by midnight and vendors by 1:00am or the licensee is subject to additional fees.
- Liability insurance of at least \$1,000,000 per occurrence is required for licensee, caterers and valet parking. Company’s proof of insurance is required 30 days prior to the event.
- If alcoholic beverages are served licensee must carry host liquor liability insurance. Licensee must follow all Tennessee ABC regulations.
- No nails, staples, screws, tacks or tape are allowed on any surface of the Liff Center.
- No helium-filled balloons, rice, birdseed, sparklers, glitter or confetti are allowed anywhere on or in Liff Center property. Flower petals and bubbles may be used outside the building only. An additional cleaning fee will be applied in those cases.
- The Liff Center is located in a residential area; therefore, no music may be heard outside the building unless approved in advance in writing by Liff Center management.
- Liff Center Management reserves the right to require security by a pre-approved company either inside or outside the facility.
- No smoking is allowed inside the building. Smoking is only allowed outside on the balcony, in front of the main entrance doors, or on the loading dock area.
- No smoke, haze, fireworks, or pyrotechnic effects are allowed within or around the Liff Center.
- Please refer to the Noah Liff Opera Center License Agreement for all procedures and policies.

THE NOAH LIFF OPERA CENTER

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