



Thank you for your interest in Cheekwood as the location of your event. The versatility of our facilities makes Cheekwood the perfect place for your special occasion.

We have enclosed rental rates and a full list of our event sites. Cheekwood site rentals include the rental space only. Cheekwood Special Events department can provide you with information on all rental items and costs including, but not limited to catering, chairs, tables, linens, lighting etc...

The use of Cheekwood facilities is a benefit of membership. If you are not already a member, your family membership is included in your rental fee.

You can visit us at [www.cheekwood.org](http://www.cheekwood.org) or feel free to visit us in person. Cheekwood is open to visitors from 9:30am - 4:30pm Tuesday through Saturday, 11:00am - 4:30pm Sunday, and closed on Mondays. The Cheekwood Special Events office is open Tuesday through Saturday.

If you would like to meet with us and take a tour of our facilities, please call and we will be happy to schedule an appointment for you.

Please let us know if we can be of help – we hope to hear from you.

Sincerely,

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\*Photography provided by DOVE Photography, Kevin Wimpy Photography, and Divine Images

## ***The Story of Cheekwood***

It must have been heady times for the creators of Cheekwood—the late 1920s in America, when time and money seemed infinite, the gathering black clouds of the Great Depression only distant ephemera ignored by an optimistic nation. For Leslie and Mabel Wood Cheek, very wealthy indeed from the sale of the family's Maxwell House coffee brand, it was time to make their mark on Nashville society. For Bryant Fleming, the fashionable architect in the new and wealthy suburb of Belle Meade, Cheekwood was his most favored type of assignment—a country place to develop from scratch on a site with character and an almost limitless budget. Together, the three created Cheekwood, choosing the name to combine Cheek and Wood, which became the Cheek family home from 1932 until 1957.

The Cheek mansion occupied about 30,000 square feet and had approximately 36 rooms; it eventually required four oil furnaces for heat. Most of the limestone used for the house, terraces and walls was quarried on the grounds, where stonemasons then worked it into the shapes and sizes needed for building. Perhaps the single most significant decision Bryant Fleming made at Cheekwood was the siting of the house. Rather than place it on the hill's crest, Fleming chose to move it forward just slightly, leaving the top of the hill for a back lawn, and causing the house to be three stories tall at the front, but only two at the back. Fleming also included on the grounds a stable and garage, made of brick rather than stone, since he had noted in England that estates of antiquity often had buildings made of varying materials.

The ground floor originally housed not only the sweeping two-story entrance hall, but also a large recreation room and storage rooms. The second floor held the morning room, dining room, kitchen, drawing room, library, powder room and a bedroom suite, including a sitting room and bathroom. The beautiful spiraling staircase leads to the third floor, where the family bedroom suites, guest rooms and servants' quarters were located. The attic above held an art studio as well as extensive storage.

When Cheekwood was donated to the nonprofit corporation in 1959, the original furnishings already had been either taken by the family or sold at auction. The paintings and decorative arts collection of the Nashville Museum of Art replaced the family furnishings. While Cheekwood had been an opulent private home, changes were required to make it function as a museum of art, especially on the third floor, where many windows were covered and bedrooms converted into galleries for hanging paintings and traveling shows. Housing the new collections eventually required a whole new wing, known as the Stallworth Gallery built in 1979 and designed from the outset as museum exhibition space.

Today, the Cheek mansion is a state-of-the art museum facility with climate control and security systems enabling it to host major traveling exhibitions, as well as maintain its decorative arts and permanent collection in peak condition. The garage and stables were combined into one building, the Frist Learning Center, in 1998 and now incorporate classrooms and art studios on the top two floors with galleries for art at the courtyard level. Cheekwood has permanent collections in three areas—pre-1945 American art, decorative arts and contemporary art.

Fleming's vision led to Cheekwood being designated a Top-Five Southern Garden by Southern Living Magazine in May 2000. On its 55-acre site gardens include The Martin Boxwood Gardens, Wills Perennial Garden, Robinson Family Water Garden, Robertson Ellis Color Garden, Japanese, Turner Seasons Garden, Herb Garden, Carell Dogwood Garden, Burr Terrace Garden, Howe Wildflower Garden, and the Carell Woodland Sculpture Trail.

## **Garden Weddings**

Cheekwood has a variety of unique sites for garden weddings. The gardens are available after 5pm. The use of tents in the gardens is limited, and may incur an additional fee. The gardens can only be used for weddings, no receptions or parties. There is no access to the gardens after dark. Access during daylight hours is limited to the reserved garden or reception location unless written permission is given to be elsewhere. This applies to both weddings and receptions held in designated buildings.

**\*The rental price for all of our beautiful ceremony sites include basic white folding chairs for up to 250 guests (depending on location size). Other chair styles and color options are available at an additional charge.**

### ***The Burr Terrace Garden***

*This garden is a favorite for small weddings and gatherings. An arbor and fountain contribute to this lovely location.*

**Capacity 25 seated; 45 standing**

**\$700 rental fee plus a \$200 refundable damage deposit**



### ***The Wills Perennial Garden***

*The lush, green terrace, graced by a wrought iron gazebo, provides a perfect setting for an outdoor wedding. The Wills Perennial Garden may be tented. Wills Perennial Garden must be booked in conjunction with a reception site for the months of April, May, June, September, and October. Exceptions are at the discretion of the Cheekwood Special Events Department.*

**Capacity 300 seated**

**\$1,500 rental fee plus a \$200 refundable damage deposit**

### ***The Japanese Garden***

*This secluded garden features a covered pavilion overlooking a traditional Japanese arrangement of raked sand and rocks surrounded by pines. A small bamboo grove marks the garden's entrance.*

**Capacity 50 seated; 65 people standing**

**\$1,300 rental fee plus a \$200 refundable damage deposit**

### ***The Herb Garden***

*Actually two connecting spaces with lovely flagstone flooring, the Herb Study Garden features historical column artifacts from the first Tennessee statehouse.*

**Capacity 125 seated; 150 standing**

**\$1,000 rental fee plus a \$200 refundable damage deposit**



### ***The Reflection Pool***

*A lovely site, The Reflection Pool is a hidden expanse of formal garden and reflection pool located on the western slope of the Museum. The Reflection Pool must be booked in conjunction with a reception site for the months of April, May, June, September and October. Exceptions are at the discretion of the Cheekwood Special Events Department.*

**Capacity 120 seated; 150 standing (not handicap accessible)**

**\$1,400 rental fee plus \$500 refundable damage deposit**



### **Special Events Lawn**

*This terraced lawn is adjacent to the Frist Learning Center and has a view of the eastern slope of the museum grounds with a rock wall and lush trees. This site must be rented in conjunction with the Frist Learning Center reception site. This site is handicap accessible and in close proximity to guest parking.*

**Capacity 300 seated**

**\$700 rental fee. No additional deposit required.**

### **Wedding Rehearsals**

Your rental fee includes access to the garden for a rehearsal, which generally takes place the day prior to the wedding between 4:30pm and 6pm. However, you must schedule your rehearsal through the Cheekwood Rentals and Catering Department. You may be assigned a time *other than* 4:30pm-6pm depending upon bookings in the gardens for that day.

### **Facility Rentals**

Capacities may change depending on the needs for the event



### **The Pineapple Room**

*With floor to ceiling picture windows, The Pineapple Room restaurant overlooks the greenery of Cheekwood's west lawn. Chavari chairs add an elegant touch to the natural charm of the room and the wrought iron seating on the deck expands the space for larger events. The Pineapple Room is the required caterer for events taking place in the restaurant.*

**Capacity 125 for a standing reception with use of the deck (if it rains, a rented tent is required)**

**70 for a seated or buffet dinner inside only**

**100 for a seated or buffet dinner with use of the deck**

**\$1,500 rental fee plus \$500 refundable damage deposit along with a minimum \$1,000 food and beverage purchase**



### **Cheekwood Museum of Art**

*The Museum of Art is ideal for both elegant receptions and small, seated dinners. The Museum is a 1920's Georgian-style mansion, the former home of Leslie and Mabel Cheek. The collections include 19<sup>th</sup> and 20<sup>th</sup> century American paintings and decorative arts, as well as outstanding traveling exhibitions. With use of the Museum, you may use the Swan Lawn for a wedding with up to 200 guests; however, weddings must have the approval of*

*the Cheekwood Special Events Department. Capacities vary during the month of December due to the Season of Celebrations exhibit. Cheekwood is the required caterer for functions held here.*

**Capacity 200 for a reception; 50-60 for a seated dinner on the Loggia (less during the winter holidays)**

**\$6,000 rental fee plus \$2,000 refundable damage deposit**



### **Massey Display Hall in Botanic Hall**

*The most versatile of Cheekwood's event sites, Massey Display Hall is ideal for meetings, luncheons, receptions, or seated dinners. Massey Display Hall and its adjoining terraces provide a changing backdrop of art exhibits and greenery.*

**Capacity 400 for a reception; 300 for a seated dinner**

**\$3,200 rental fee plus \$1,000 refundable damage deposit**

**\$1,100 daytime (9am-3pm, Tuesday-Friday) corporate rental fee plus a**

**\$500 refundable damage deposit**



### **The Frist Learning Center -**

#### **Great Hall, Terrace, Courtyard, and Special Event Lawn**

*The Learning Center has a warm, rustic yet elegant appeal, combining the original stables and carriage house of the Cheek estate with a two-story, glass building opening onto a lovely brick courtyard. The former stables have been transformed into Cheekwood's Contemporary Art Galleries, with a terrace overlooking downtown Nashville. It is a perfect site for a cocktail buffet, dance, or reception. The terrace, courtyard, and special event lawn may be tented at a cost ranging from \$800-\$2,500, based on size. Music plans must be approved by Cheekwood staff due to the close proximity of residential neighbors.*

**Capacity 275 for a reception using the terrace, more if lawn is used (catering facilities are limited and large plated dinners are discouraged)**

**\$3,200 rental fee plus \$1,000 refundable damage deposit**

**\$700 rental fee for use of Special Events Lawn**

*\*Music City Tents and Events is the required Vendor for all reception/ceremony sites & must be booked through the Cheekwood Special Events Department.*



## **Cheekwood Rental Guidelines**

*Updated January 2011*

We appreciate your understanding that Cheekwood is first and foremost a cultural arts center and a botanical garden which exists for the benefit of the public. This mission may place constraints on the property which you may not normally encounter. We appreciate your understanding of the extra care and occasional extra cost involved to ensure our properties continue to be available for public enjoyment.

We include information here to make sure you (and your vendors) are fully informed about our particular policies. You are responsible for conveying this information to any outside vendors, and their failure to respect our guidelines could result in the forfeiture of your damage deposit.

Your adherence to our policies will help assure that Cheekwood continues to achieve its mission of making art and gardens available to the public.

### **GENERAL GUIDELINES (Additional Guidelines below, specific to each location, also apply)**

**The following guidelines are included in your license agreement and must be followed to ensure return of your damage deposit. Cheekwood retains the right to change guidelines at any time prior to your event. We will communicate any changes to you and require you to follow the new or revised guidelines.**

**Cheekwood is not available for political organization events, fundraisers or high school or collegiate social events.**

#### **Event Supervision**

- Event Supervisors may be required at your event to represent Cheekwood Management, and provide an on-site liaison between Cheekwood and the client during events. The Supervisor will insure that all orders and arrangements made for the event are implemented by our staff as they were agreed to by the client. The cost of Event Supervisors will be included in your final billing at a rate of \$20.00/hr
- The Event Supervisor is not assigned to assist with event set-up or tear-down; however, they must be present to supervise during all set-up and tear-down activity.

#### **Security**

- Cheekwood security representatives are provided to assure the protection of Cheekwood's property and collections and are included in the cost of each site rental until 1:00 am
- they are not available to assist with event set-up or tear-down
- a Cheekwood representative may close an event, or any portion thereof, at any time if they assess it as a threat to Cheekwood property or guests or if guidelines are not being followed
- security staff have the right to inspect all items entering and exiting the campus, including private guest items
- should extra security coverage be required, each extra staff hour will be billed in hourly increments at a rate of \$25

## **Plants & Exhibit Items**

- no plants (except display plants in Massey Auditorium in Botanic Hall), art, or other exhibit items may be removed, moved, or covered for any reason
- Cheekwood cannot be held responsible for any exhibits which may occur during your event
- access to exhibitions should not be blocked during Cheekwood's normal operating hours

## **Food & Beverage Service**

- food and beverage are not allowed in art galleries of the Museum of Art
- Cheekwood Catering is the required supplier of all alcoholic beverages served at Cheekwood and follows all standard Alcoholic Beverage Commission guidelines
- Bartenders are also supplied by Cheekwood
- Cheekwood is the required caterer for the Museum of Art and the Pineapple Room. An outside catering fee of \$10/person will be applied to those who do not use Cheekwood Catering in the Learning Center and Massey Hall.

## **Set-up Plans and Event Start Times**

- All rental items (chairs, tables, linens, etc.) must go through the Special Events Department at Cheekwood.
  - Music City Tents and Events is the required vendor for rental items
- Garden Sites may be set up no earlier than 3:00pm.. Reception sites can begin set up at 3:30pm.
- Any addition vendors (florist, special décor, etc..) can begin set up anytime after 3:30pm.

## **Decorations**

- signs, banners, or any other decorations may not be taped, nailed, stapled, or otherwise fastened to Cheekwood property; no holes may be drilled, cored, or punched in any Cheekwood property
- Cheekwood is not responsible for the protection or storage of items brought onto the grounds; clients assume full responsibility for any items brought onto the property
- candles are allowed in The Pineapple Room, Frist Learning Center, Botanic Hall, Museum of Art (on a limited basis), and garden sites; all candles must be enclosed in a glass container and must be votive, taper, or pillar candles; liquid fuel candles are not permitted; pyrotechnic devices of any kind are prohibited at all venues on Cheekwood's campus
- rose petals or bubbles may be used in outdoor areas only; confetti, birdseed, and sparklers are prohibited at Cheekwood

## **Post-Event Clean-up**

- all decorations, equipment, and any other items must be removed at the conclusion of an event
- all outside vendors must remove their items by 1:00 am; extra security charges will apply if load-out continues past 1:00 am

## **Insurance Coverage/Liability**

- Cheekwood requires each client to purchase general liability insurance for the day of their event for the Frist Learning Center and Museum of Art; required coverage amounts are listed below:
  - Frist Learning Center           \$1,000,000
  - Museum of Art                     \$1,000,000
- you must name Cheekwood as additional insured on the policy and provide proof of insurance (ACORD) to Cheekwood two months prior to your event date
- when outside caterers are used, they must carry \$1,000,000 in general liability insurance and provide a certificate of insurance to Cheekwood fourteen days before the event
- all approved vendors contracted by the client must be insured with \$300,000 liability insurance and provide Cheekwood with a copy of a certificate of insurance fourteen days before the event

- the client will be responsible for any damages due to gross negligence, including actions of their guests. \*damage includes objects in the museum as well as the building itself.
- the client is responsible for the replacement of objects at current fair market value and/or repair of damage by a trained conservator of Cheekwood's choice
- damage to art can result from deviation from proper museum environmental conditions

### **Tents & Equipment**

- tents or other large equipment, including stages and risers, should be rented through Cheekwood Special Events, unless given special permission (i.e some bands come with their own stage)
- all tenting arrangements must be made through Cheekwood to assure minimal interruption of Cheekwood programming
- if we reserve a stand by tent for you to use in case of inclement weather, you must let s know by the Thursday afternoon prior to your wedding before 6:00 pm to determine if you will need it; we then either cancel the tent or coordinate with the company regarding set-up (Stand By tent fee's range in price and will be implemented toward the total price of the tent, if the tent goes up. If the tent does not go up, the fee is only charged)

### **Parking**

- valet parking and/or a parking director may be required at times depending on the number of guests expected to be on campus
- all valet and parking director services must be handled by Cheekwood

### **Music**

- outdoor music on Cheekwood grounds must never exceed 90 decibels and must cease at 11:00 pm

### **Changing Rooms**

- changing rooms may be available for outside vendors (servers, bands, etc.) in certain buildings; none are available in the Museum of Art
- a changing room will be provided for the bride and attendants
- staff offices are not accessible to rental clients before or during events

### **General**

- no fire escape routes or doors may be blocked at any time
- smoking is prohibited in all Cheekwood buildings
- all special requests must be approved in writing by the Director of Catering and Special Events

## **GARDEN SITES**

### **Access**

- event set-up at garden sites can begin at 3:00 pm
- all use of gardens must cease thirty minutes past sunset
- your rental fee includes access to the garden for a rehearsal, which generally takes place the day prior to the wedding between 4:30 and 6:00 pm; however, you must schedule your rehearsal through Cheekwood Special Events

### **Set-up**

- the use of chairs and tents in the gardens is limited; chairs are an additional fee

### **Inclement Weather Policy**

- in the event of inclement weather, we will do our best to relocate your event to another venue; however, we cannot guarantee that an alternate location will be available; the Museum of Art is not available as an alternate site

### **THE PINEAPPLE ROOM**

#### **Set-up**

- set-up in The Pineapple Room may begin at 3:00 pm and all items delivered prior to 4:30 pm are to be loaded in via the deck entrance

#### **Caterer**

- Cheekwood Catering is the required caterer for events taking place in The Pineapple Room
- the cost of professional wait staff is not included as a part of the rental fee

### **BOTANIC HALL**

#### **Set-up**

- for daytime events, set-up in Massey Hall may begin at 7:00 am, and all items are to be loaded in via the back entrance (extra security charges may apply)
- if daytime events require extensive labor, set-up may be scheduled to begin at 3:00 pm the day prior to the event if the space is available (extra security charges may apply)
- for evening events, set-up in Massey Hall may begin at 3:00 pm and all items are to be loaded in via the back entrance
- set-up in the foyer may begin after 4:30 pm

#### **Rose Terrace**

- the grassy terrace area just outside Botanic Hall is limited to foot traffic; however, it is permissible to tent and floor the terrace area for larger parties

#### **Caterer**

- the services of an approved, licensed caterer who carries at least \$1,000,000 liability insurance coverage may be used instead of Cheekwood Catering; however, there is a \$10 per person surcharge when outside caterers are used
- the kitchen in Botanic Hall may be used for food expediting purposes
- caterers must assure that all items are removed at the conclusion of an event
- all garbage must be bagged and placed in a dumpster (located behind Botanic Hall, behind the Museum, or near the maintenance facility)
- the caterer must return the site to its original condition using their own supplies (including clean floor (sweep and mop), clean work surfaces, etc.)

### **FRIST LEARNING CENTER**

#### **Set-up**

- set-up in the Learning Center may begin at 3:30 pm
- early set-up the day of the event is possible between 7:30 and 9:30 am (extra security charges may apply)

## **Caterer**

- the services of an approved, licensed caterer who carries at least \$1,000,000 liability insurance coverage may be used instead of Cheekwood Catering; however, there is a \$10 per person surcharge when outside caterers are used
- the bottom level of the building, as well as the kitchen on the second floor, may be used for food expediting purposes
- caterers must assure that all items are removed at the conclusion of an event
- all garbage must be bagged and placed in a dumpster (located behind Botanic Hall, behind the Museum, or near the maintenance facility)
- the caterer must return the site to its original condition using their own supplies (including clean floor (sweep and mop), clean work surfaces, etc.)

## **Music**

- bands are to be located in the northeast corner of the courtyard facing west in order to provide maximum sound abatement; however, no equipment can be placed in front of fire escape doors
- any risers or equipment for musicians may not be put in place until after 4:30 pm to assure that access to galleries is not blocked

## **Galleries**

- art galleries will be open at the client's request
- the number of additional security guards required varies depending on the current exhibit contract
- each extra staff hour will be billed to the client at a rate of \$25

## **MUSEUM OF ART**

### **Event Coordination**

- planning meetings held at the museum must be conducted by a Cheekwood event coordinator

### **Security**

- all vendors must sign-in and out at the Security Desk just inside the loading dock area of the museum
- security guards will be stationed at the Security Desk, on Loggia Level (2 guards), and on the Gallery Level, as exhibit contracts require

### **Set-up**

- exterior set-up may begin at 3:00 pm, and interior set-up may begin at 4:30 pm
- all deliveries must be made to the loading dock on the courtyard side of the building; however, please note that the loading dock door cannot be left open for long periods of time
- decorative objects are not to be moved
- a three foot clearance around all museum object cases, paintings, and exhibitions must be allowed
- nothing may be placed on the demi-luns (side tables in the Dining Room)
- nothing may be propped against any object in the museum
- driving on the Swan Lawn is prohibited

### **Caterer**

- Cheekwood Catering is the required caterer for events taking place in the Museum of Art
- food and beverages are not permitted on gallery levels
- food and beverage stations may not be set-up in the Transverse Hallway; limited set-up is available in the Rotunda area provided fire exit routes are not compromised and plans are approved in advance
- the dining room table may only be used with table pads

- seated dinners may only be held in the Loggia or in a tent
- drinks with dark pigmentation such as red wine, cranberry, and grape juices are not allowed

### **Decorations**

- candles are not permitted in the Museum of Art, except in the Loggia; open flames are prohibited in the Museum with the exception of sterno type heating elements for chafing dishes
- no set-up is allowed in the Transverse Hallway, including flowers; limited set-up is allowed in the Rotunda area
- decorations may not block security cameras, alarm sensors, or the view of any artwork
- no live plants may be brought into the museum; live plants may be used on the Loggia provided they are loaded in and out through the exterior Loggia doors
- only floral arrangements in oasis are permitted; floral arrangements in water are not permitted in the Museum

### **Photography**

- no photography is permitted in the third floor galleries of the museum at any time
- photography is permitted in all other areas of the museum after 4:30 pm

### **Loggia Doors**

- both the interior and exterior doors in the Loggia cannot be open simultaneously; i.e. if the exterior doors are open, then the interior doors must be closed

### **Climate**

- the air conditioning/heating system in the Museum cannot and will not be adjusted for any reason