



## *Facility Rental Information*

### *OBSERVATORY RULES*

Vanderbilt Dyer Observatory is a one-of-a-kind treasure. It is a wonderful venue for special events of all kinds; weddings, receptions, dinners, meetings and more. The Observatory staff is pleased to offer the use of the buildings and grounds as part of Vanderbilt's outreach effort. It is our primary responsibility to promote the mission of Vanderbilt Dyer Observatory by inspiring student and public interest in science through experiencing the wonders of astronomy and space exploration. These Observatory Rules have been developed to protect the building and grounds so that visitors may enjoy them for years to come.

#### **Important Considerations**

1. Caterers must provide proof of insurance and a certificate of insurance naming Vanderbilt University (2401 Vanderbilt Place/Nashville 37212) as an additional insured with a minimum of \$1,000,000 liability for each event.  
Initials \_\_\_\_\_
2. All weddings and wedding receptions must use a wedding planner from the preferred list (provided in information packet).  
Initials \_\_\_\_\_
3. All rentals must use a caterer from the preferred list (provided in information packet).  
Initials \_\_\_\_\_
4. Alcohol may be served only by a licensed bartender.  
Initials \_\_\_\_\_
5. All food and trash must be removed, appropriately secured, double-bagged, and placed in the dumpster by the catering entrance at the end of the event. If these items are not removed, a \$200 charge will be incurred.  
Initials \_\_\_\_\_
6. Dyer Observatory is first and foremost a place of education and has valuable items in its display cases. Therefore, all children must be supervised and unruly guests will be asked to leave.  
Initials \_\_\_\_\_
7. Dyer Observatory provides the venue, the 60' x 50' tent covering the backyard patio, one staff person (Event Supervisor representing Vanderbilt), an Astronomer (for 2 hours to provide telescope viewing, weather permitting, or Observatory tours) during the time of the event. **All other professionals (caterers, photographers, AV personnel, lighting, sound needs, etc.) are the responsibility of the renters.**  
Initials \_\_\_\_\_

8. Capacity restrictions are to be strictly followed by order of the fire marshal: 100 persons in the Library and 250 persons under the tent.  
Initials \_\_\_\_\_
9. No animals are allowed on the grounds with the exception of service dogs.  
Initials \_\_\_\_\_
10. Only battery operated votive candles, torches, etc. are allowed inside the Observatory. Live flames outdoors must be enclosed in glass containers and be approved by Dyer staff before the event. **Sparklers and fireworks** are strictly prohibited.  
Initials \_\_\_\_\_
11. Birdseed, bubbles, or rose petals may be dispersed outside only. No confetti allowed inside or out.  
Initials \_\_\_\_\_
12. Smoking in the buildings is strictly prohibited, and outside it is only permitted in designated areas. Smoking outside may be prohibited due to dry weather conditions.  
Initials \_\_\_\_\_
13. Dyer Observatory has (10) 8' rectangular tables, (7) 42" round tables, (15) 60" round tables, and (10) 36" bistro tables which may be set high or low. These are available for use at no extra charge and will be pre-set with proper instructions. In addition, we have (250) natural wooden padded chairs available at no extra charge.  
Initials \_\_\_\_\_
14. Nothing may be taped, wired, stapled or nailed to any wall or floor where damage can occur. Please consult Dyer staff concerning decorations.  
Initials \_\_\_\_\_
15. Renter is responsible for removal of all boxes, decorations, flower arrangements, etc. immediately after the event.  
Initials \_\_\_\_\_
16. Due to parking limitations on top of the hill (120 cars maximum), renter must contract with Stewart Parking Solutions (615-463-2307) beginning one hour prior to time of the rental. Please note that large buses will not fit through the gate.  
Initials \_\_\_\_\_
17. Customer will provide certificate of insurance two weeks (14 days) before the first day of the event.  
Initials \_\_\_\_\_

### **Security Deposit**

Reservations are taken on a first-come, first-served basis. A security deposit of \$500 is required to reserve your date and time. This deposit will be applied toward the rental fee and is non-refundable.

### **Rental Fee**

The full balance of the rental fee is due seven days prior to the day of your event.

### **Cancellations**

Should your event be cancelled, your deposit is non-refundable.

### **Wedding Rehearsals**

Your rental fee includes access to the Observatory for one hour (before 4:00PM) for a rehearsal prior to the wedding.

### **Timing**

Events must end by 11:00PM and everyone must be gone by 12:00AM. A charge of \$100 per hour is assessed for overtime hours.

If access to Dyer is needed prior to the time on the contract, special arrangements are required and an additional \$100 per hour will be assessed.

### **Audio / Visual**

Dyer Observatory provides the venue. Wireless internet is available. (Vanderbilt uses the MYMO technology. Please make sure you have the latest drivers for your wireless cards if wireless is crucial to your event.) A 120" screen and projector for Power point presentations are available in the library. All other sound, A/V personnel, lighting, etc. are the responsibility of the renters. NO alteration of Dyer Observatory A/V equipment is permitted without permission, and Dyer Observatory staff must do any alterations.

### **Vendors**

A list of all vendors must be approved by Dyer Observatory two weeks prior to the event.

### **Facility and Grounds**

Please remember the setting is outside and it may look different for your event than it did on the day of your booking. Vanderbilt reserves the right to make improvements to the facility and grounds as necessary. The Observatory is located in a wooded setting and wildlife, flora, and fauna are present.