

## GENERAL INFORMATION

### ADMINISTRATIVE CHARGE AND SALES TAX

- Prior to the application of any taxes (currently 9.75%), all meeting room, food and beverage, audio visual, and related services will be subject to a 25% administrative charge. Please note that the administrative charge is not a gratuity or tip and, accordingly, is subject to all applicable taxes. This charge will be applied to costs and/or expenses other than employee wages.
- State of Tennessee imposes a 15% beverage tax over and above the 9.75% sales tax on all liquor and wine sales.
- All requests for state sales tax exemption in the State of Tennessee should be requested at least 45 days prior to event. A copy of the organization's Tennessee Tax Exempt Certificate is required. Federal and out of state certificates are not valid in the State of Tennessee for exemption.
- Final payment can be made only by an organization check or credit card that matches the name on the Tennessee Tax Exempt Certificate. Use of personal checks and credit cards will nullify state tax exempt status of the organization.

### PRICING POLICY

- All menu and audio/visual equipment pricing are subject to change without notice. Changes may be implemented based on various market factors.

### ALCOHOLIC BEVERAGE SERVICE

- All guests must be 21 years old or over to purchase and consume alcohol on Hotel property. All guests will be asked to show proper identification at all banquet bars prior to being served.

### FOOD AND BEVERAGE

- All food and beverage services are provided by Franklin Marriott. Use of outside catering services, "Take Out" or delivery services (including bringing in your own food and beverages) is strictly prohibited in all meeting rooms with the exception of specialty cakes.
- If you have any concerns regarding food allergies, please contact your Event Manager.

### CATERING GUARANTEES

- The Guarantee of Attendance will be required three (3) business prior to the start of your event. Should a guarantee not be submitted by the required time, the estimated number of attendees on the signed event order (or signed contract) will become the guarantee of attendance. Once a final guarantee has been submitted, only increases will be allowed.

### ROOM SET CHANGES

- All meeting/event rooms are set up in accordance with approved event orders. Requests for change in room setup after the room has been fully set will result in a \$250++ fee.

### TECHNOLOGY

- All audio/visual equipment is available at competitive rates through ITA, Audio Visual Solutions - Hotel's full-service and in-house audio/visual department. ITA can provide a price list or quotation upon request. Cancellations for rented audio/visual equipment must be made 48 hours prior to the start of the function or the rental charges will apply. A 25% taxable administrative charge and 9.75% state sales tax will be added to all audio/visual orders.

### EXHIBITS

- Hotel can provide exhibit tables and booths. Please contact your Event Manager for further information.

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### OUTSIDE EVENT SERVICE PROVIDERS

- All outside event service providers (including bands, DJ/VJ's, trade show decorators, display companies, special event décor, and other like firms) are required to comply with the following before any setup will be permitted:
  - Proof of a minimum of \$1,000,000 in General Liability Insurance with an Insurance ACORD naming both Hotel Owners and Hotel Management Company as additional insured's.
  - A Completed Hold Harmless Agreement provided by Hotel Management.
  - Inspection and Compliance to all safety standards as required by Franklin Marriott.

### EVENT LOCATION

- All meeting/event room assignments are tentative and subject to change without notice. This is to permit the greatest flexibility for Hotel to respond to unexpected changes (such as times, attendance, etc....) for all customers. Advance publication of a location is not recommended.

### BANNERS/SIGNAGE

- Use of push pins, tacks, nails, putty, Duct Tape and other forms to attach posters, banners and other signage on the meeting room walls, doors and public areas is strictly prohibited. For special assistance with Banners or other signage, please contact your Event Manager.
- \*Banner Hanging fees will apply.

### INTERNET AVAILABILITY

- Hotel does not offer complimentary internet service in meeting rooms, public areas or guest rooms. If presenters or attendees have needs for internet service, please contact Event Management. Event Technology Department will arrange for wireless, wired and telephone internet service.

### DAMAGES & CLEANING FEES

- All organizations and individuals will be liable for any damages, other than normal wear and tear to equipment, furniture, meeting rooms, exhibit areas and suites by employees, delegates, and /or decorators and suppliers hired directly by your organization. Additional cleaning fees may apply for any function/event that leaves behind trash, décor or other refuse.

### MISCELLANEOUS POLICIES

- Use of smoke/smog machines is prohibited by Local Fire Code.
- Use of confetti & glitter are prohibited. In the event that glitter, confetti or other extensive décor cleanup is required, a \$500.00 cleaning fee will apply.
- Hotel management reserves the right to inspect all private functions at any time and assure that, in management's opinion, decorum is maintained within Hotel's high standards.
- Hotel will not assume responsibility for damages or loss to any merchandise or articles left unattended or sent to Hotel prior to, during or following your meeting/event.
- Arrangements may be made in advance for security of exhibits, merchandise or articles set-up for display prior to the planned event.

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### PACKAGE SHIPPING & RECEIVING

All packages should be shipped and *INDIVIDUALLY* labeled to the hotel with the following information:

FRANKLIN MARRIOTT COOL SPRINGS

GROUP OR SHOW NAME

ATTENTION:

(Registered Guest Name/Exhibitor with Check-in Date)

700 COOL SPRINGS BLVD. FRANKLIN, TN 37067

HOTEL CONTACT NAME (If applicable)

Multiple boxes/containers should each be marked as follows:

“(Box number) of (total number shipped)”.

For example: Box 1 of 4, Box 2 of 4.

### Incoming Shipping Charges:

*(Charge includes receiving, storage, handling and outbound shipping)*

Express Packs / Envelopes | complimentary

Box / Container under 25 pounds | \$5 each

Box / Container 25 pounds or more | \$10 each

Pallets / Freight Items | \$50 each

*All package charges can be placed on a guest room folio or paid for with credit card on-site.*

### Shipping Policies:

- 1) All packages sent should be labeled as listed.
- 2) The hotel asks that shipments arrive no more than (3) days prior to the meeting or event. Shipments received earlier than (3) days prior will be assessed a \$25 per day storage fee.
- 3) Hotel will provide delivery to the event location on the date of set-up. The Registered Guest/Exhibitor will be asked to sign for all packages before they are released. The Registered Guest/Exhibitor is responsible for all unpacking and set-up of exhibit items.
- 4) At the conclusion of the meeting or event, the Registered Guest/Exhibitor will be responsible for all the dismantling, repacking and sealing of outbound shipments.
- 5) All outbound shipments will require completed shipping documents, including billing account numbers. Hotel will provide pick-up by designated shipping vendor.

## GENERAL INFORMATION

### GREEN MEETING SOLUTIONS

Marriott International aspires to be the global leader that demonstrates how responsible hospitality management can be a positive force for the environment and create economic opportunities around the world and in the communities where we work and live. To view green practices carried out at the Franklin Marriott Cool Springs, please visit [franklinmarriott.com](http://franklinmarriott.com) and click on Green Meetings under the Meetings & Events section.

### EVERYDAY MEETINGS

The following are offered everyday for your event:

- Post-consumer recycled pens
- 100% post-consumer fiber note cards
- Pitchers of water and glassware in the back of all meeting room sets (preset on meeting tables available upon request)
- Recycling receptacles outside meeting rooms
- Reusable linens and napkins
- Reusable centerpieces
- Marriott International Green Certified Sales, Event and Banquet Managers

*The following are available to make your event even more green. Please ask your Event Manager for pricing.*

- Whiteboard instead of flipchart
- Fair Trade coffees and teas
- Organic floral arrangements
- 100% recycled with post-consumer fiber chlorine-free cocktail napkins