

HOWARD HALL

Special Event Guide



ADDRESS:

**2282 Madison Avenue
@ Edgwood Street
Memphis, TN 38104**

ABOUT THE PROPERTY

Howard Hall was gifted by Hal B. Howard, Jr. (1925-2015) to Memphis Heritage in 2006. Since then, Howard Hall has been the home of Memphis Heritage. Located in the Overton Parkway Historic District, Howard Hall is a superb example of the eclectic, high-style architecture found in the district. Howard Hall also hosts Memphis Heritage's Don Newman Collection of historic Memphis photographs which are on permanent display.

Plan your special event in an early twentieth century mansion located in a historic district in the heart of Memphis. With over 3,000 square feet of space, Howard Hall is the perfect venue for a variety of events.

If you have questions or would like to schedule a tour, please call the office or email one of the Venue Directors:

Office: 901.272.2727

Sasha Scott: sasha@memphisheritage.org

Trey Crump: trey@memphisheritage.org

BASIC VENUE INFORMATION

- **Founder level members or above are entitled to host one private party per year at Howard Hall as one of their membership benefits. We can not rent Howard Hall to nonmembers.**
- Viewing the venue is by appointment only.
- Max capacity is 100.
- Bookings are not available on major holidays.
- Howard Hall representatives are available onsite throughout the duration of the event. **These representatives are not an event coordinators.**
- Howard Hall does not provide event staff. Security and the Venue Directors are the only representatives on the property.
- Event rental insurance is required to book an event at Howard Hall. Proof of Event Rental Insurance is due 30 days prior to the event.
- Street parking is available on Madison Avenue and Edgewood Street. Howard Hall has onsite parking available for vendors only.
- Howard Hall does not provide table linens.
- See "Site Regulations" section of the Special Event Guide for more of our policies and procedures regarding booking an event.



VENUE :

Included in this venue package:

- Outdoor and indoor event space
- Kitchen and restroom facilities
- Event clean-up



ALLOTTED TIME

- A venue rental booking is for 8 hours the day of the scheduled event.
 - Four hours prior to the event for setting up and decorating the space.
 - Three hours for the duration of the event.
 - One hour after the event has ended.
 - **All events must end by 9:00pm.**
 - All guests and vendors must vacate the property by 10:00pm. NO EXCEPTIONS.
 - All decorations must be removed and all trash and food items must be properly disposed of after the event.
- Decorating and setting up of the space the day prior to the event must be approved by and scheduled with Howard Hall's Venue Director.

PHOTOGRAPHY

- Howard Hall is the home of Memphis Heritage and has a dignified image to uphold; therefore all photos taken on the premises must be of a respectful manner.

EVENT RENTALS

- Howard Hall does not offer tables, chairs, or table linens.
- The Howard Hall Venue Directors must be informed of all event rental companies hired for the event.
- All event rental deliveries and pickups must be scheduled with the Howard Hall Venue Directors.
- All dance floor and tent installations for the lawn must be approved and scheduled with the Howard Hall Venue Directors.
- Tents must be WEIGHTED DOWN, NOT STAKED.

CATERING & ALCOHOL POLICY

- Howard Hall allows outside catering on the property.
- All catering vendors are encouraged to view the kitchen facilities and venue space prior to the event.
- All alcoholic beverages must be served by a licensed bartender.
- Proof of bartender's valid ABC license must be provided 30 days prior to the event.

ENTERTAINMENT & VENDORS

- Howard Hall has an image to uphold and is located in a residential area. **All music must be clean and not contain explicit profanity and lyrics (RADIO VERSION ONLY). Failure to comply with this policy will result in immediate termination of the event with no refund.**
- Speakers are only allowed on the south side (front lawn) of the main house, no exceptions.
- All vendors must comply with all Howard Hall SITE REGULATIONS throughout the event.

SECURITY

- A security officer is required for all events. This is not included in the rental fee.

CLEANING

- Event clean-up is included with every venue rental.
- All rentals placed outdoors (with the exception of a tent) must be stored inside the garage at the end of the event for safe keeping.
- **All trash must be disposed of at the end of the event either by catering staff or the Lessee. Please do not leave any left-over food items.**

SITE REGULATIONS

To reduce the risk of damage to the property and the grounds, the following regulations apply to everyone visiting Howard Hall which is managed by Memphis Heritage.

- The Howard Hall Venue Directors reserve the right to deny admittance to any individual or members of any group which it has reasonable cause to believe has recently violated these regulations.
- The Lessee is responsible and will reimburse Memphis Heritage for any property damaged or missing as a result of the actions of a guest, contractor, vendor or employee of the Lessee.
- No illegal drugs are allowed on the property.
- No sparklers, or fireworks of any kind are allowed during the event.
- Should it be determined that a guest has arrived impaired, said guest will be denied entrance to the property.
- Children present at events must be accompanied by a **responsible and sober** adult at all times.
- No smoking is allowed inside the building.
- No firearms or weapons are permitted on the property.
- No pets are allowed on the property. Service animals allowed per preapproval of the Howard Hall Venue Director.
- Smoke bombs and colored smoke bombs are not allowed on the property.
- No fog machines, firelit lanterns, dry ice, or smoke machines are allowed on the property.
- No confetti, glitter bombs, or fake flower petals are allowed on the property.

BOOKING THE VENUE

- Viewing the venue is available by appointment only. To schedule an appointment please call Memphis Heritage or email one of the Venue Directors.
- Venue dates are available and open to anyone until a security deposit is paid to reserve a specific date. Viewing the venue for a specific date does not guarantee that specific date will remain available. The Howard Hall Venue Director will continue to show the venue space for any available date until a fully-refundable \$500 security deposit is paid to reserve the requested date.
- Cancellations are accepted up to 14 days in advance of the event, and the security deposit will be refunded. If the event is canceled less than 14 days in advance of the event date, the \$500 security deposit will not be refunded. All payments are to be made in the form of cash, check, or credit card. Checks must be payable to Memphis Heritage.

