



FACILITY RENTAL & CATERING POLICIES

FACILITY RENTAL OPTIONS*

Barbara Dietz/Bruce Callis Boardroom

Seats up to 12, conference-style
\$150 for two hours; \$75 each additional hour

Boardroom & lower level South Rotunda

Seats up to 100 people at 60 inch round tables
\$450 for two hours; \$200 each additional hour
until midnight; After midnight pricing is \$350 per
hour

Urban Playground

Seats up to 190 people at 60 inch round tables
130, classroom-style; 250, theater-style
\$450 for two hours; \$175 each additional hour
until midnight; After midnight pricing is \$450 per
hour

Boardroom & entire South Rotunda

Seats up to 250 people at 60 inch round tables;
Additional seating for 80 on outside balcony
Including outside balcony area \$850 for two
hours; \$300 each additional hour until midnight;
After midnight pricing is \$500 per hour

Exclusive Facility Use

Includes: Barbara Dietz/Bruce Callis Boardroom, entire South Rotunda, North Rotunda featuring the Ballgirl Playground, State Farm Tip-Off Theater, and all Exhibit Halls

Accommodates up to 600 people
\$1500 for two hours; \$450 each additional hour

Exclusive Facility Use & Outside Grounds

Includes: Areas listed above in Exclusive Facility Use and all outside grounds and the parking area

Accommodates 600 – 2,000 people
\$2500 for two hours; \$500 each additional hr.

Event Coordination

Includes complete coordination of events and outside vendors. \$200 per hour and up

Note: Pricing changes effective September 1, 2007.

Price increase of \$75 per hour for peak times will apply on peak Saturdays in April, May, June and December. A \$150 cleaning fee will apply to all parties requiring significant setup, breakdown and cleaning. Smaller events will be charged a \$50 cleaning fee.

FACILITY RENTAL POLICIES

- During business hours, alcohol can only be served/consumed in private/restricted areas.
- Rental fees include WBHOF staffing necessary for the event.
- A two-hour minimum applies to all rental fees.
- WBHOF retail store, Trophies at the Hall, will be open for guests to enjoy the retail experience at clients' request. Trophies will close at 10pm for all scheduled events.
- Admission tickets to tour the Hall are only included in the Exclusive Facility Use options. All other rentals may purchase admission tickets in addition to facility rental. Admission tickets can be purchased at a facility rental discounted rate.
- Food, beverage, and catering fees are not included in rental fees and are between the guest and their approved caterer. All caterers must be a member in good standing with the Knoxville Tourism Alliance.
- Tables, chairs, linens, trash cans/liners, decorations, extension cords and cord covers, etc. are the responsibility of the guest and their caterer. The WBHOF will provide equipment for a rental fee. Rental fees for equipment will be provided with the Letter of Agreement for the event.
- Tables/chairs rented by guests MUST be picked up at the end of the function or if an evening function, prior to WBHOF opening the next day. All pickup and delivery of equipment must be coordinated with the WBHOF.
- Guests and selected caterer must adhere to all WBHOF rental and catering policies.
- Events scheduled after midnight must provide security at client's expense and will be subject to additional staffing expenses. The WBHOF works with the Knoxville Police Department to provide additional security and will coordinate security at the client's request.
- Events scheduled after midnight must be reviewed and approved by the WBHOF Vice President on an individual basis.

CATERING POLICIES

- Caterers must be a member in good standing with the Knoxville Tourism Alliance (KTA) to qualify as a WBHOF approved caterer.
- Caterers must provide proof of license and certificate of insurance to serve alcoholic beverages at WBHOF one week prior to the event.
- Caterers and Bartenders are responsible for obtaining proper verification that alcohol/beer is not being served to minors.
- Liquor can not be served in the public areas until the WBHOF is closed to the public.
- Caterers must provide proof of insurance naming WBHOF as an additional insured party two weeks prior to the event.
- Caterers are responsible for all set-up, breakdown, and clean up of their equipment and area utilized to include but not limited to sweeping/mopping the floor and removing all trash.
- Caterers are to arrange set-up time in advance with WBHOF.
- Caterers are responsible for their tables, chairs, trash cans, extension cords and covers etc.
- Caterers must complete teardown and clean up immediately following the function.
- Caterers are responsible for leaving WBHOF in pre-event condition.
- Any catering items remaining after the function will become the property of WBHOF.
- WBHOF kitchen supplies are for WBHOF use only. Caterers will be charged for any missing or used items (i.e. bottled water, coffee, cups, sodas, etc.).
- Guests and caterers must adhere to all WBHOF rental and catering policies.

The Women's Basketball Hall of Fame Preferred Partners:



All Occasion Catering LLC
Neal and Susan Green
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Knoxville, TN 37917
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sales@alloccasioncatering.com
www.alloccasioncatering.com

Serving Knoxville for over eighteen years; owners, Neal and Susan Green and the experienced staff of All Occasion Catering LLC is committed to providing you with outstanding service for all of your catering needs. Our catering options include weddings, anniversaries, graduations, proms, business meetings, fundraisers and any catered celebration. We look forward to catering your next event.



All Occasions Party Rentals

All Occasions Party Rentals
Terry Turner
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All Occasions Party Rentals is a preferred partner of the Women's Basketball Hall of Fame and Knoxville's premier event source. They provide unmatched service, quality and products at a fair market price. All Occasions offers anything you will need to make your event special, including tables, chairs, linens, décor, tents, and serving accessories.

**Women's Basketball Hall of Fame
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