



FACILITY RENTAL & CATERING POLICIES

FACILITY RENTAL OPTIONS*

Barbara Dietz/Bruce Callis Boardroom

Seats up to 10, 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 \$400 per
hour

Urban Playground tables;

Seats up to 120 people at 60 inch round
130 classroom-style; 250 theater-style
\$450 for two hours; \$200 each additional hour
until midnight; after midnight pricing is \$400 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; \$350 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 Ballcourt Area, State Farm Tip-Off Theater, and all Exhibit Areas.

Accommodates up to 600 people
\$1500 for two hours; \$500 each additional hour;
After midnight pricing is \$750 per 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; \$750 each additional hour;
After midnight pricing is \$1000 per hour

Event Coordination

Includes complete coordination of events and outside vendors, price to be quoted per event.

Please ask about wedding and reception package pricing.

Note: Pricing changes effective May 1, 2012.

A \$150 cleaning fee will apply to all parties requiring significant setup, breakdown and cleaning. Smaller events will be charged a \$50 cleaning fee.

Events may be scheduled during the hours of 7am until 2am.

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 after hour 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 facility rental fees and are contracted between the client and their approved caterer.
- Tables, chairs, linens, trash cans/liners, decorations, extension cords and cord covers, etc. are the responsibility of the client and their contracted caterer. The WBHOF will coordinate tables, chairs and linens for 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 Event Coordinator.
- 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 will coordinate security at the client's request.
- Events scheduled after midnight must be reviewed and approved by the WBHOF Vice President and Event Coordinator on an individual basis.
- Full event payment must be received by the WBHOF prior to the start of the event.
- No tape or adhesive is allowed on painted services, stainless steel or glass in the WBHOF. No fog machines, pyrotechnics or foam machines. Confetti is not allowed in the WBHOF or outside grounds.
- Any WBHOF decorations that are loaned for the event are the responsibility of the client. Any damages or losses will be charged to the client post event.

CATERING POLICIES

- Caterers must provide proof of catering license and a certificate of insurance to the WBHOF along with off-site liquor serve license to serve alcoholic beverages at WBHOF two weeks prior to the event date.
- Caterers and Bartenders are responsible for obtaining proper verification that alcohol/beer is not being served to minors and assume liability for service.
- Liquor cannot be served in the public areas during WBHOF Hours of Operation.
- 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 to the WBHOF dumpster.
- 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, within 1 hour of event ending.
- Caterers are responsible for leaving WBHOF in pre-event condition.
- 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

922 North Central
Knoxville, TN 37917
(865) 521-1300

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
5825 Middlebrook Pike
Knoxville, TN 37921
(865) 588-1131

www.alloccasionspartyrentals.com

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
700 Hall of Fame Drive
Knoxville, TN 37915
(865) 633-9000
www.wbhof.com**