



## Rental Fees and Additional Charges

Deposit: Required to hold meeting/function space on a definite basis  
 Grand Ballroom and Memphis Ballroom \$500.00 Non-Refundable  
 Delta, Magnolia or Memphis Boardroom \$250.00 Non-Refundable

Banquet Prices: No more than 2 different entrees may be selected per event and the greater price will be charged for all entrees

Standing Podium: Podium with Microphone will be provided for Grand Ballroom and Memphis Ballroom at no additional Charge. All audio visual equipment may be ordered through the Catering Department with a 72 hour notice

### Audio Visual Delivery & Pick Up Fees:

Monday – Friday (7am-5pm)	\$ 25.00 + tax
Before 7am or After 5pm	\$ 25.00 + tax
Saturday or Sunday	\$ 40.00 + tax

Staging & Risers: 4x6x12 with Meal Service	\$200.00 + tax
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Electrical: Power Strips	\$ 10.00 + tax
Extension Cord (25-50 ft.)	\$ 6.00 + tax

Limited Parking: Guests Staying at Hotel	\$ 10.00 Per Day
Guests Attending Function	\$ 12.00 Per Day

Dance Floor: 15x15	\$250.00 + tax
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Cake Cutting Fee:	\$ 35.00 + tax
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Coat Check Attendant:	\$ 35.00 + tax
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Chef Carving Fee: 2 Hour Minimum	\$ 45.00 + tax
Additional Hours	\$ 10.00 + tax

Pasta Station Attendant:	\$ 25.00 + tax Per Waiter
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Security Guards: (4) Hour Minimum	\$25.00 Per Hour
*Required at Hotels Discretion. 1 per 50 Attendees	

Damage Deposit:	\$1,000
*Required at Hotels Discretion. Will be refunded after Management Has inspected the property (interior and exterior) for damage.	

Children Banquet Prices:	
8 & Under	Half Price
3 & Under	No Charge

Bartender Fees:	\$25.00 + tax for First Hour
Additional Hours	\$10.00 + tax

Corkage Fee:	
1 Litre and Below (wine & champagne only)	\$ 7.50 + tax per bottle
1.5 Magnums	\$10.00 + tax per bottle

Service Charge:  
 All food, beverage, room rental, set-up fees and host bar are subject to an 18% service charge and sales tax of 9.25%, per Tennessee tax law, section 67-6102, cost per price  
 Section #3 1320-5-1-76 tips, gratuities and/or service charge.

Liquor Tax:  
 Liquor, Beer and Wine, sales tax is included in the price  
 Non-alcoholic beverages are charged a service charge and taxed at 9.25% sales tax  
 Cash Bars less than \$300.00 in bar sales will be charged a set-up fee of \$30.00