

Meeting Space Policies/Information

The Blount Partnership has several meeting spaces available for the use of active Chamber Members at their 201 S. Washington Street, Maryville location. Rental rates apply to both profit and non-profit members of the Chamber. Chamber membership will be determined by the name of the group requesting the use and not the individual. Non-members are permitted to use the Blount Partnership facilities on a case-by-case basis at the non-member rate. All meetings of the Blount Partnership and their organizations (Chamber of Commerce, Economic Development Board, Smoky Mountain Tourism Development and Chamber Foundation) will have first priority of the reservation meeting space.

General Information:

- Facilities are available for rental Monday-Friday from 8 a.m.-5 p.m. (No holidays or weekends)
- Set-up for 8 a.m. meeting will not begin before 7:45 a.m.
- All meetings must clear the building by 5 p.m.
- A 50% deposit payable in advance is required for all meeting space rentals and must be paid at the time of booking. The entire fee will need to be paid 48 hours prior to the meeting.
- Due to insurance liability, the meeting space is available for business meetings only. No personal, social gatherings will be permitted. No political meetings or religious ceremonies will be permitted on the premises.
- Food and beverages are permitted to be brought in by the renting party. Since we are a membership organization, we require that all food vendors **MUST** be a Blount County Chamber of Commerce member. A list will be provided to you at the time of rental. You will be responsible for your own supplies, food, drinks, etc. **Food items and supplies that are in the kitchen area belong to the Blount Partnership and are not available for use.**
- Tables should not be moved without prior authorization. You may rearrange the chairs as long as you place them back in the original arrangement.
- The room should be left in the same condition that it was found.
- **If your meeting involves food, all trash should be placed in the dumpster located at the back of the building.** Should the room not be left in the same condition and the Blount Partnership Staff has to restore to its original condition, a cleaning fee of \$50.00 will be assessed to the Chamber member.
- If you are using the meeting rooms during regular business hours (8:00 a.m. until 5:00 p.m.) please instruct your guests to use the **back parking lot** at the rear of the building.
- Please be aware the premises of the Blount Partnership have been designated as non-smoking areas. This includes Vape pens. The possession, use or distribution of alcoholic beverages or illegal drugs (controlled substances) or firearms on the Blount Partnership premises is prohibited.
- In any and all promotions and communication regarding your company's meeting/event, the Blount Partnership/Blount County Chamber of Commerce name is only to be used in reference to the meeting location. **ANY REQUEST FOR THE BLOUNT PARTNERSHIP TO SUPPORT, PROMOTE, SPONSOR, OR ENDORSE YOUR MEETING/EVENT MUST FIRST BE APPROVED BY THE BLOUNT PARTNERSHIP.**
- Any promotion or sales of products or services during your meeting must first be APPROVED by the Blount Partnership.
- ANY INVITATION EXTENDED TO THE NEWS MEDIA TO COVER YOUR MEETING/EVENT AT THE BLOUNT PARTNERSHIP MUST BE APPROVED IN ADVANCE BY THE BLOUNT PARTNERSHIP.
- The Blount Partnership Staff person on duty will take care of closing the media equipment (if used), adjusting the thermostats, and closing the building.

- If you or any of your invited guests require use of the elevator, please see the front desk receptionist or staff person on duty.
- In case of emergency or extraordinary schedule conflicts, the Blount Partnership reserves the right to:
 - Change the site of the meeting to another suitable room in the building
 - Cancel user's meeting if another suitable room is not available. In such situations, a 24-hour notification will be given if at all possible.
 - If we are not able to accommodate the meeting at our location, we will assist you in trying to find suitable arrangements at another location.
- Groups or individuals using the facility are liable for any damage to or misuse of the building, furnishings, or equipment. Charges for damages will be based on replacement cost or total repair costs.
- The user assumes liability, including the cost of defense and attorney's fees, for all bodily injury, personal injury or property damage that may occur on the premises as a result of the renter's activity.

Media Equipment Usage

(If applicable to your meeting, please initial that you have read)

We hope that your meeting/event will be a success and very beneficial for your company. To make sure that your meeting runs smoothly and to insure that all components work properly prior to your meeting, we require a 24-hour scheduled in advance practice run on all equipment. Should you not show up at least 24-hours in advance, we will do our best to work with you on the day of the meeting. However, we are a business and our staff may not be able to accommodate your needs at that time. As a last resort if you are unable to do the trial run, you may forward your presentation via email to the Blount Partnership at: infodesk@blountpartnership.com, 24-hours in advance of your meeting.

When arriving for your scheduled meeting, please check in at the front desk. A staff member is required to unlock the media equipment, bring the system up and to make sure that everything is working correctly. When your meeting is over, please request the services of a staff member to properly shut down and secure the equipment. Failure to do any of the above could result in the damage of media equipment.

Outdoor Courtyard

The Outdoor Courtyard located at the back of the Blount Partnership is available for rental at the same rates of the large Board Room. Please note: companies renting the space will be responsible for the rental/setup of any tables/chairs/equipment required for their event. Also, absolutely no vehicles are allowed inside the gated area at the back of the building. This is to preserve the finish of the concrete areas.

Meeting Space Rates

Chamber Member Rates:

Large Board Room (capacity 60)

- Four Hours \$100
- All Day (8-5pm) \$200

Small Board Room Downstairs (capacity 12)

- Four Hours \$75
- All Day (8-5pm) \$150

Upstairs Conference Room (capacity 12)

- Four Hours \$75
- All Day (8-5pm) \$150

Blount Partnership Outdoor Courtyard (Capacity for stand-up reception/networking 150)

- Four Hours \$100
- All Day (8-5pm) \$200

Non-Chamber Rates:

Large Board Room (capacity 60)

- Four Hours \$200
- All Day (8-5pm) \$400

Small Board Room Downstairs (capacity 12)

- Four Hours \$150
- All Day (8-5pm) \$300

Upstairs Conference Room (capacity 12)

- Four Hours \$150
- All Day (8-5pm) \$300

Blount Partnership Outdoor Courtyard (Capacity for stand-up reception/networking 150)

- Four Hours \$200
- All Day (8-5pm) \$400

Reservation/Rental Application

We provide meeting rooms on a first come, first served basis. Because this is a very popular service, the rooms may be unavailable at the time you desire. Please try to plan ahead, giving us at least a week before the time you wish to use the room. We will accept requests up to three months in advance. Read the complete Meeting Space Policy/Information to determine if your request is eligible and if our rooms will accommodate your needs.

Date of Event: _____ Day of Week: _____

Reserved Time: _____ to _____ (Minimum of 30 minutes for set-up & break-down)

What time will your meeting begin? _____

Name of Company/Organization: _____

Address: _____ City/State/Zip: _____

Phone: Office: _____ Home: _____ Cell: _____

E-mail Address: _____ (confirmations)

Membership Tier Level: _____

TITLE OF EVENT: _____

Contact person for Event: _____ Contact Cell # _____

Contact email: _____

Is this event or meeting open to the general public? Yes No

Will the meeting be advertised through media? Yes No

What type of meeting/event will you be hosting? _____

Will food be served? Yes No Name of Caterer _____

Expected number of attendees: _____

Meeting Room Requested: _____ (See page 3 for rates)

Meeting room configuration _____ (Applies to Board Room & Outdoor Pavilion)

Is media equipment required for your meeting? Yes No (See attached media policy)

Payments:

Deposit Paid \$ _____ Date _____

Rental Amount Paid \$ _____ Date _____

Invoice: Yes No (If yes, please complete the following):

Company/Member Name _____

Address _____

City/State/Zip _____

Payment: Cash Check Credit Card (please complete the following)
(Please make checks payable to: Blount County Chamber of Commerce – Room Rental)

Name as it appears on the card: _____

Billing Address for Card: _____

Card Type:    

Card # _____

Expiration _____ **Security Code** _____

I understand that confirmation and acceptance of the Application is subject to review by the President/CEO or Vice President of the Blount Partnership. I have read the Meeting Space Policies and Information for the use of the meeting space at the Blount Partnership and will insure that I, or my business/organization if applicable, am in compliance. I, and my business/organization releases, indemnifies and will hold harmless the Blount Partnership, their officers, agents and employees, from any and all claims for injuries, damages or loss which may arise or which may be alleged to have arisen out of or in connection with the meeting. I understand that I will be responsible for all damages and clean-up costs, plus costs of collection, if any, resulting from this use of the facility.

Submitted by: _____ **Date:** _____

Print full Name: _____

Please return completed pages 4 and 5 of this document to the following to:

Blount Partnership
Attn: Information Desk
201 S. Washington Street
Maryville, TN 37804-5728