

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 Authority and Chamber Foundation) will have first priority of the reservation meeting space.

General Information:

Availability: Facilities are available for rental **Monday–Friday, 8:15 a.m.–4:45 p.m.** (Closed on holidays and weekends).

Set-Up: For meetings starting at 8:15 a.m., set-up will not begin before 8:00 a.m.

End Time: All meetings must conclude and clear the building by **4:45 p.m.**

Check-In/Out: All users must check in and out with the front desk receptionist for room and media equipment verification.

Payment:

- A **\$75 deposit** is required at the time of booking.
- The remaining balance must be paid **48 hours prior to the meeting.**

Usage Restrictions:

- Meeting space is for **business meetings only.**
- **Personal, social, political, or religious gatherings** are not permitted.

Food & Beverages:

- Food and drinks may be brought in by the renting party.
- All food vendors **must be Blount County Chamber of Commerce members.**
- You are responsible for your own supplies. Items in the kitchen belong to the Blount Partnership and are not for use.
- When food is served, all trash must be placed in the dumpster behind the building. Failure to leave the room in its original condition will result in a **\$75 cleaning fee.**

Furniture:

- Tables may not be moved without prior authorization.
- Chairs may be rearranged but must be returned to their original setup.

Condition: The room must be left in the same condition as found.

Prohibited Items:

- Smoking (including vape pens), alcoholic beverages, illegal drugs, and firearms are strictly prohibited on the premises.

Branding & Promotion:

- The Blount Partnership/Blount County Chamber of Commerce name may only be used to reference the meeting location.
- Any request for the Blount Partnership to **support, promote, sponsor, or endorse** your event must be approved in advance.
- Promotion or sales of products/services during your meeting require prior approval.
- Invitations to news media must also be approved in advance.

Closing Duties: A Blount Partnership staff member will handle media equipment shutdown, thermostat adjustments, and building closure.

Accessibility: If elevator access is needed, please notify the front desk or staff on duty.

Emergency or Conflicts:

- The Blount Partnership reserves the right to relocate your meeting to another suitable room or cancel if space is unavailable.
- A 24-hour notice will be provided when possible, and assistance will be offered to find an alternative location.

Liability:

- Users are responsible for any damage or misuse of the building, furnishings, or equipment. Charges will reflect replacement or repair costs.
- The renter assumes liability for all bodily injury, personal injury, or property damage occurring on the premises, including defense and attorney fees.

Media Equipment Usage

- **Trial Run (optional):** If you'd like, you can schedule a practice session the day before your meeting, please make sure the attendee of the practice session will be the same person connecting any media the day of your event.
 - If you plan to use our computer for your presentation, please email your file to MeetingRoom@blountpartnership.com
 - If you prefer not to meet the day before, please arrive at least **15 minutes prior to the meeting start** for A/V setup.
- **Check-In/Out:**
 - Check in at the front desk for equipment setup.
 - Check out after your meeting for proper shutdown.
- **Damage:**
 - Report any damage immediately.
 - Members may be responsible for repair costs and a staff time fee.

Outdoor Courtyard Guidelines

- The Outdoor Courtyard (behind the Blount Partnership) is available for rental **at the same rate as the Large Board Room.**
- Renting companies are responsible for **providing and setting up all tables, chairs, and equipment** needed for their event.
- **No vehicles are allowed inside the gated area** to protect the concrete finish.

Meeting Space Rates

Room	Capacity	<u>Member Rate</u> 4 hrs. / All day	<u>Non-Member Rate</u> 4 hrs. / All day
Large Board Room	60	\$125 / \$250	\$250 / \$475
Small Board Room	12	\$100 / \$175	\$175 / \$350
Upstairs Conference Room	12	\$100 / \$175	\$175 / \$350
Outdoor Courtyard	150	\$125 / \$250	\$250 / \$475