

# The Conference Center at River Plantation

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## Facility Information

The Conference Center can accommodate up to 350 people for any dinner or occasion desired. Our 5,670 square-foot facility is built to perfection for your next experience. Whether you're planning a wedding reception, family reunion, camping club rally, or your next business or club meeting, you will find that The Conference Center at River Plantation is the place for you. The Conference Center comes equipped with Audio and Visual hook ups and an 8' by 10' Projector screen, wireless Microphones, Tape, CD and DVD Player, four ceiling mounted speakers and a mobile podium. If you decide to decorate the Building for your event, your group will be responsible for the clean-up of those decorations. This is a smoke-free facility.

**Pricing** Booking of the building includes set-up and clean-up of: tables, chairs, linen for tables, and removal of trash. You may receive **up to 50% off** of building rental with a (\$1000.00 or more) scheduled meal. Can not be combined with any other discount

**(Side A)** 50'x50' (Side A includes Projector screen, Microphones, Tape, CD and DVD)  
Half Day (1-4 Hours) \$250.00 (w/tax) / Full Day (5-8 Hours) \$350.00 (w/tax)

**(Side B)** 50'x44'  
Half Day (1-4 hours) \$200.00 (w/tax) / Full Day (5-8 Hours) \$300.00 (w/tax)

**(Whole Building)**  
Half Day (1-4 hours) \$425.00 (w/tax) / Full Day (5-8) \$600.00 (w/tax)

**(Extra Time)**  
Extra time at a rate of \$75.00 (w/tax)

## Occupancy Times

The hours of the Conference Center are 7:00 A.M. through 11:00 P.M.

## Onsite Catering Information

The food prices at the Conference Center are based on the individual count (35 min people), plus any miscellaneous items, Tennessee sales tax of 9.75%, and gratuity. With the booking of a food menu we may provide a discount on building depending on size of group and/or multiple events. Onsite Catering can accommodate fountain drinks with the booking of a menu.

## Offsite Catering Information

The food prices at the Conference Center are based on the individual count (35 min people), plus any miscellaneous items, Tennessee sales tax of 9.75%, and gratuity. Your caterer will provide table cloth and serving equipment for the buffet line. We can also provide the tables for the line and many other services.

## Catering:

### **Disposable Setup** (Disposable Plates, Flatware, Salt, Pepper, Cups & Napkins)

The buffet line will be setup for 1 hour and will include a self-service drink station and typically staffed one server per 50 guests to re-stock/maintenance the buffet and accommodate the guest.

Offsite: Staff will arrive 1 hour prior to your event for set-up and remain for breakdown

### **China Setup** (Dinner Plate, Salad plate, Dessert plate, Flatware, Cups & Linen Napkins)

The buffet line will be setup for 2 hours and will include a self-service drink station and typically staffed one server per 35-40 guests to re-stock/maintain the buffet line, clear tables, and accommodate the guest.

Offsite: Staff will arrive 2 hours prior to your event for set-up and will remain for breakdown.

### **Full Service** (Dinner Plate, Salad plate, Dessert plate, Flatware, Cups & Linen Napkins)

Pre-plated Salads & Drinks will be provided on the tables with condiments. Typically we staff one server per 20-guest to serve your group.

Offsite: Staff will arrive 2 hours prior to your event for set-up and remain for breakdown.

## Deposit/Payment

The Conference Center asks that you provide a guaranteed number of attendees 7 days prior to the event. Please provide 25% or \$200.00 (whichever is greater) deposit of the bill at the time we book the event and the signing of the contract. The remaining balance is due the day of your event or before. (We accept Cash, Checks, VISA, MASTERCARD, DISCOVER & AMERICAN EXPRESS) If you decide to cancel your event, you need to contact us 7 days prior, or the deposit is non-refundable.

# The Conference Center at River Plantation

## RULES & CONDITIONS

1. All catering is to be handled directly with our exclusive cater.
2. A damage deposit of \$250.00 is required. The entire damage deposit amount is returned to the user upon the user cost being paid and certification by the Manager of full compliance with all rules and regulations of the Manager
3. The user shall hold the Manager, its agents, employees, officers and contractors, harmless from any and all liability arising out of the use of the Conference Center at River Plantation by the Applicant herein.
4. The user shall indemnify the Manager against all liability, loss, costs, damage or expense sustained by the Manager, including but not limited to, attorney's fees and other expenses of litigation.
  - a. Arising out of, directly or indirectly due to, any failure of the user in any respect promptly and faithfully to satisfy his obligations under the Contract and Agreement.
  - b. Arising out of, directly or indirectly due to, an accident or other occurrence causing injury to any person or persons or property resulting from the applicant's use of the subject premises and improvements or any part thereof.
5. The applicant agrees to abide by all rules, regulation and instructions, whether written or verbal, of the Manager. The applicant understands that failure to do so shall constitute grounds for an immediate revocation of this Contract, retention of the deposit and future refusal of the use of the Conference Center.
6. The applicant agrees that it shall be responsible for the acts of all members, agents, owners, employees, officers and contractors of the applicant and all persons attending the activity conducted by the applicant.
7. No pets allowed.
8. All events must cease and all persons vacated by 11:00 pm.
9. Due to Insurance and Health Department Rules the catered food is the property of RPCC.
10. The person signing below individually guarantees and represents to the Manager that he/she is duly authorized to act on behalf of the group which he/she claims to represent.

## BAR & LIQUOR POLICIES

The City of Sevierville and the City of Pigeon Forge do not permit liquor by the drink sales, therefore, the Conference Center at River Plantation does not have a liquor license. The customer must provide all alcoholic beverages for use at their function. **Conference Center staff cannot un-cork, pour or serve any alcoholic beverages.**

For the convenience of our customers, The Conference Center at River Plantation has adopted the following policies for use of all alcoholic beverages:

You will be responsible for all set-ups for your bar area. Our catering staff will be glad to work with you to determine where the bar area will need to be set up and will take care of the actual set up of tables/chairs but they cannot assist you in serving. You are solely responsible for hiring and/or providing a bartender. You will be responsible for providing all paper supplies needed such as cups, stir sticks and etc. We will be glad to provide ice and coke products for mixers at an additional charge. If this is something you may be interested in, please talk with our catering staff. You will be responsible for making sure your guests stay indoors and respect the fact that this is a "family oriented" campground. Anyone going outdoors may not have an alcoholic beverage in their hand and must not be loud. Any complaints in regard to noise as a result of your function may cause you to lose the \$250.00 damage deposit as this will be considered damage to the integrity of the campground.

**The Conference Center at River Plantation is not responsible for any injuries and/or damage to personal property incurred during your function and will not be held liable for such.**

Please review this policy and sign below. By signing below you agree to each of these points.

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Signature / Phone

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Date Signed / Date of Event