



**Event Rentals for the Emporium Center
Managed by the Arts & Culture Alliance of Greater Knoxville**

The Arts & Culture Alliance rents the Emporium on an hourly basis with no minimum or maximum requirements (with a few exceptions). Rates are as follows:

<u>Event type</u>	<u>Rates for set-up, event and clean-up time</u>	<u>Refundable damage deposit</u>
Private rental with fewer than 50 guests, or non-profit organization	\$115/hour (\$105/hour by cash or check)	\$200
Private rental with more than 50 guests, or for-profit organization (Friday-Sunday)	\$250/hour (\$240/hour by cash or check)	\$300
Private rental with more than 50 guests, or for-profit organization (Monday-Thursday)	\$185/hour (\$175/hour by cash or check)	\$300
Private rental on a holiday	\$330/hour (\$300/hour by cash or check)	\$300

**The Emporium does not provide staff/labor for set-up and clean-up*

The following amenities (on site) are included in the rental fee:

- 10 rectangular banquet tables, size 8' x 30" (seat 8-10 people each)
- 10 rectangular banquet tables, size 6' x 30" (seat 6-8 people each)
- 150 black Samsonite folding chairs
- Portable PA system, microphone, mic stand, audio cable
- Portable projection screen
- Garbage bins
- Easels

The above rental fees include access to the Emporium's two public spaces:

- 1) The downstairs gallery (approximately 25' wide by 85' long); and
- 2) The upstairs gallery (approximately 25' wide by 50' long with three 8'x8' wall partitions).

The capacity for the combined spaces is 200 people for seated receptions and up to 480 people for standing receptions (City of Knoxville Fire Prevention Bureau, March 2017).

The primary purpose of the Emporium Center is to further the Arts & Culture Alliance's mission: to serve and support a diverse community of artists, arts organizations, and cultural institutions. Political fundraisers are not allowed. Regarding any non-arts or cultural events (i.e. weddings, parties, etc.), such organizations or individuals may not reserve the Rentable Space more than once per month unless special arrangements are made.

*For more information about renting the Emporium, please contact
Suzanne Cada at 865-523-7543 or sc@knoxalliance.com*

