



University of Tennessee

Forest Resources AgResearch and Education Center

Arboretum

Auditorium Rental Information

Available Times - Regular Event Rentals

Monday-Saturday from 8:00 a.m. to 9:00 p.m. except for University of Tennessee holidays, administrative closings, and internal scheduled field days or arboretum programming.

Facilities

- 1600 square foot floor plan
- Indoor wood burning fireplace - wood provided
- Outdoor wood burning fireplace on large adjacent terrace - wood provided
- Catering kitchen with refrigerator, dishwasher and microwave
- Lighted parking for 75 cars
- Seating for 120 theatre style and 80 at tables depending on set up selected
- ADA accessible
- Wi-Fi
- Built in white board and projection screens
- Sound system with lavalier and handheld microphones available
- Projection cart includes projector, laptop and speakers

Rental Rates

- One-half day (4 hours): \$300
- Full day (9 hours): \$500
- 50 percent of rental rate is required at time of booking.
- 10 percent discount for currently enrolled students or faculty and staff.
- 15 percent discount for UT Arboretum Society Members.
- Rates are current as of September 2017 and are subject to change.

Furniture Setup

Furniture configurations are dependent upon the type of event. Additional configurations may be considered using our existing furniture inventory. Sample furniture arrangements can be viewed on our web site.

Access to the Site

Auditorium rental includes driving access privileges for attendees to and from the meeting site. (Vehicular access to the arboretum's roads, beyond the Office parking lot, is generally restricted.) The driving access route will be posted with event signs and directional arrows.

Special Considerations

The UT Arboretum is first and foremost a research and education facility and nature sanctuary. We request that you keep your event as low impact as possible and that attendees show respect for all plants and wildlife in the arboretum. The UT Arboretum management does not guarantee any anticipated flower blooms or foliage display as part of scheduled events.



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Stipulations

- The rental availability time slot includes set up, event time, teardown time and loadout.
- Events that exceed the allotted time will be billed an additional fee of \$150/hour.
- Smoking is only permitted in the designated outside area.
- Alcohol service must be provided by a licensed/bonded vendor. The AgResearch Vendor Food Safety Guidelines and UTIA Alcohol Policy document can be viewed on our web site.
- If more than 100 people will be in attendance at the event, the responsible party must hire a security guard to direct traffic and for crowd control.
- The person responsible for the event, or their designee, must be present throughout the entire duration of the event.

Cancellation Policy

- More than 30 days in advance - 50% deposit/fees returned
- Less than 30 days in advance - no refund

Inclement Weather Policy

Refunds will not be made for events cancelled due to poor/normal weather conditions. However, if a catastrophic weather event occurs prior to the scheduled event, impacting public safety and/or use of the facility, a full refund of the rental charges will be returned to the responsible party. The catastrophic weather event determination is at the discretion of the director of the arboretum.

UT Forest Resources AgResearch & Education Center
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