

EVENT PLANNING GUIDE

FALL CREEK FALLS STATE PARK

SPRING 2025 - SPRING 2026



EVENT PROCEDURES AND INFORMATION

Daily catering minimums and nightly room committal minimums will apply depending on meeting space and seasonality.

MENUS

Catering menus, room arrangements, and other details pertinent to your event should be submitted to your catering manager at least four weeks prior to your function date.

Due to ordering lead times, menus received less than thirty days prior to the function are subject to change, at the discretion of the kitchen staff. Minor changes can still be made inside of thirty days. Guests will have a choice of 1 protein per person.

Your Sales and Event Coordinator will send you the Catering Planning Guide a couple months prior to your function start date.

GUARANTEES AND MEETING SPACE

In arranging for private functions, final guarantees for menu and alcohol must be given to Fall Creek Falls 14 days prior to the function. Alcohol and certain specialty items cannot be canceled after this date; other menu items may be reduced or changed based on availability no later than two weeks prior to the event.

The number of people you anticipate assigns banquet and meeting rooms. If the attendance increases or decreases, Fall Creek Falls reserves the right to change groups, without notification, to a room suitable for the expected attendance or guarantees. The customer agrees to begin the function promptly at the scheduled time and agrees to have all guests, invitees, and other persons vacate the designated function area at the agreed upon closing time.

Please be aware, if your signed contract, BEO and event diagram are not returned to the Lodge within the specified time and date, the Lodge reserves the right to accept another event on that date.

FINANCIAL ARRANGEMENTS

A deposit is required for all functions and is due at the time of signed contract, unless other arrangements have been made with your sales representative.

In some instances, direct billing can be approved through our General Manager. All direct billing requests must be in our office 15 days prior to the event for processing and approval.

SERVICE CHARGE AND TAX

Normal staffing guidelines will be used for your event. In the case of special requests, additional carvers, attendants, servers or other personnel, a nominal fee may be charged.

There is a 21 percent service charge applicable to all catering fees including, but not limited to, meeting room rental, audio visual, labor fees and food and beverage. Sales taxes of 9.75 percent will be added to the total of the bill, with an additional 15 percent liquor by the drink tax on all wine, liquor and champagne. Prices do not include tax or service charges.

FOOD SERVICE

Fall Creek Falls is responsible for the quality and freshness of food served to its guests. Due to current health regulations, food may not be brought into the conference and meeting facilities, and food may not be taken off the premises after it has been prepared and served. Standard food banquet service times are 1.5 – 2 hours maximum.

SERVICES AND LIABILITY

Our sales representatives will be happy to coordinate services such as audio-visual, banquet, conference and meeting setups. There is an additional charge to provide linens in requested colors. Any changes after initial setup of room will result in a \$275 reset fee. There may be additional charges for specialty items not supplied by the lodge.

All decorations, displays and exhibits brought to the lodge must be approved prior to arrival. They must conform to state code, fire regulations and Tennessee State Park Policy. In order to prevent damage to fixtures and furnishings, items cannot be attached to walls, ceilings and fixtures with nails, staples or any other substance. Delivery and storage of materials must not be received more than the day prior to the group's function.

Fall Creek Falls will **not** assume responsibility for damage to or loss of items left in the conference and meeting rooms. Liability for damages will be charged accordingly.



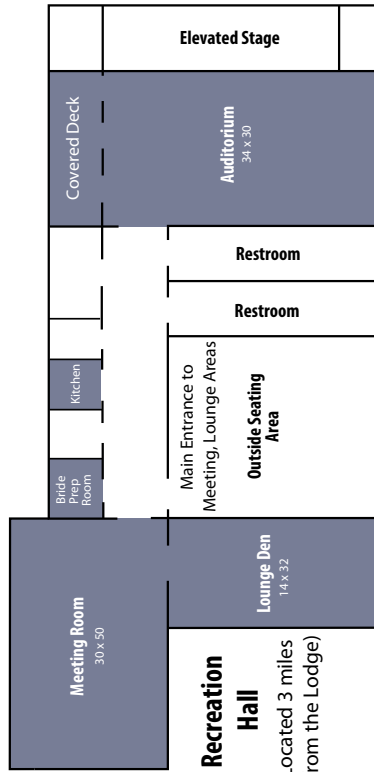
THE LODGE
FALL CREEK FALLS

2536 LAKESIDE DRIVE
SPENCER, TN 38585
423-881-5241
TNSTATEPARKS.COM



TENNESSEE
State Parks

THE LODGE FALL CREEK FALLS EVENT VENUES

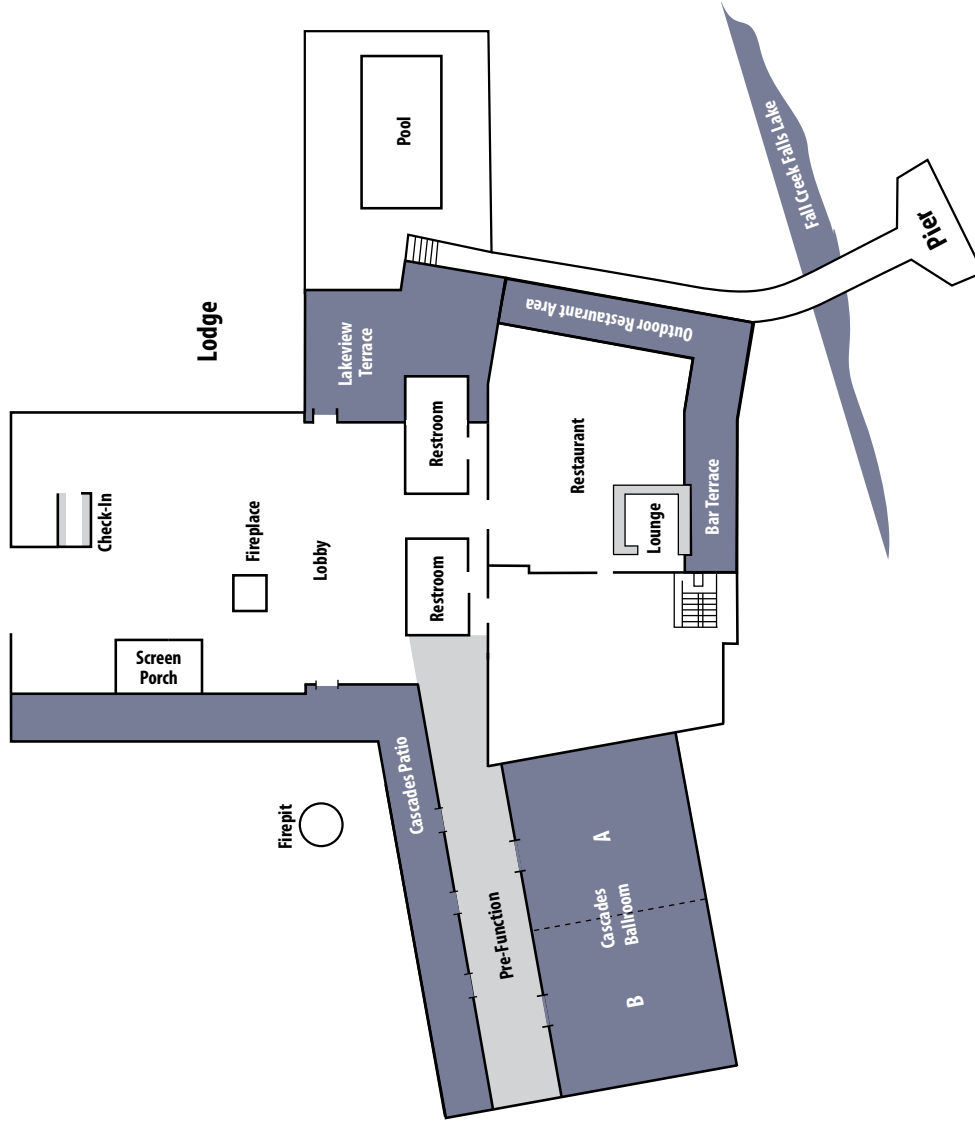


Recreation Hall

(Located 3 miles from the Lodge)

Meeting Area	SQ FT	Dimensions	Price Per Day
CASCADES BALLROOM	3,784	88'x43'	\$2,000
CASCADES BALLROOM A	1,892	44'x43'	\$1,100
CASCADES BALLROOM B	1,892	44'x43'	\$1,100
PRE-FUNCTION	2,146	114'x15'	\$250
LAKEVIEW TERRACE	2,628	73'x36'	\$600
BAR TERRACE	804	67'x12'	\$850
PIER PATIO	896	64'x14'	\$850
CASCADES PATIO	1,272	106'x12'	\$600
PIER			\$1,000
RECREATION HALL			\$650

*Guest room and catering minimums apply with rental of ballrooms, Lakeview Terrace, and/or Pier Patio.



Lodge

Daily catering minimums and nightly room committal minimums will apply depending on meeting space and seasonality.



THE LODGE
FALL CREEK FALLS

2536 LAKESIDE RD
SPENCER, TENNESSEE 38585
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SEATING CHART

MEETING ROOM SETUP STYLES

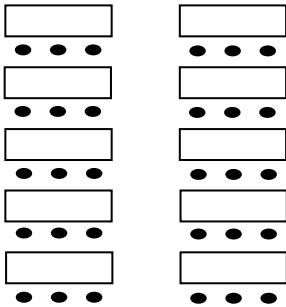
Included in rental fee:

- Custom setup
- Water station
- Clean up

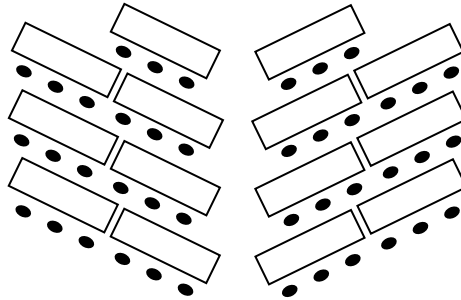
Please note: If custom setup is changed to a different setup within a 12 hour period, a **\$275** reset fee [per room] will apply.

No outside food, beverages or snacks are allowed in the meeting spaces.

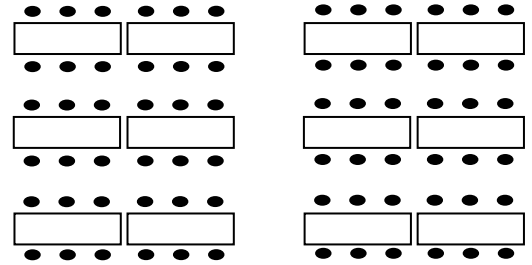
Classroom



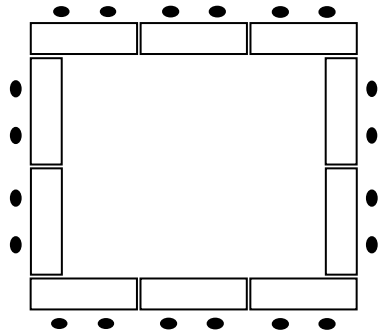
Angled Classroom



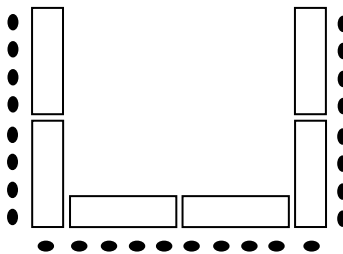
Banquet



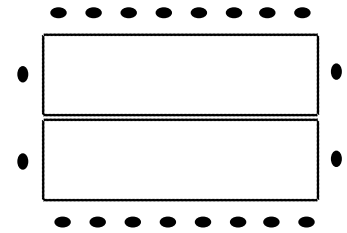
Closed Square



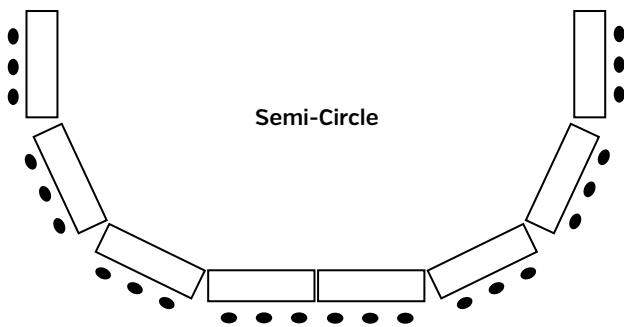
U Shape



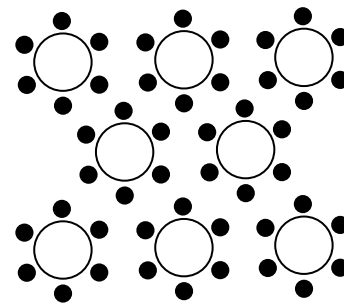
Conference



Semi-Circle



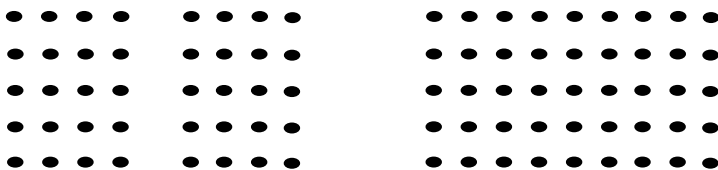
Rounds of 6



Theater



Ceremony



AUDIO / VISUAL SUPPORT EQUIPMENT

Fall Creek Falls offers a range of audio/visual equipment to enhance your meeting or event. Please make your selections and advise the Banquet Coordinator of your needs. Specified equipment will be included in your contract and billed to you. No outside A/V allowed.

BASIC AUDIO/VISUAL PACKAGE:

\$250 PER UNIT PER DAY

- Podium with built-in Multimedia Presentation & Audio
- Large Ceiling-mounted LCD Projector
- Large drop down projector screen

INDIVIDUAL RENTAL OPTIONS:

ALL PRICES ARE PER DAY.

- Portable PA System **\$200**
with Portable Microphone
- Portable Projector and Screen **\$200**
- Cordless Microphone **\$50**
- Lavalier Microphone **\$50**
- Extension Cord with Power Strip **\$25**
- Conference Phone **\$55**
[fee refundable on return]
- Dry Erase Board with Eraser and Markers **\$45**
- Flip Chart with Pad **\$25**
- Freestanding Easel **\$15**
- Stand-up Podium **\$25**
- 65" television **\$80**
- Pipe and Drape **\$200**
- Staging 4'x8' sections **\$80 PER SECTION**
- Dance Floor 21'x21' **\$500**
- Chair Rental **\$5**
- Portable Heater **\$50**
- Centerpieces **\$5/EACH**
- Flags *[U.S. and Tennessee State]* **\$10/SET**
- Reset Meeting Rooms **\$275 EACH RESET**
- Bar Set-up **\$200–\$300**
- Additional bartender **\$50**
- Chef Carving Station **\$250**
- Mail and package Storage **\$15 PER**

Equipment rental is subject to availability. The Lodge does not provide adapters from user's device to the house ports.

USEFUL PARK INFORMATION

OVERNIGHT ACCOMMODATIONS

THE LODGE

- The Lodge offers 85 guest rooms including three suites overlooking Fall Creek Falls Lake.
- Most guest rooms on floors two and three have private balconies and guest rooms on the first floor have private patios.
- Full-service on-site restaurant, lounge and catering available.

CABINS

- The park offers 30 cabins with fully equipped kitchens.
- Most cabins have fireplaces, private decks, and grills. Our 2 bedroom water view cabins do NOT have fireplaces.
- There are three types of cabins with two or three bedrooms. Each sleeps from six to ten people.

PAVILIONS

- The park offers seven rentable pavilions of varying sizes for outdoor events.
- All pavilions include picnic tables and charcoal grills while some also offer water and electric.
- Each pavilion offers its own unique view and park experience.

PARK ACTIVITIES

- Fall Creek Falls Golf Club is an award-winning, Joe Lee designed, 18-hole golf course located within the park. Call 423.881.5706 for tee times or visit tnstateparks.com/golf/course/fall-creek-falls.
- Kayak, canoe, paddleboard and john boat (trolling motors only) rentals available.
- Miles of hiking and bike trails. Maps are available at the visitor center, nature center, and Lodge front desk.
- Group park ranger programming is available.
- Olympic size outdoor swimming pool is located in the park village (seasonal).
- Six gorgeous, unique park waterfalls.
- Premium fishing at one of Bill Dance's Signature Lakes: Fall Creek Falls Lake.