

# EVENT PLANNING GUIDE

## HENRY HORTON STATE PARK

JANUARY 2026 REVISION



TENNESSEE  
State Parks

# EVENT PROCEDURES AND INFORMATION

**Daily catering minimums and nightly room committal minimums will apply depending on meeting space and seasonality. Prices subject to change.**

## 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 Henry Horton 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. Guarantees must be received by noon on the date due; otherwise, the expected number becomes the guarantee.

The number of people you anticipate assigns banquet and meeting rooms. If the attendance increases or decreases, Henry Horton 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 9.25 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

**Henry Horton 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. Longer service times will incur an additional charge of \$50 per hour, and may not be available in your area.**

## 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 \$300 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.

Henry Horton 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**  
HENRY HORTON

4209 NASHVILLE HWY  
CHAPEL HILL, TN 38222  
931-364-8202  
TNSTATEPARKS.COM

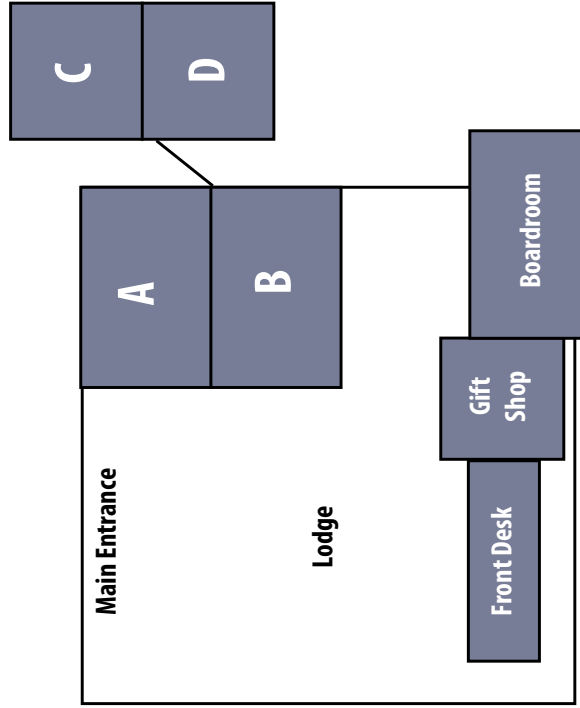
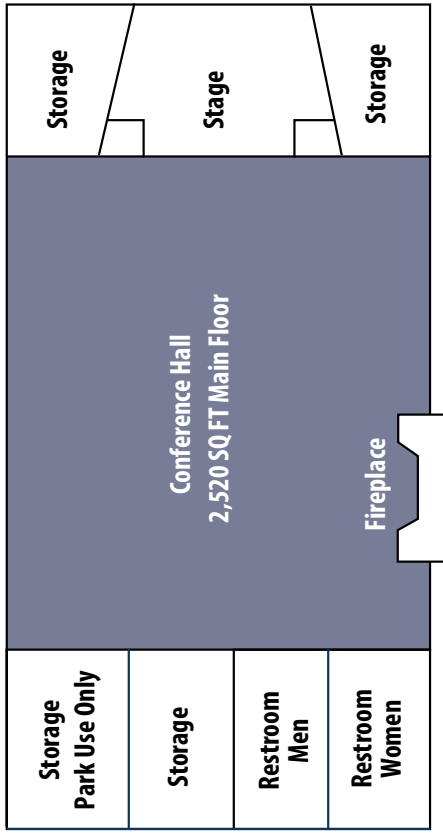


TENNESSEE  
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# HENRY HORTON CONFERENCE AND EVENT VENUE

Meeting Area	SQ FT	Dimensions	Price Per Day
MEETING ROOM A	575	23' x 25'	\$250
MEETING ROOM B	575	23' x 25'	\$250
MEETING ROOM C AND B	1,150	23' x 50'	\$500
MEETING ROOM C	396	18' x 22'	\$200
MEETING ROOM D	396	18' x 22'	\$200
MEETING ROOM C AND D	792	18' x 44'	\$400
CONFERENCE HALL	3,150	75' x 42'	\$1,250
BOARDROOM	228	19' x 12'	\$100
PRIVATE DINING*	435	15' x 29'	\$400
RESTAURANT PATIO AND FIRE PIT			\$300

\*Not shown on diagram.



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# SEATING CHART

## MEETING ROOM SETUP STYLES

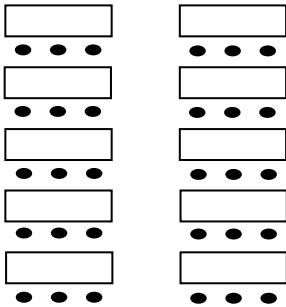
Included in rental fee:

- Custom setup
- Water station
- Clean up

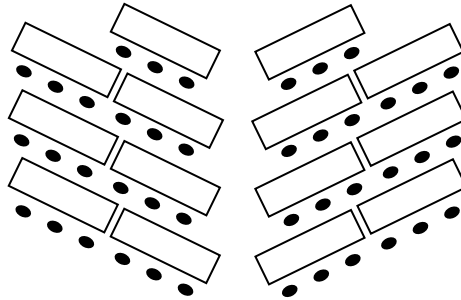
Please note: If custom setup is changed to a different setup within a 12 hour period, a **\$300** reset fee [per room] will apply.

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

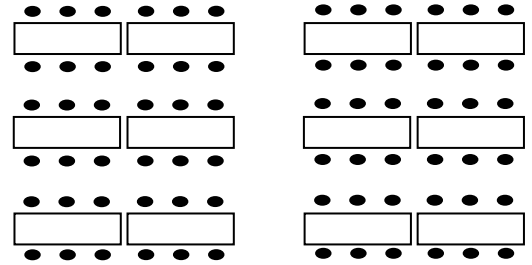
Classroom



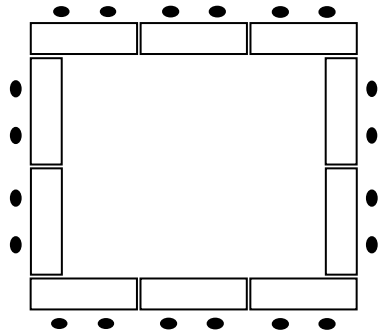
Angled Classroom



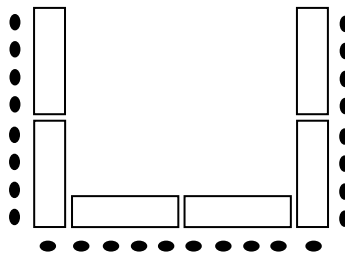
Banquet



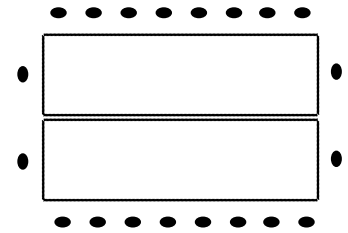
Closed Square



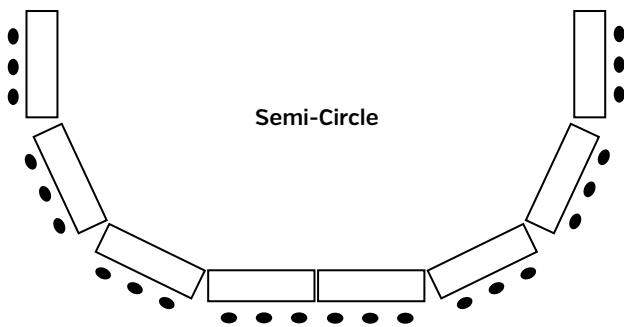
U Shape



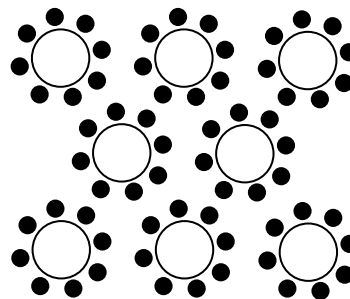
Conference



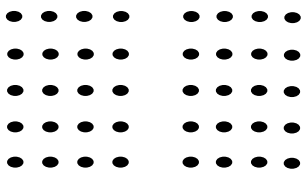
Semi-Circle



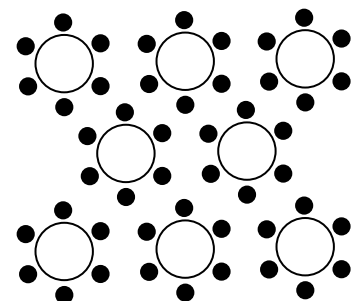
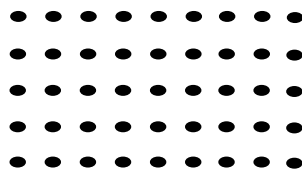
Rounds of 6 or 8



Ceremony



Theater



## AUDIO / VISUAL SUPPORT EQUIPMENT

Henry Horton 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.

### INDIVIDUAL RENTAL OPTIONS:

#### ALL PRICES ARE PER DAY.

- LCD Projector with Screen **\$90**
- Cordless Microphone **\$30**
- Extension Cord with Power Strip **\$20**
- Audio/Visual Cart w/ Cord and Power Strip **\$25**
- Flip Chart with Pad **\$25**
- Freestanding Easel **\$15**
- Card Table **\$10**
- Table Top Microphone Stand with Microphone **\$35**
- Podium [no microphone] **\$25**
- Flags [U.S. and Tennessee State] **\$10 A SET**
- Colored Napkins **\$1 EACH**
- Double-Draped Tablecloths **\$2 EACH**  
[two tablecloths per table]
- White/Black Chair Covers **\$3 EACH**
- Folding Chairs **\$4 EACH**

### INDIVIDUAL RENTAL OPTIONS:

- Reset Meeting Rooms **\$300 EACH RESET**
- 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 65 guest rooms including four suites

### CABINS

- The park offers eight cabins with fully equipped kitchens and wood burning or gas fireplaces
- All cabins have private covered patios with charcoal grills and fire rings

## PAVILIONS

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

## PARK ACTIVITIES

- 18 Hole golf course [tnstateparks.com/golf/course/henry-horton](http://tnstateparks.com/golf/course/henry-horton) for tee time
- Two 18 hole disc golf courses
- Aviary located near the campground store
- Six miles of hiking trails (maps at the front desk)
- Bike rentals available at the campground store
- Group park ranger programming available

