

EVENT PLANNING GUIDE

MONTGOMERY BELL 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 Montgomery Bell 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, Montgomery Bell 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

Montgomery Bell 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 \$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.

Montgomery Bell 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
MONTGOMERY BELL

1000 HOTEL AVENUE
BURNS, TN 37029
615-797-1600
TNSTATEPARKS.COM



TENNESSEE
State Parks

MONTGOMERY BELL CONFERENCE CENTER FLOOR PLAN



Meeting Area	SQ FT	Dimensions	Price Per Day
MEETING ROOM B	2,016	32' x 63'	\$800
MEETING ROOM C	2,016	32' x 63'	\$800
(A1, A2 OR A3)	672	32'x21'	
WOODHAVEN BALLROOM*	6,048	63'x96' includes pre-function space	\$2,500
BOARDROOM	464	29'x16'	\$400
PRE-FUNCTION	1,260	70'x18'	\$400
PRIVATE DINING	576	24'x24'	\$500 + \$1,000 catering minimum
PATIO WITH FIREPIT	1,768		\$300
TERRACE	2,773	47'x59'	\$900
LAKE ACORN PAVILION	2,175	75'x29'	\$4,000 + \$2,000 catering minimum

*The Woodhaven Ballroom is created by removing all partitions from A, B, and C spaces.

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SEATING CHART

MEETING ROOM SETUP STYLES

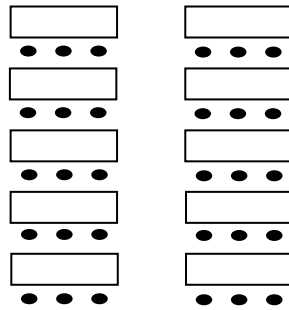
Included in rental fee:

- Custom setup
- Water station
- Clean up

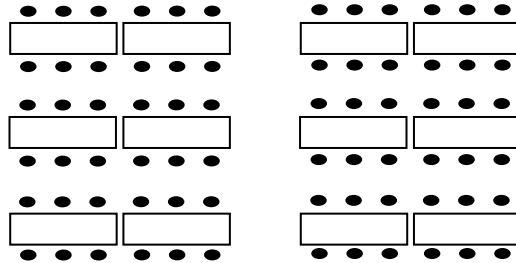
Please note: If custom setup is changed to a different setup within a 12 hour period, a **\$300** reset fee [per room] will apply.

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

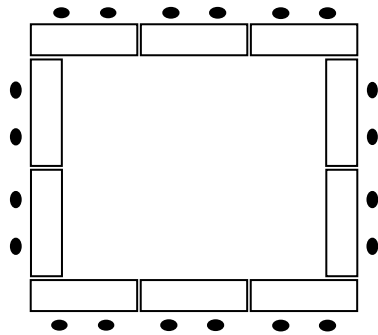
Classroom



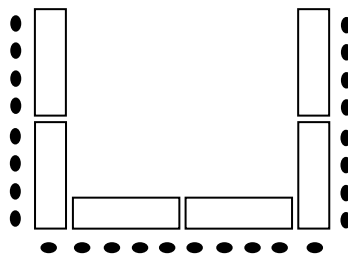
Banquet



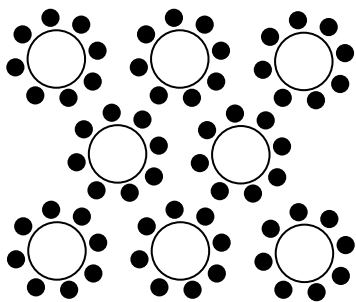
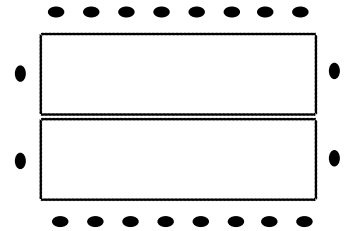
Closed Square *



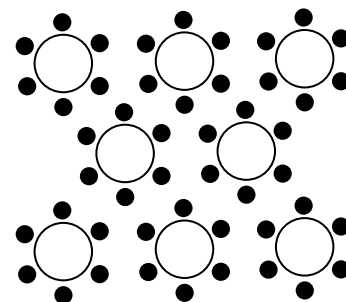
U Shape *



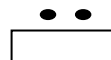
Conference



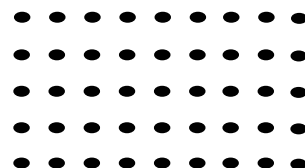
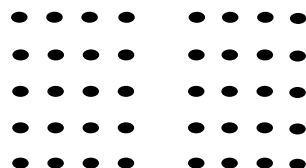
Rounds of 6 or 8



Theater



Ceremony



*Are only available in specific spaces.

AUDIO / VISUAL SUPPORT EQUIPMENT

Montgomery Bell 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.

FULL CENTER AUDIO/VISUAL PACKAGE:

\$600 PER DAY

- 4 House projectors, screen and sound
- 6 Cordless Microphones
- 1 Podium
- 1 A/V Cart
- Remote WIFI
- Presentation Clicker
- HDMI Cord
- 4 extension cords
- Mic Stands Short/Tall
- Charging Stations x 6
- Choice of 1 Dry Erase Board, Turn Chart or Easel

2 ROOM PACKAGE AUDIO/VISUAL PACKAGE:

\$400 PER DAY

- 2 House projectors, screen and sound
- 4 Cordless Microphones
- 1 Podium
- 1 A/V Cart
- Remote WIFI
- Presentation Clicker
- HDMI Cord
- 2 extension cords
- Mic Stands Short/Tall
- Charging Stations x 3
- Choice of 1 Dry Erase Board, Turn Chart or Easel

SMALL MEETING ROOM AUDIO/VISUAL PACKAGE:

\$200 PER DAY

- 65" TV on Mobile Stand (Computer compatible) or House projectors, screen and sound
- Bluetooth Speaker
- HDMI Cord
- Podium with Built-in Speaker/Mic
- Audio/Visual Cart with Cord and Power Strip

BALLROOM WEDDING PACKAGE: \$700 PER DAY

- Pipe and Drapes
- 21x21ft Dance Floor
- Free Standing Easel
- 1 Personalized Event Monitor
- 2 Cordless Microphones or Lavalier Microphones
- Bluetooth Speaker

OUTDOOR A/V PACKAGE: \$250 PER DAY

- Podium with built-in Speaker/Microphone
- Choice of 1 Dry Erase Board, Turn Chart or Easel
- 65" Flat Screen TV with Mobile TV Stand and HDMI
- 4 Extension Cords
- Bluetooth Speaker

INDIVIDUAL RENTAL OPTIONS:

ALL PRICES ARE PER DAY

- Reset Meeting Rooms **\$300 EACH RESET**
- Pipe and Drape **\$200**
- Dance Floor **\$600**
- Mail and Package Storage **\$20 PER**
- House Projector Screen and Sound **\$150**
- 65" Flat Screen TV with Mobile Stand **\$150**
- Lavalier Microphone **\$50**
- Cordless Microphone **\$40**
- Extension Cord with Power Strip **\$25**
- Audio/Visual Cart w/ Cord and Power Strip **\$35**
- Bluetooth Speaker **\$35**
- Clicker Remote **\$25**
- HDMI Cables **\$25**
- Personalized Event Monitor Display **\$100**
- Dry Erase Board with Eraser and Markers **\$45**
- Flip Chart with Pad **\$30**
- Freestanding Easel **\$20**
- Podium with Built-in Speaker/Mic **\$70**
- Short Microphone Stand with Microphone **\$40**
- Tall Microphone Stand with Microphone **\$40**
- Podium (no microphone) **\$30**
- Staging (4'x 8' sections) **\$100 PER SECTION**
- Flags (U.S. and Tennessee State) **\$25/SET**
- Double-Draped Tablecloths (two tablecloths per table) **\$5 EACH**
- Portable Heaters **\$150 PER HEATER**
- Cornhole **\$50**
- Remote Wifi **\$200**

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 120 guest rooms including 5 studios overlooking Lake Acorn
- All guest rooms on floors two through six have private balconies and guest rooms on the first floor have private patios

CABINS

- The park offers 8 cabins with fully equipped kitchens
- All cabins have private covered patios with gas grills and wood burning stone fireplaces
- Cabins have 2 bedrooms and 2 full bathrooms which sleep up to 8 guests

PAVILIONS

- The park offers 4 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 a unique view and park experience

PARK ACTIVITIES

- 18 Hole Golf Course. For tee time, go to tnstateparks.com/golf/course/montgomery-bell
- Aviary located at the park office
- Kayak, canoe and paddleboard rentals available
- Miles of hiking and bike trails [maps at the front desk]
- Group park ranger programming available

