

# EVENT PLANNING GUIDE

## PICKWICK LANDING 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 Pickwick Landing 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, Pickwick Landing 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

**Pickwick Landing 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.

Pickwick Landing 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.



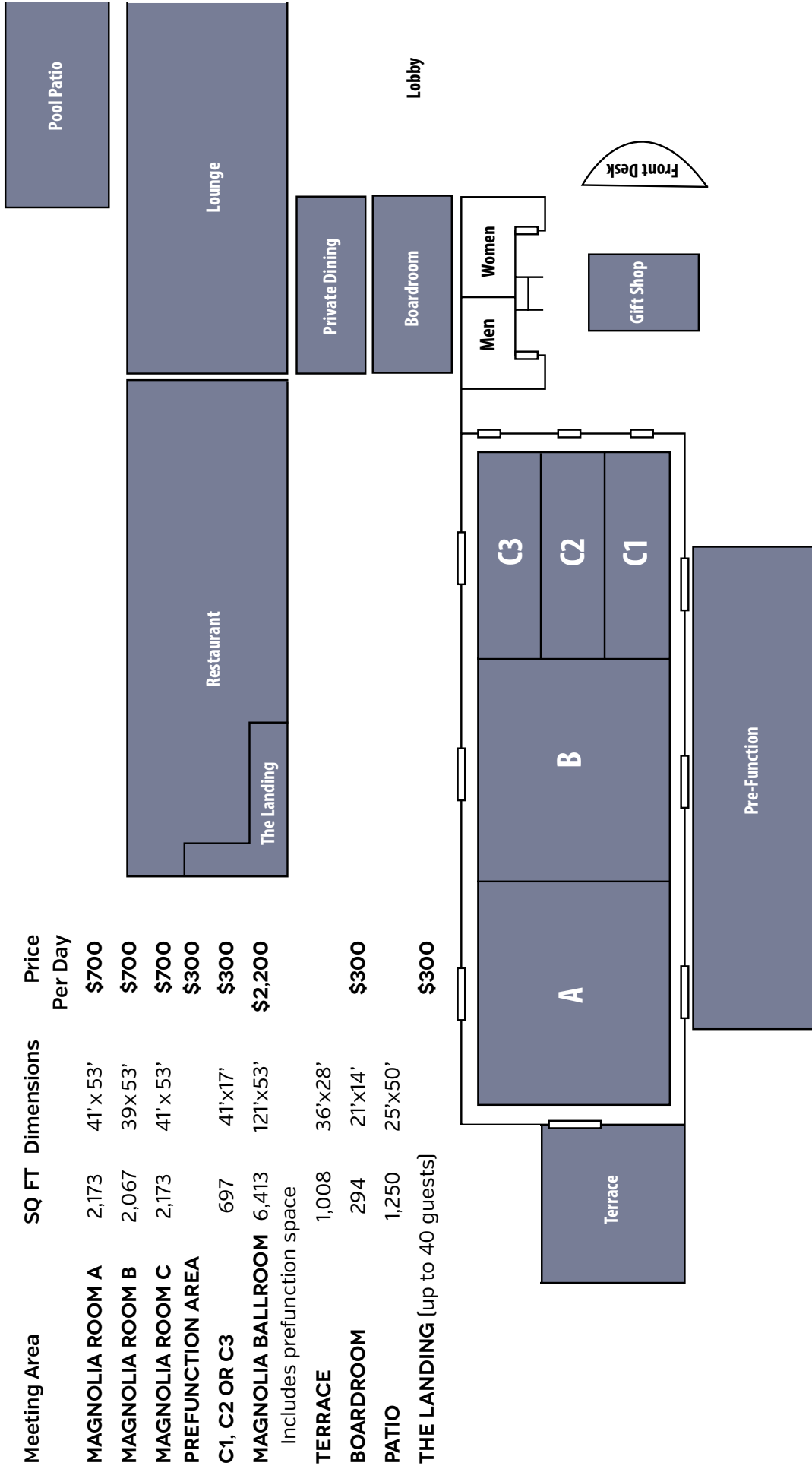
**THE LODGE**  
PICKWICK LANDING

120 PLAYGROUND LOOP  
COUNCE, TN 38326  
731-689-3135  
TNSTATEPARKS.COM



TENNESSEE  
State Parks

# PICKWICK LANDING CONFERENCE CENTER FLOOR PLAN



Meeting Area	SQ FT	Dimensions	Price Per Day
MAGNOLIA ROOM A	2,173	41' x 53'	\$700
MAGNOLIA ROOM B	2,067	39' x 53'	\$700
MAGNOLIA ROOM C	2,173	41' x 53'	\$700
PREFUNCTION AREA			\$300
C1, C2 OR C3	697	41' x 17'	\$300
MAGNOLIA BALLROOM	6,413	121' x 53'	\$2,200
Includes prefunction space			
TERRACE	1,008	36' x 28'	
BOARDROOM	294	21' x 14'	\$300
PATIO	1,250	25' x 50'	
THE LANDING (up to 40 guests)			\$300

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# SEATING CHART

## MEETING ROOM SETUP STYLES

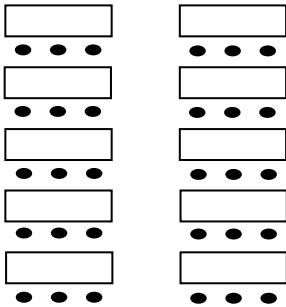
Included in rental fee:

- Custom setup
- Water station
- Clean up

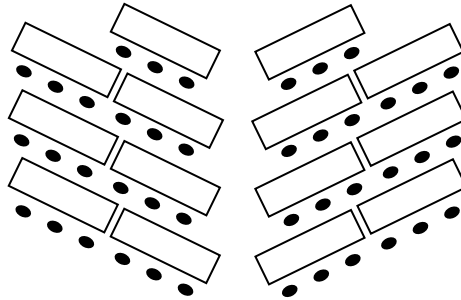
Please note: If custom setup is changed to a different setup within a 12 hour period, a **\$300** reset fee [per room] will apply.

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

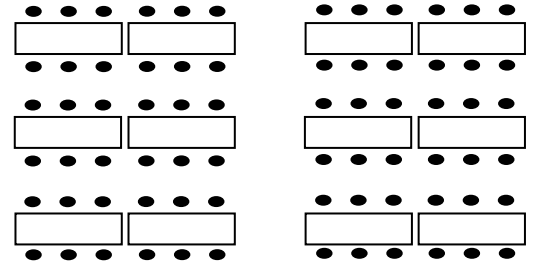
Classroom



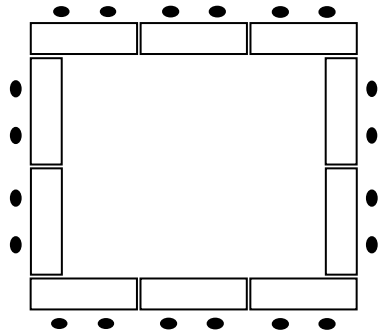
Angled Classroom



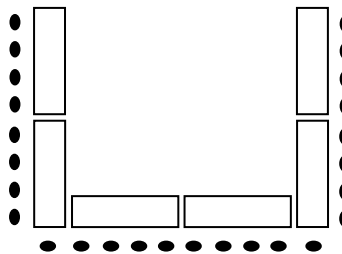
Banquet



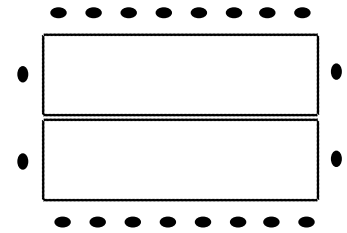
Closed Square



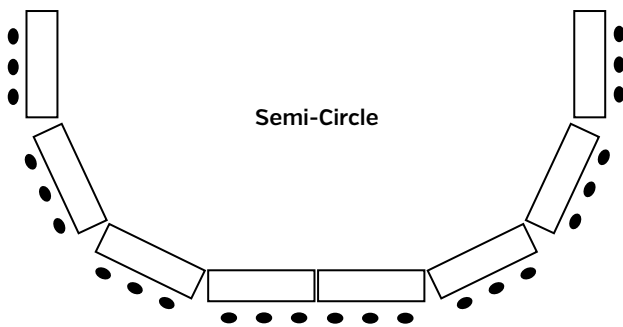
U Shape



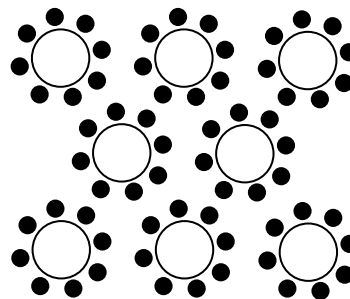
Conference



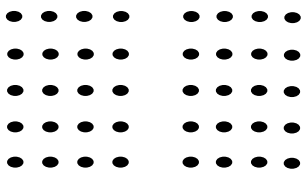
Semi-Circle



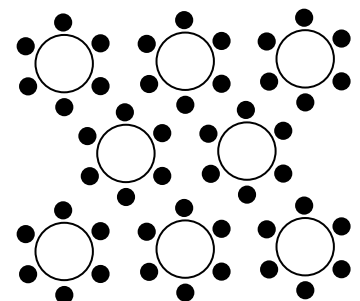
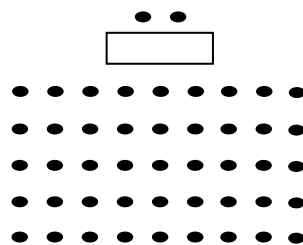
Rounds of 6 or 8



Ceremony



Theater



\*Are only available in specific spaces.

## AUDIO / VISUAL SUPPORT EQUIPMENT

Pickwick Landing 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.**

### BASIC AUDIO/VISUAL PACKAGE:

**\$165 PER UNIT PER DAY**

- LCD Projector with Screen
- Audio/Visual Cart with Cord and Power Strip
- Podium with Microphone

### SOUND EQUIPMENT

- Podium **\$30**
- Podium w/ Microphone Set **\$65**
- Cordless Microphone **\$35**
- Lavalier Microphone **\$35**
- A/V Cart with Cord and Power Strip **\$30**

### VIDEO EQUIPMENT

- 65 Inch Smart TV on Rolling Cart **\$175**
- LCD Projector with Screen **\$90**

### EASELS

- Easel **\$20**
- Dry Erase Board and Markers **\$45**
- Flip Chart Paper and Markers **\$30**
- Flip Chart Sticky Paper and Markers **\$50**

### STAGING

- Stage 4x8 Sections–eight available **\$100 EACH**
- Pipe and Drape **\$175**
- Dance Floor **\$600**

### MISCELLANEOUS

- Additional Power Strip w/ Extension Cord **\$20**
- U.S. and TN Flags with Stands **\$10**
- Vendor Table with Cloth and Skirting **\$12**
- Centerpieces **\$3/EACH**
- Laser Pointer **\$20**
- 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

- Lodge offers 119 guest rooms including one all-inclusive suite. We also have four studios that can be booked in addition to specific rooms upon request. Our Lodge rooms have stunning views of Pickwick Lake and Pickwick Dam.
- 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 17 cabins with fully equipped kitchens, and either a charcoal or gas grill. [standard tree-side cabins have electric fireplaces]
- The 10 landside cabins offer two bedrooms sleeping up to six guests
- Five lakeside cabins offer two bedrooms sleeping up to six guests and two lakeside cabins offer three bedrooms sleeping up to 10 guests
- All 17 cabins have a fireplace

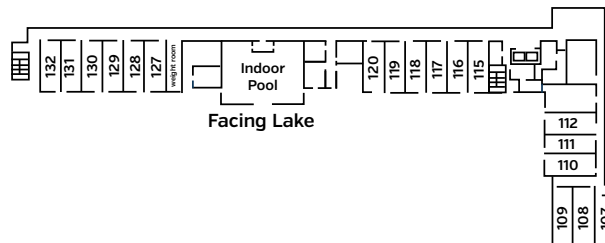
## PAVILIONS

- The park offers five 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
- Please call the park office at 731-689-3129 to reserve a pavilion

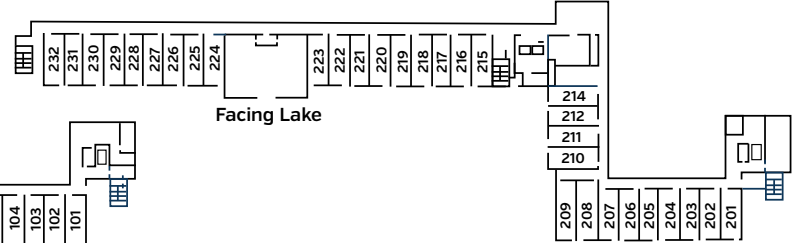
## PARK ACTIVITIES

- 18 Hole Golf Course [tnstateparks.com/golf/course/pickwick-landing](http://tnstateparks.com/golf/course/pickwick-landing) for tee time
- Aviary located at the park office
- Pontoon excursions offered through the park office
- The full service marina rents pontoons, fishing, boats, kayaks, canoes and paddleboards
- Nine-hole disc golf course (available for sale in the gift shop)
- Hiking trails (maps at the front desk)
- Special ranger-led programming available for groups
- Tennis and basketball court

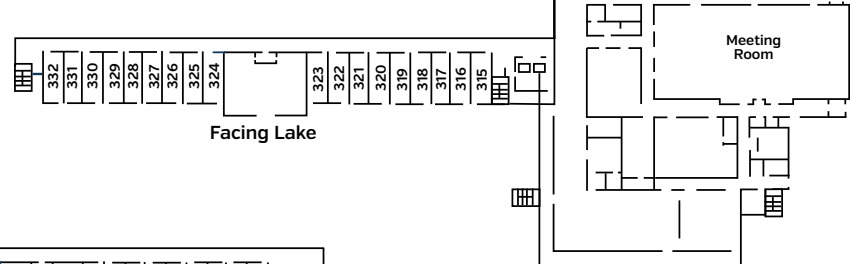
Floor 1



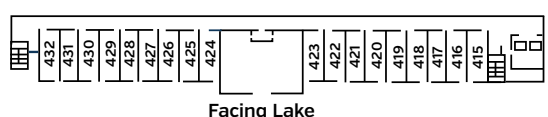
Floor 2



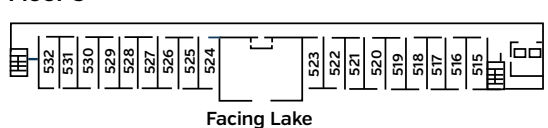
Floor 3



Floor 4



Floor 5



Floor 6

