

EVENT PLANNING GUIDE

PARIS LANDING STATE PARK

JANUARY 2026 REVISION



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 Paris 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; otherwise, the expected number becomes the guarantee.

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

Paris 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.

Paris 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.



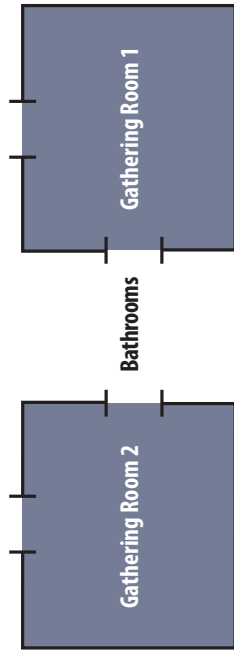
THE LODGE
PARIS LANDING

400 LODGE ROAD
BUCHANAN, TN 38222
731-924-4300
TNSTATEPARKS.COM



TENNESSEE
State Parks

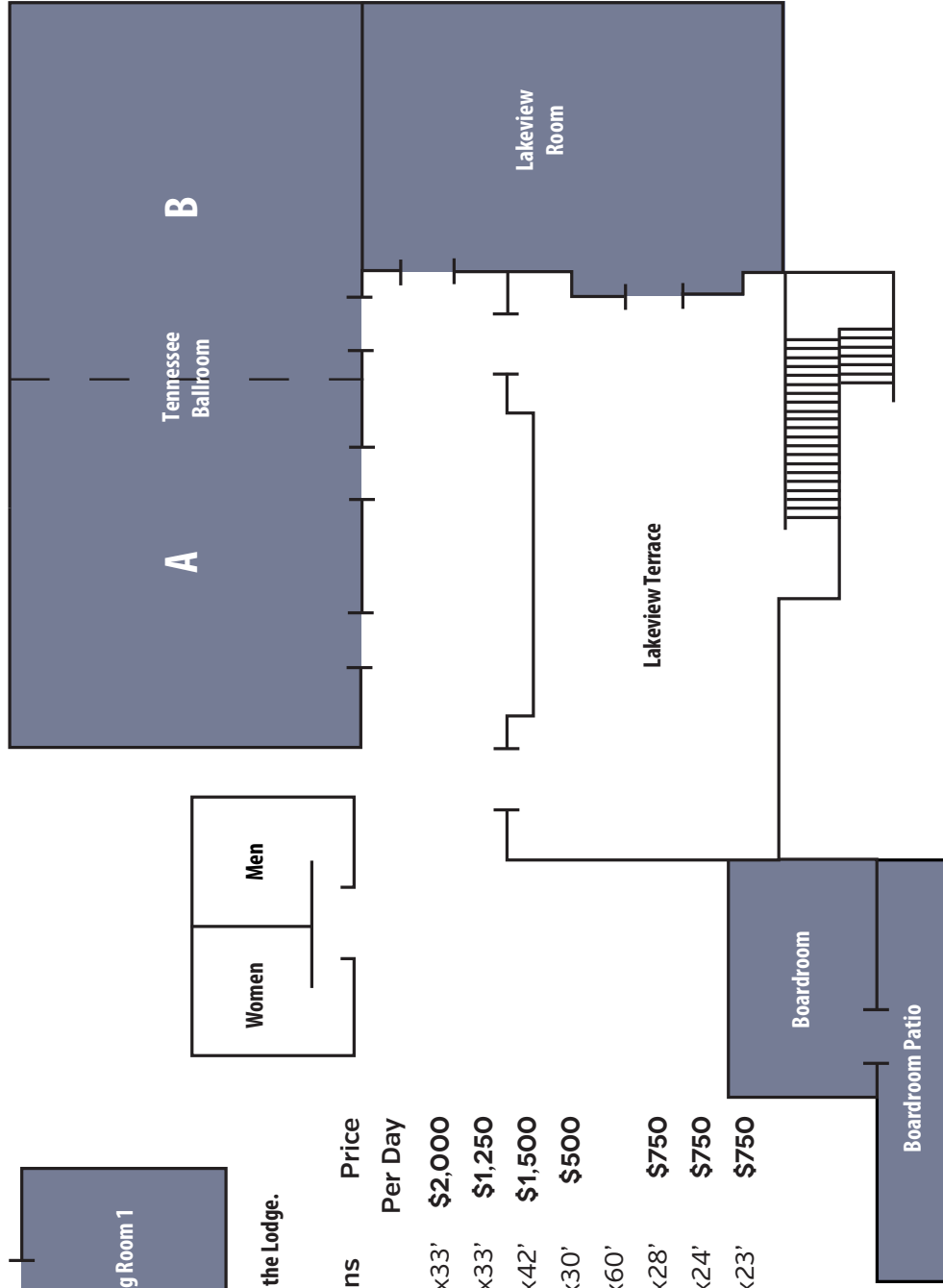
THE LODGE PARIS LANDING EVENT VENUES



Gathering Rooms 1 and 2 are located on the 4th floor of the Lodge.

Meeting Area	SQ FT	Dimensions	Price Per Day
TENNESSEE BALLROOM	2,640'	80'x33'	\$2,000
BALLROOM A OR B	1,320'	40'x33'	\$1,250
LAKEVIEW ROOM	1,176'	28'x42'	\$1,500
LAKEVIEW TERRACE	1,830'	61'x30'	\$500
PRE-FUNCTION SPACE	960'	16'x60'	
BOARDROOM	390'	36'x28'	\$750
GATHERING ROOM 1	648'	27'x24'	\$750
GATHERING ROOM 2	621'	27'x23'	\$750

LODGE



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THE LODGE
PARIS LANDING

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SEATING CHART

MEETING ROOM SETUP STYLES

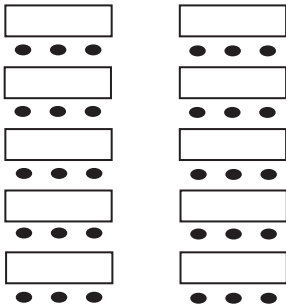
Included in rental fee:

- Custom setup
- Water station
- Clean up

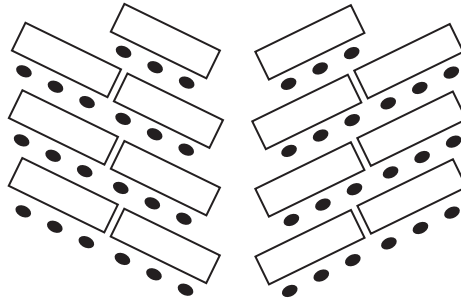
Please note: If custom setup is changed to a different setup within a 12 hour period, a **\$300** reset fee [per room] will apply.

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

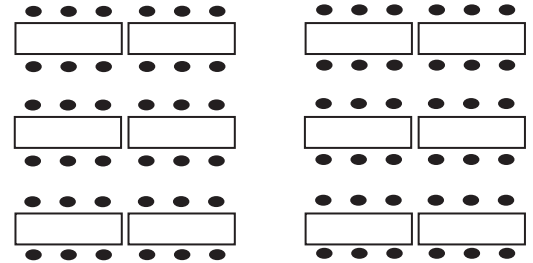
Classroom



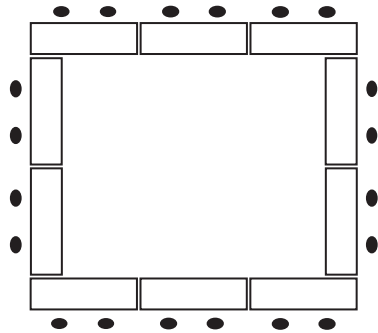
Angled Classroom



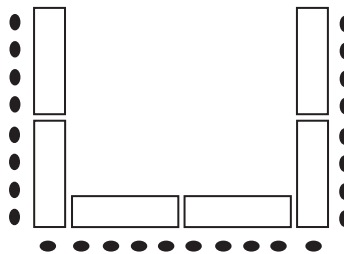
Banquet



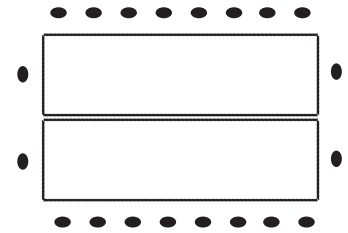
Closed Square



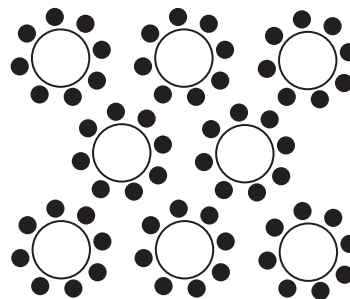
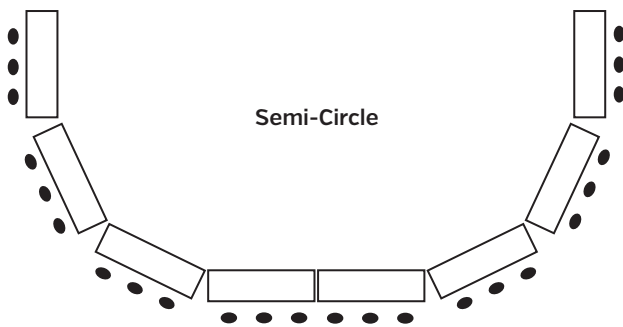
U Shape



Conference



Semi-Circle

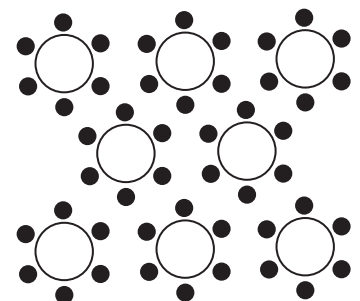
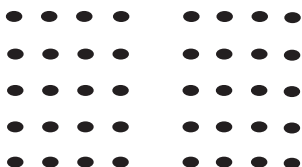


Rounds of 6 or 8

Theater



Ceremony



AUDIO / VISUAL SUPPORT EQUIPMENT

Paris 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.

BOARDROOM PRESENTATION PACKAGE:

\$125 PER DAY

- Tabletop Multimedia Presentation Unit with Conference Phone Connection

BASIC AUDIO/VISUAL PACKAGE:

\$400 PER UNIT PER DAY

- Podium with built-in Multimedia Presentation & Audio
- Large Ceiling-mounted LCD Projector
- Large Wall-mounted Screen

PROFESSIONAL AUDIO/VISUAL PACKAGE:

\$500 PER UNIT PER DAY

- Podium with built-in Multimedia Presentation & Audio
- Large Ceiling-mounted LCD Projector
- Large Wall-mounted Screen
- Choice of Lavalier or Cordless Microphone
- Flip Chart with 1 Pad of Paper

INDIVIDUAL RENTAL OPTIONS:

ALL PRICES ARE PER DAY.

- Cordless Microphone **\$50**
- Lavalier Microphone **\$50**
- Extension Cord with Power Strip **\$20**
- Dry Erase Board with Eraser and Markers **\$75**
- Flip Chart with Pad **\$100**
- Flip Chart Stand (no paper) **\$25**
- Freestanding Easel **\$20**
- Podium (With Portable Speaker) **\$100**
- Table-top Podium **\$50**
- 75" television on mobile cart **\$250**
- Outdoor Heater (2 hours) **\$150 EACH**
- Laser Pointers **\$20 EACH**
- Tablecloths **\$5 EACH**
- Napkins **\$.50 EACH**
- Flags (U.S. and Tennessee State) **\$25 PER SET**
- Reset Meeting Rooms **\$300 EACH RESET**
- 8ft x 7ft Pipe and Drape **\$200**
- White Wedding Chair Rental **\$7.50 EACH**
- Mail and package Storage **\$15 PER BOX**

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 91 guest rooms including six suites overlooking Kentucky Lake
- Most guest rooms have private balconies or patios

CABINS

- The park offers 10 cabins with fully equipped kitchens and dining table
- All cabins have gas log fireplaces, private decks and grills
- Cabins sleep up to 10 guests, with three bedrooms and two full bathrooms

CAMPING CABINS

- The park offers six one-room lakeside camping cabins with access to the bathhouse
- Each cabin offers two XL full-size beds [no linens are provided]
- Cabins come equipped with microwave, mini-fridge, climate control and coffee pot

PAVILIONS

- The park offers two rentable pavilions of varying size for outdoor events
- Pavilions include picnic tables and offer water and electricity
- Each pavilion offers a unique view and park experience

PARK ACTIVITIES

- 18 Hole Golf Course. For a tee time, visit tnstateparks.com/golf/course/paris-landing
- Birding and fishing. Visit the Park Nature Center or call 931-325-6655 for more information.
Birding: tnstateparks.com/parks/activity-detail/paris-landing-birding
Fishing: tnstateparks.com/parks/activity-detail/paris-landing-state-park-fishing
- Marina Store selling bait, tackle, ice, and a few grocery items. A service dock with fuel and supplies is available, as is a free launch ramp and almost 300 total, uncovered, covered, tie-up and jet-ski slips along with transit dockage.
- Hiking trails [maps at the front desk] or online: tnstateparks.com/parks/activity-detail/paris-landing-hiking
- Group park ranger programming available, please contact your sales and event coordinator to discuss.