



# The Clayton Center for the Arts

## *Weddings & Receptions*

We believe that weddings are as unique and personal as the couples themselves. Holding your wedding event at the Clayton Center for the Arts provides an historic flavor and elegance that is unmatched. Whether you are planning a bridal shower, rehearsal dinner or reception, you will appreciate the detail-oriented guidance of our experienced event professionals as they strive to transform your dream into a reality.

## *Clayton Center Wedding and Reception Venues*

The **Ronald and Lynda Nutt Theatre** is a spacious proscenium theatre with continental seating in the orchestra and balcony. The stage is 106-feet wide and 39-feet deep with a 47-foot proscenium opening. An orchestra shell is available for use if desired. With a maximum seating capacity of 1,196, including 77 orchestra pit seats, the Ronald and Lynda Nutt Theatre is the Center's largest venue.

The **William Baxter Lee, III Grand Foyer** is a perfect place for a wedding and/or reception. The Grand Foyer which measures 78 feet by 46 feet, has two sweeping staircases leading to the balcony and 15 chandeliers with more than 1700 hand-blown glass orbs running the entire length of the foyer. It can accommodate 250 for a sit-down dinner, has two concession areas and access to a catering kitchen.

The **Plaza** between the two Clayton Center buildings measures 95 feet by 58 feet and can accommodate up to 500 people. Tented or open, the Plaza is a perfect location for outside events.





### ***Wedding Packages***

All wedding packages include the wedding and/or reception area, two dressing areas for the bride and her party as well as the groom and groomsmen, and a professional Event Manager who will assist with every aspect of planning your event.

### ***Catering***

The Clayton Center has selected a group of preferred caterers to exclusively service events. Contact any of the catering professionals below for your celebration needs. Be sure to speak with your caterer about your linen needs.

All Occasion Catering	865.521.1300
Bradford Catered Events	865.522.5552
Dead End BBQ	865.414.9417
Metz Culinary Services	865.984.7480
Rosa's Catering	865.690.5757
Rothchild Catering	865.690.0103

### ***Alcoholic Beverage Service***

Alcoholic beverage service is provided by our preferred caterers listed above.

### ***Decorations***

While we encourage you to be creative and decorate according to your personal tastes, we have several restrictions: The Clayton Center permits the use of a Unity candle set if desired, but no other candles are allowed. We also prohibit the use of confetti, glitter, helium balloons or other such celebratory materials that are difficult to clean. Other restrictions include taping or tacking anything to the floor, walls or wood. Nothing is to be hung or attached on the main entry doors, windows or permanent signage.

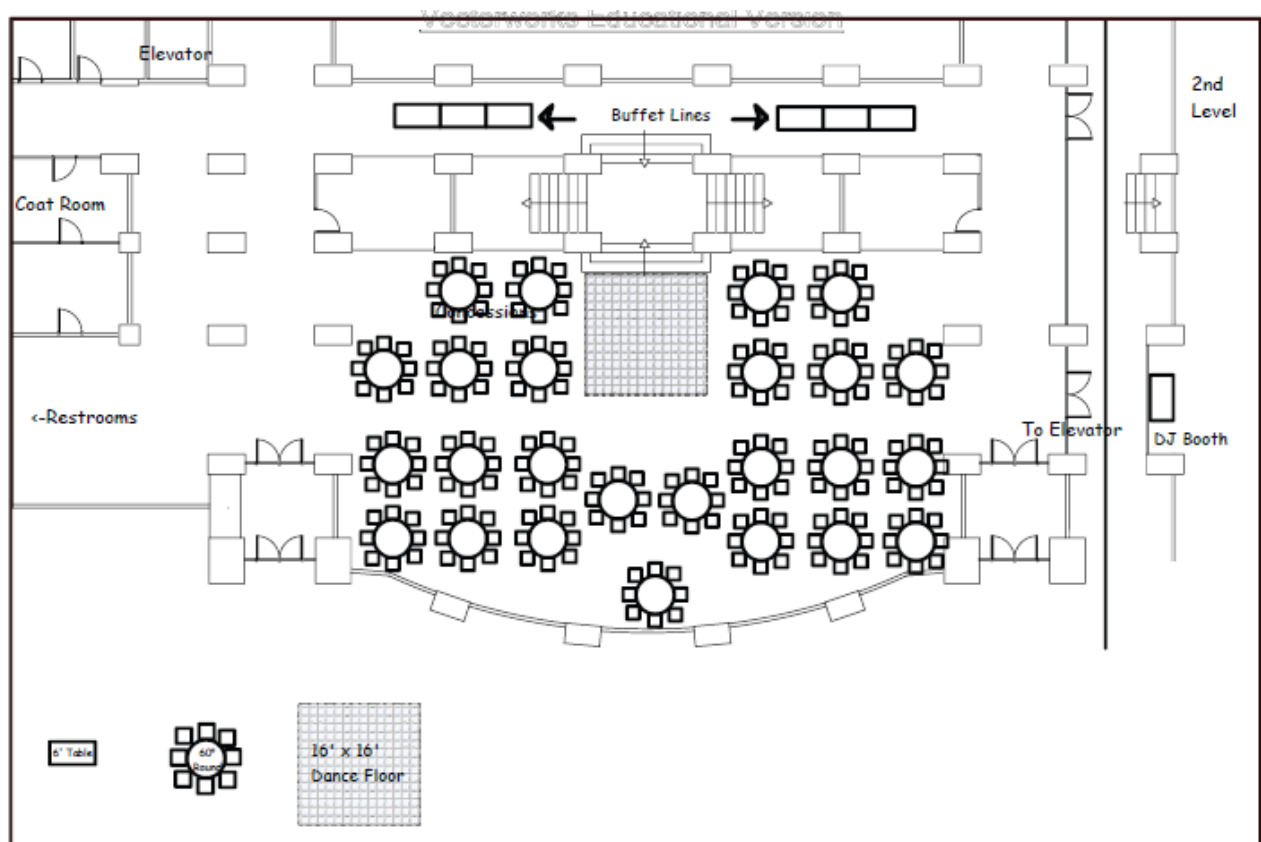
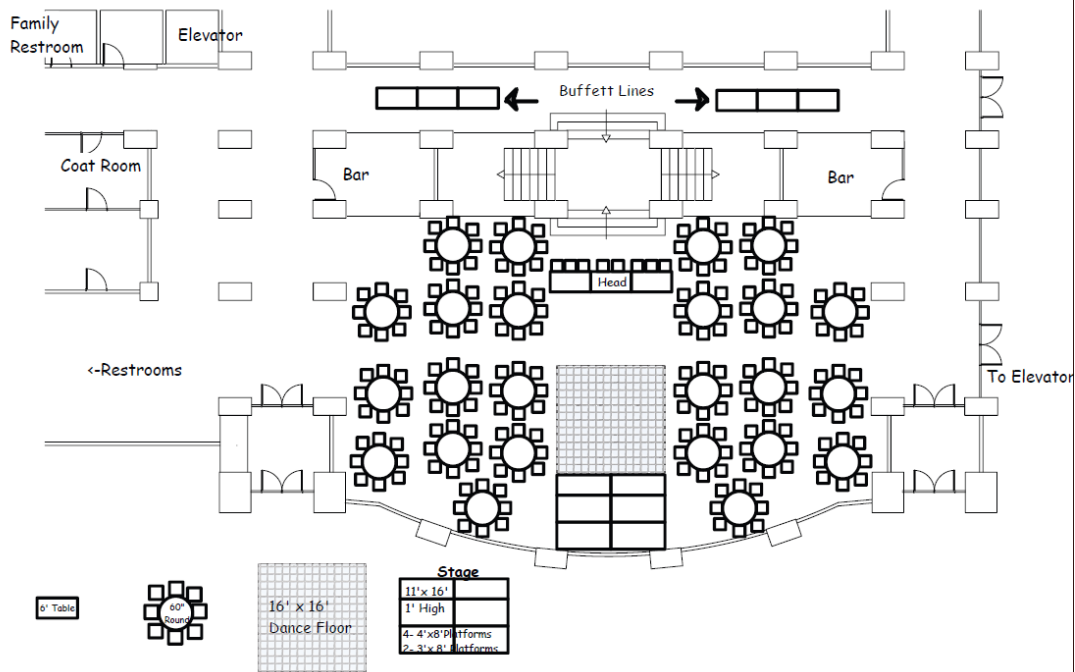
### ***Flowers and Event Equipment***

The Clayton Center can provide 60-inch round tables and banquet chairs for up to 250. A limited number of 6-ft rectangle tables are also available. All other equipment needs, flowers and centerpieces, tents, dance floors, etc. must be obtained from outside vendors.

### ***Music and Technical Services***

The Clayton Center has sound and lighting professionals that are able to service your event to your specifications. Their services include basic sound service to projection screens to dance floor lighting and everything in between. Our technical professionals can also work with the DJ or musicians of your choice.

## Sample Floor Plans William Baxter Lee, III Grand Foyer





## ***Frequently Asked Questions***

### ***How long is the wait to get married at the Clayton Center for the Arts?***

Reservations for the Clayton Center for the Arts are made on a first come, first served basis. If your date is available, you can book it whether it's one year or one week away! Our advice to you is to make your reservation as early in your planning process as possible so that you have the best chance of getting the date and time you want.

### ***Do you have to be affiliated with Maryville College to get married at the Clayton Center for the Arts?***

No, anyone can be married at the Clayton Center for the Arts regardless of their affiliation with the College or religious or faith preference.

### ***Can any religion use the facility?***

Yes, the Clayton Center for the Arts welcomes couples and ceremonies of all faiths and cultures.

### ***Can we include different religious elements and/or religious traditions in our ceremony?***

Yes, however, anything that will involve the burning of incense, open flames, or other deviations from Clayton Center for the Arts policy must be approved by the Clayton Center Event Manager prior to your event.

### ***How long are the time slots?***

Events are typically contracted for a calendar day, with eight hour rental periods including setup and cleanup.

### ***Can we have food and beverages?***

Yes! We have preferred caterers who are approved to service events in the Clayton Center.

### ***Is there a place to dress?***

Each wedding contract includes two dressing areas for the bride and her party as well as the groom and groomsmen. There are restrooms available as well.

### ***Will there be anyone from the Clayton Center for the Arts to assist us? If so is there an additional fee?***

Yes, the services of the Corporate Sales Event Services Team are included in your fees. The Event Services Team are primarily responsible for the set up and use of the facility and equipment. They do not, however, perform personal services for guests. The Event Services Team will meet with you before your wedding day to help with planning your big day. They will set up according to your plans when your reservation time begins. Event Staff will be on site for the entirety of your contracted time.

### ***Is there space for storage?***

Unfortunately, we do not have any storage space. Please ensure that your deliveries are made within your contracted time.

### ***How early before the wedding can you decorate?***

All decorating and set-up must be accomplished within your contracted time.

***What happens to items left behind after the ceremony?***

Items that are left behind will be kept in the office of the Event Manager at the Clayton Center for the Arts. If they are not claimed within 30 days, they become the property of the Center, may be donated to charity or thrown away.

***Do you recommend other vendors?***

No, we do not recommend any specific vendors. However, we can give you listing of local businesses that have been used by our patrons in the past.

***Can we have a Friday night rehearsal?***

Yes, rehearsals may be part of your contracted time.

***Is my wedding the only event scheduled on my day?***

No, however there could be another event before and/or after your event. We do leave a “buffer” time between events to make sure there is no parking overlap and to give the Event Staff time to prepare.

***Do you have any decoration restrictions?***

We have several restrictions: The first is regarding the use of candles. A Unity candle set may be used if desired, but no other candles are allowed. The second is regarding confetti, glitter, and helium balloons or any other such celebratory goods. Other restrictions include taping or tacking anything to the floor, walls or other hard surfaces. Nothing is to be hung or attached on the main entry doors, windows or permanent signage.

***What happens if the bride or groom is late?***

Your contracted access times to the Clayton Center for the Arts are flexible within the calendar day your event is scheduled. We encourage the bride and groom and all bridal party members to arrive well before the ceremony start time so that everything can run on schedule on the wedding day.

***What are my clean-up responsibilities?***

The Clayton Center for the Arts must be left in the same condition that it was found. Everything must be removed including all flowers, decorations, rental equipment, programs, etc. We recommend having designated members of your wedding party responsible for clean up. Event staff will take care of general cleaning (vacuuming, cleaning windows, etc.). Any clean-up deemed excessive will incur an additional charge.

***Do you have a payment plan?***

No, we do not have a payment plan. We require that a non-refundable deposit of half of the rental fee plus a \$500 damage deposit to be submitted with a signed contract. The final balance will be due prior to your event.

***What happens if my guest number increases?***

The Clayton Center for the Arts is limited in seating and 250 is the absolute maximum number of guests that can be accommodated. Please be sure that your guest list does not exceed this.

***Where is guest parking?***

Guest parking is available in our lot adjacent to the Clayton Center. Our overflow lots are across campus in various lots.

***Can we have more than one photographer?***

Yes. You can have as many as you like.

***Can pictures be taken during the ceremony?***

The Clayton Center for the Arts has no specific policy on when pictures can be taken during the ceremony. We recommend talking with your officiant to see if they have any guidelines.

***Are there music restrictions?***

No, your music selections are completely up to you. Our technical staff will be happy to work with you to arrange your sound needs.

***Does the Clayton Center for the Arts provide musicians?***

No, you must hire your own musicians. The Clayton Center for the Arts welcomes musicians of all kinds and does not restrict the kind of music or the performers you select.

***Can we use pets?***

No, animals, with the exception of guide or assistance dogs, are not permitted in any campus buildings. All animals must be properly uniformed and on a leash at all times.

***Can I change my date and/or time?***

Yes, but any changes are dependent upon availability. All changes require a new contract.

***How do I cancel my event?***

All cancellations need to be sent in writing to the Director of Corporate Sales & Events via mail to [belinda.kenny @maryvillecollege.edu](mailto:belinda.kenny@maryvillecollege.edu). Deposits are non-refundable, but the damage deposit and any additional portion of your fees that have been paid are eligible for refund.