



Maryville College

Weddings & Receptions

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

Wedding and Reception Venues

The **Alumni Gym** is a popular location for receptions. Don't let its name fool you. This historic structure is a multi-purpose facility that graciously services all types of events including banquets that accommodate up to 250. The facility has a moveable stage and beautiful hard-wood floors. Technology available includes an automatic projection screen, digital projector and sound system.

The **Center for Campus Ministry** is a beautiful two-story edifice featuring floor to ceiling redwood carpentry and a stunning chandelier that accents the one-of-a-kind stained glass window of Jesus and the resurrection.

The **Chilhowee Club** is a charming venue that can be used for multiple types of events. It features a single large meeting room that can seat up to 70 for a banquet, a stage, piano and sound system.

The **House in the Woods** was Built in 1917 as a multi-purpose venue that was renovated in 2002 as a retreat and special event center. The house sets in a secluded setting in the campus woods and features a labyrinth in the back yard. The House in the Woods is a popular choice for wedding receptions, business retreats and training workshops.

Isaac's Grill is a multi-level room located in Bartlett Hall Student Center with a seating capacity of up to 150. The room features a unique oval-shaped second floor that opens to the main floor. The main floor features an oval shaped dais that can be used as a stage, dance floor or serving area. The room is creatively decorated with MC history and sports paraphernalia and features a big screen TV, sound system and CD changer.



Wedding Packages

All wedding packages include the wedding and/or reception area, basic sound setup and a professional Event Support Coordinator who assists with planning.

Catering

Maryville College 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 as listed above.

Decorations

While we encourage you to be creative and decorate according to your personal tastes, we have a few restrictions: Maryville College permits the use of a Unity candle set if desired but no other candles are allowed. We also prohibit the use of confetti, glitter or other such celebratory goods 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

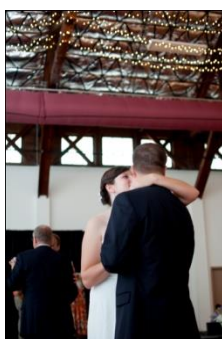
Depending upon the venue, Maryville College may be able to provide 60-inch round tables, 6-ft rectangle tables, and banquet chairs. All other equipment needs, flowers and centerpieces, tents, dance floors etc. must be obtained from outside vendors.

Music and Technical Services

Maryville College has a sound professional who is able to service your event to your specifications. Technical services may be provided at additional costs. Our staff can also work with the DJ or musicians of your choice.

Setup and Clean Up

Your wedding package includes setup and clean up of your selected venue during your contracted time. The college does not have storage space for items delivered early or picked up late. Please select someone from your bridal party who will be responsible for making sure that none of your belongings are left behind.



Frequently Asked Questions

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 Maryville College policy must be approved by our 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 six preferred caterers who are approved to service events on the Maryville College Campus.

How early before the wedding can you decorate?

All decorating and set-up must be accomplished within your contracted time block. Decorating at your rehearsal is permitted.

What happens to items left behind after the ceremony?

Items that are left behind will be kept in the office of the Director of Corporate Sales & Events. If they are not claimed within 30 days, they will become the property of the College, 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 must be booked as part of the rental contract.

Is my wedding the only event scheduled on my day?

No, however there could be other events before, during and/or after your event in other venues on campus.

Do you have any decoration restrictions?

We have several restrictions. The first is regarding the use of candles. The College permits the use of a Unity candle set if desired, but no other candles are allowed. The second is regarding confetti or glitter. The College does not permit the use of confetti, glitter or other such celebratory goods. Other restrictions include taping or tacking anything to the floor, walls or wood surfaces. Nothing is to be hung or attached on the main entry doors, walls, windows or permanent signage.

What happens if the bride or groom is late?

Your contracted access times 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?

All buildings must be left in the same condition that they were found. Everything must be removed including all flowers, decorations, rental items, programs, etc. Event staff will take care of general cleaning (sweeping, cleaning windows, etc.) in between each event. Any clean-up after an event that is deemed excessive will incur an additional charges.

Do you have a payment plan?

No, we do not have a payment plan. We require that a deposit of at least half of the rental fee be submitted with your signed contract. The final balance will be due after your event.

What happens if my guest number increases?

Every building has a maximum number of guests that can be accommodated. Please be sure that your guest list does not exceed this maximum which depends upon the building where your event is hosted.

Can we have more than one photographer?

Yes. You can have as many as you like.

Can pictures be taken during the ceremony?

Maryville College has no specific policy regarding 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 Corporate Sales & Events Department provide musicians?

No, you must hire your own musicians. Maryville College welcomes musicians of all kinds and does not restrict the kind of music or the performers you select.

Can we use pets?

Animals, except for guide or assistance dogs, are not permitted in any campus buildings. Any animals that meet this requirement must be properly identified and remain on a leash at all times.

Can I change my date and/or time?

Yes, as long as the date/time you would like is available you can adjust it however you wish. You will need sign a new contract.

Can I cancel my event?

All cancellations need to sent in writing to the Director of Corporate Sales & Events via mail or email (belinda.kenny@maryvillecollege.edu). The cancellation policy is included in your contract. Refunding of any fees is dependent upon the timeframe of the cancellation and the pre-set deadline.