

Tanasi Waterfront Dining Private Dining Room Information & Pricing

Thank you for considering **Tanasi Waterfront Dining** for your special event. Our Private Dining Room offers an elegant setting ideal for business meetings, family gatherings, rehearsal dinners, birthdays, anniversaries, retirement celebrations, and other special occasions. We can accommodate up to 30 guests in the private dining room. Any group larger than 30 guests would be considered a partial or full buy out of the restaurant.

We look forward to helping you create a memorable experience.

Private Dining Room Availability

The Private Dining Room is available by reservation during the following timeframes:

Lunch (AM Reservation) 11:00 AM – 3:30 PM | Dinner (PM Reservation) 4:30 PM – 8:30 PM

Additional event time may be available based on room availability and will be charged based on timing needed.

Food & Beverage Minimums

Rather than charging a traditional room rental fee, Tanasi Waterfront Dining operates with **Food & Beverage Minimums** for Tellico Village residents for the private dining room.

The required minimum spend includes all food and beverages purchased during your event (before tax and gratuity).

Tellico Village Residents:

Reservation Time	Monday - Thursday	Friday - Sunday
LUNCH	\$300	\$500
DINNER	\$600	\$1,000

Outside Guests:

Reservation Time	Monday - Thursday	Friday - Sunday
LUNCH	\$500	\$750
DINNER	\$1,000	\$1,500

If the required Food & Beverage Minimum is not met, the remaining balance will be applied as a room fee.

What's Included

Your reservation includes:

- Exclusive use of the Private Dining Room
 - Dedicated service staff
 - Standard table and place settings
 - Event planning assistance
 - Customizable menu options
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Deposits

A signed Event Agreement and deposit are necessary to secure your reservation. You will receive a 48 hour hold for your date and service from the time of the initial contact giving time to review information. This hold does not constitute a reservation and will be dropped if no contact is made between booking party & the events team after the 48 hours have expired.

Deposits are applied toward your final balance and are subject to the cancellation terms outlined in your Event Agreement.

Food Menu must be set no later than 14 days in advance.

Final Guest Count

A final guaranteed guest count is required **7 days prior** to your event. This count is used for staffing, menu preparation, seating arrangements, and final billing.

After the final guest count has been submitted, we understand that minor adjustments may occasionally be necessary. We will make every reasonable effort to accommodate changes; however, **changes of more than three (3) guests are considered a major adjustment and cannot be guaranteed** due to staffing, food preparation, and seating logistics. While we will do our best to accommodate all requests, any changes after the 7 day deadline are subject to availability & may not be possible.

Post Contract Timeline, Cancellations

To reserve the Private Dining Room, a valid credit card must be kept on file. By signing the Event Agreement, the client authorizes Tanasi Waterfront Dining to charge the card on file for applicable cancellation fees in accordance with the policy below.

Cancellation Fees

- **Up to 30 days prior to the event:** \$250 cancellation fee
- **14–29 days prior to the event:** \$500 cancellation fee
- **Less than 14 days prior to the event:** Cancellation requests will be reviewed and may result in additional charges based on expenses incurred and the Food & Beverage Minimum reserved.

Date Changes & Rescheduling

Tanasi Waterfront Dining does not offer formal event rescheduling. Any request to change the date of an existing event will be considered a **cancellation** of the original reservation and will be subject to the applicable cancellation fee.

Approval of a date change is at the sole discretion of the Events Manager and is based on availability. If a new date is approved, a **New Event Agreement** must be executed, and all applicable terms, pricing, and Food & Beverage Minimums in effect at the time of rebooking will apply.

Cancellation fees are charged to compensate for reserved event space, staffing commitments, and the loss of booking opportunities resulting from holding the reservation.

Food & Beverage Policies

To provide the highest quality dining experience:

- Outside food and beverages are not permitted.
 - Specialty cakes or desserts may be approved in advance and may be subject to a service fee.
 - Plated, buffet, family-style, and customized menu options are available.
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Alcohol Service

Tanasi Waterfront Dining follows all Tennessee Alcoholic Beverage Commission regulations. Outside alcoholic beverages are prohibited. Hosted bars, cash bars, beer & wine service, and customized beverage packages are available.

Decorations

Guests are welcome to personalize the space, the room will be available 30 minutes before the event begins to the host to decorate as needed.

Please note:

- No confetti or glitter
 - No open flames without prior approval
 - Decorations may not damage walls, furniture, or fixtures
 - All decorations must be removed at the conclusion of your event
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Service Charge & Taxes

Applicable Tennessee sales tax of 9.25% and a 20% service charge will be added to the final invoice. Any alcoholic beverages will have the 15% Tennessee Liquor tax for any beverages over 8% ABV.

Reserve Your Event

Our Events Team is happy to help plan your special occasion. Please email events@tvpoa.org STARTING August 17th if you are interested in booking the private dining room. All event inquiries will be prioritized in a first come, first serve basis. All bookings before August 17th at 9AM will not be considered.

We appreciate the opportunity to host your event and look forward to welcoming you to **Tanasi Waterfront Dining**.