

LOOKBOOK



**WATERHOUSE
PAVILION
AT MILLER PLAZA**

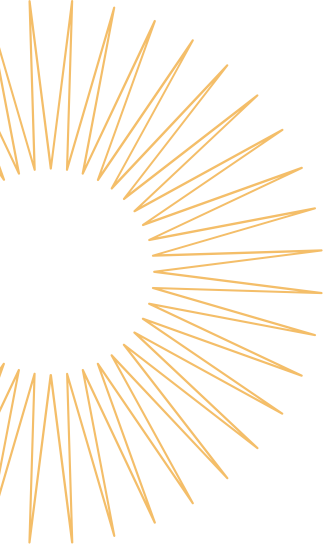
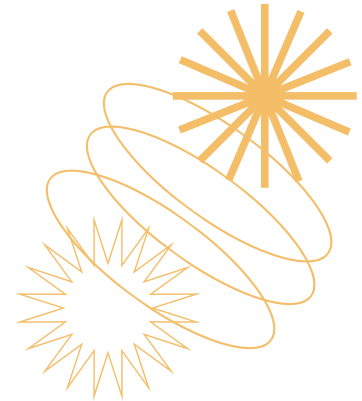
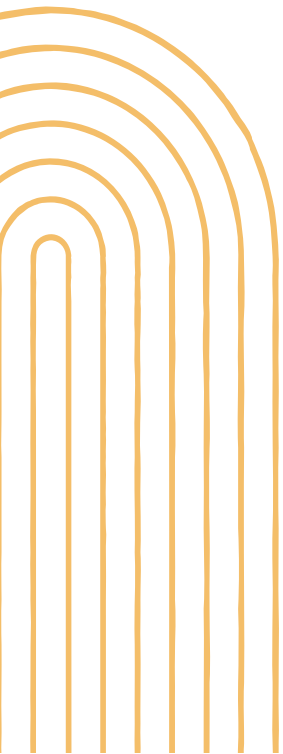
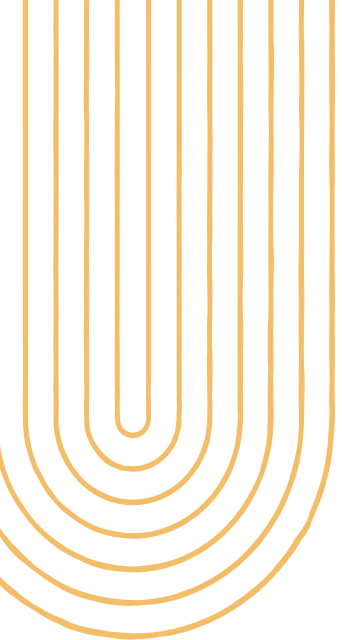


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Located in the heart of downtown Chattanooga, The Waterhouse Pavilion at Miller Plaza is the perfect urban venue complete with a newly renovated plaza and convenient walk from local hotels and restaurants. Our team strives to make all aspects of event planning simple. We accept all certified vendors, provide layout set up, and will never charge additionally for our included amenities.

ABOUT OUR SPACE



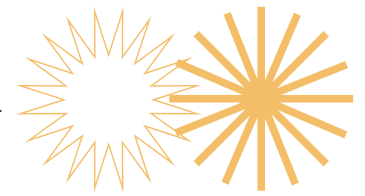
Our EVENTS



- **Birthday Parties**
- **Corporate Events**
- **Fundraisers**
- **Graduation Parties**
- **Holiday Parties**
- **Workshops**
- **And more!**



NON-PROFIT / GOVERNMENT PRICING



Day / Time	Event Details	Cost Per Hour	Damage Deposit (Refundable)
Monday - Thursday 8AM - 4PM	Open to General Public, Pavilion As-Is (No Assistance from RCC Staff)	\$0	\$0
Monday - Thursday 8AM - 4PM	Event where Assistance is Needed from RCC Staff (Contract Required)	\$200	\$600
Monday - Thursday After 4PM	All Events (Contract Required)	\$150	\$600
Friday, Saturday, & Sunday	All Events (Contract Required)	\$350	\$600

4 Hour Minimum
+ \$600 Refundable cleaning & damage deposit
Rental times must include all set up & clean up time

AMENITIES



Included:
Miller Plaza
Waterhouse Pavilion
Two Dressing Suites
1 Security Guard
Event Insurance
Prep Kitchen
Table & Chair Setup (*prior to event*)
Private Guest Restrooms
4 TVs & AV Speakers
Outside Stage
Heated Floor in Pavilion
Wi-Fi Connectivity

FURNITURE INCLUDED

- 2 - Farmhouse Tables
- 2 - Farmhouse Bars
- 10 - Highboy Tables
- 20 - 6 ft. Tables
- 20 - 5 ft. Round Tables
- 2 - 4 ft. Round Tables
- 31 - Metal Bistro Tables
- 116 - Metal Bistro Chairs
- 200 - White Ceremony Chairs



Frequently Asked QUESTIONS

WHERE DO GUESTS PARK?

Due to our central downtown location, there is ample street, lot, and garage parking available. Metered street parking is free Monday through Saturday after 6:00pm and all day Sunday.

To see a map of available pay-to-park lots and garages, please view our 'Where to Park' tab at waterhousepavilion.com.

WHAT IF THERE IS AN EVENT HAPPENING IN MILLER PARK?

Miller Park is a public space owned and operated by The City of Chattanooga and located adjacent to the Plaza and Pavilion. The Park is not included the rental of the Plaza or the Pavilion. Unfortunately, we have no control over the Park, their rentals, and any noise or other disruptions. If you wish to rent Miller Park from the City of Chattanooga to avoid such disturbances, it can be done at <https://secure.recl.com/TN/chattanooga-tn/catalog>

DO YOU HAVE PREFERRED CATERERS OR VENDORS?

All catering services are welcome, so you are free to bring in your top choice vendors. We will be happy to provide you with suggestions of vendors booked for previous events held at the Pavilion. Catering and bartending vendors will be required to list River City Company as an "Additionally Insured" on their Certificate of Insurance. A required copy will be due to the Venue Manager 30 days out.

Frequently Asked QUESTIONS

WHAT IS NOT INCLUDED IN THE RENTAL?

The following are not included in an event rental: Linens, air conditioning, draping, a stage, AV equipment, layout flip during an event, cleaning, photographer, decor, guest parking, event coordinator, catering, flowers, etc. While we do set up and breakdown our provided furniture before & after an event, we are not responsible for any furniture flips during the rented time.

WHAT ARE THE HIDDEN FEES?

No taxes, fees, or service charges are automatically added. The only additional fees that could be added to the rental price is:

- If the guest count exceeds 150 guests, where we will then require a 2nd security guard that we provide at \$35/hour
- If a credit card is used, where there will be an additional 4% processing fee added

WHEN CAN I TOUR?

All venue tours and meetings are by appointment only. Tours can be scheduled Monday-Friday from 9am-3pm based on availability. We do not offer tours on the weekends or after business hours.

REGULATIONS

BOOKING A DATE

To officially book your date, all contracts must be signed and the following amounts paid: Half of the venue fee + the \$600 refundable security deposit

HOLDING A DATE

While we do not officially hold dates, we can put a "notification hold" on certain dates. This means that if another person reaches out about that date, we will notify you. The venue reservation will go to whoever signs the contracts & pays the deposit first.

CANCELLATION POLICY

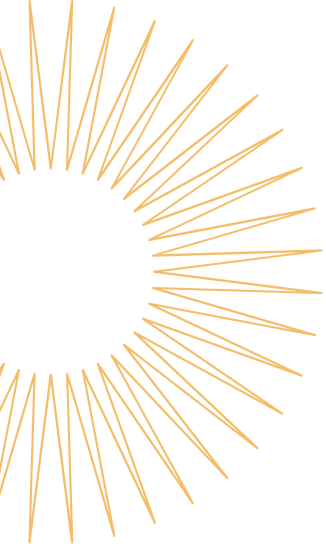
If the cancellation is 30 days or more before the event, we will refund 50% of the rental fee paid & 50% of security deposit. If the cancellation is less than 30 days prior to the event, we will refund 50% of the rental fees paid, but keep 100% of the security deposit.

VENUE CAPACITY

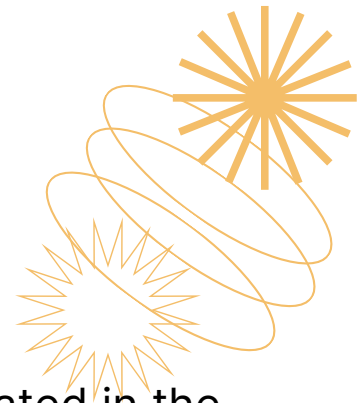
The Pavilion accommodates 200 people seated and 300 standing, depending on floor plan.

DECOR RESTRICTIONS

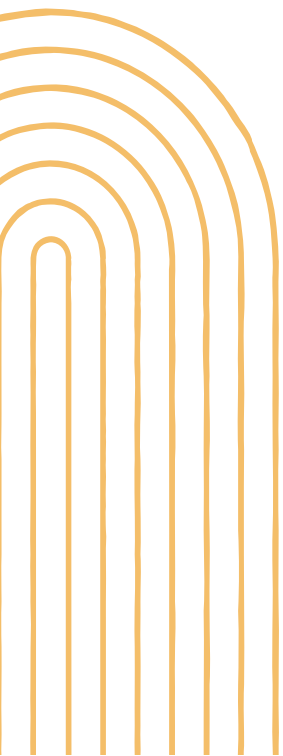
Our décor restrictions include no suspended flames (chandeliers, orbs, etc), no glitter, confetti, artificial flower petals, rice, feathers, boas, and no Chinese lanterns for release. We also request that all candles are contained in a vase, votive, or lantern.



ABOUT Chattanooga



Chattanooga, Tennessee is located in the southeast edge of Tennessee, borders Georgia and is set along the Tennessee River. Our city is home to over 180,000 people and is the perfect middle point between surrounding cities like Birmingham Nashville, Knoxville and Atlanta. With a great selection of restaurants, bars and attractions, our city is the perfect place for any type of event.





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