



Building Community, Creativity & Culture

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"Named after the first community in Knoxville to be devastated by urban renewal, The Bottom emerged from a local Black collective addressing race and place. The Bottom tackles the legacy of displacement by honoring the beloved community in which it serves. With the belief that Blackness is relational and dynamic, The Bottom stands as a multi-use place to foster change and togetherness. As a nonprofit cultural organization supporting a Black-affirming bookshop and arts programming, The Bottom is building community, celebrating culture, and engaging the creativity of Black people in Knoxville."

To book your author event at The Bottom please read and complete this Rental Agreement form and email it director@thebottomknox.com

At The Bottom, we are dedicated to empowering and uplifting our community by celebrating the rich legacy of Black literature. One of our major goals is to amplify the voices of Black authors and creators, providing a space where their stories can be heard, shared, and honored. The purpose of this rental agreement is to offer authors the opportunity to utilize our Black-affirming bookstore space for book signings, author talks, and other literary events. By providing this platform, we aim to expand the reach of Black literature, create meaningful connections between authors and readers, and nurture a deeper understanding of our shared history and future. Through these events, we continue to build a cultural hub that highlights the power of Black narratives and celebrates the diverse voices that shape our world. The Bottom reserves the right to deny facility usage to any group for any program or event that is inconsistent with our mission.

Pricing Guide/Rental Fees

	Hourly	Half Day (4hrs)	Full Day (8hrs)	Multiple Days
Bookshop (Main Lobby)	\$100	\$400	\$800	15% off price
Community Stage (Back Lot)	\$100	\$400	\$800	15% off price

The Bottom's Bookshop (Main Lobby) can comfortably accommodate 25-30 people, while our Community Stage (Back Lot) has a seating capacity of up to 75 people.

Included Equipment (available upon request)

- PA Audio Equipment
 - Speakers
 - Microphone
- Foldable Chairs & Chair Covers
- Tables & Table Covers

Reservation Fee and Cancellation

A signed contract and date-hold deposit in the amount of **50%** of the total rental fee must be received within a week of the signed contract to reserve your date(s) and time(s). **The full balance is due 24 hours before your scheduled event.** Invoices will be created and paid through Square. If the event is cancelled for any reason, The Bottom will retain this deposit as your agreement to rent the space may cause the loss of additional bookings or business.

Responsibilities of The Bottom and the Author

- **The Bottom will:**
 - Provide timely access to the rented space
 - Set up chairs and arrange furniture per the Author's requests, if specified
 - Provide the author's books to ensure sufficient quantity of books to sell during the event, if coordinated book order is placed with the Author. *
 - Ensure the space is clean, organized, and event-ready upon arrival
 - Provide a Point of Sale (POS) system to facilitate book sales during the event**
 - Provide additional support with a requested workshop. Including;
 - Workshop supplies
 - Refreshments
 - Staff support
- **The Author agrees to:**
 - Adhere to the agreed start and end times for the event
 - Coordinate book orders with Bookshop Director to ensure sufficient quantity of books to sell and sign during the event**
 - Use the space and its amenities responsibly
 - Avoid disruptions to other occupants or events within the facility

***Books must be available on Ingram, Penguin Random House, Harper Collins and/or Macmillan in order for The Bottom to order books for author events. If books aren't available on these platforms, Author agrees to provide their own books and Point of Sale (POS) system to facilitate book sales during the event.**

Site Decoration

The Bottom encourages Authors to personalize their events within the guidelines. No nails, screws, staples, or penetrating fasteners are allowed. Glitter or foil confetti is prohibited. Damages to the space will incur additional charges.

Setting & Cleaning Up

Time for set up & clean up for your event MUST be included in the space rental time.

The Bottom staff will handle setup and cleanup within the paid rental period. Authors should provide a list of setup requirements in advance to ensure the event runs smoothly. Setup and cleanup will include:

- Arranging furniture and seating according to the Author's specifications
- Ensuring equipment is in place as requested
- Clearing and resetting the space following the event

Please note that general setup and cleanup time is approximately 30-45 minutes for the main lobby and 45 minutes to 1 hour for our community stage. A **\$50 fee** applies if additional cleaning is required due to excessive mess or damage.

Compliance with Laws

The Author shall maintain, or cause to be maintained, all material permits, licenses, and other authorizations required by federal, state and local law for the activities anticipated to be conducted at The Bottom, including but not limited to licenses and permits for catering and serving alcohol or liquor. The Author shall conduct its activities in substantial compliance with such permits, licenses, and authorizations.

Lost and Found

The Bottom takes no responsibility for personal effects and possessions left on premises during or after any event. We do, however, maintain a lost and found and will hold recovered items up to 30 days. Every attempt will be made to return any recovered item to its rightful owner.

Indemnification

The Author agrees to indemnify and hold harmless The Bottom, its owners, employees, volunteers, agents, and affiliates from and against any and all claims, demands, damages, losses, liabilities, costs, or expenses (including reasonable attorney's fees) arising out of or connected with the Author's use of the premises, including but not limited to claims related to personal injury, property damage, and any violation of law or regulations by the Author or their guests, vendors, or representatives.

This indemnification excludes cases where claims, damages, or losses are directly caused by The Bottom's facilities, equipment, or actions by its staff that are outside the Author's control. The Author agrees to notify The Bottom promptly of any incident or claim arising out of the event. This provision shall survive the termination or expiration of this agreement.

Please complete the following form if you are ready to accept and abide by agreements listed above. Once completed, email to director@thebottomknox.com

Author Name: _____

Author Contact Email: _____

Author Phone Number: _____

Book Title(s): _____

Event Type (**circle one**):

Book Signing

Author Talk

Other: _____

Expected Attendance: _____

Date of Event: _____

Time of Event: _____

By Signing Below, I agree to the Terms of This Rental Agreement Form:

Author Signature: _____

Date: _____