



Building Community, Creativity & Culture

2340 East Magnolia Ave - Knoxville, TN 37917

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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 community center and Black-affirming bookshop, The Bottom is building community, celebrating culture, and engaging the creativity of Black people in Knoxville."

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

Use of Space Policy

Our schedule of events and availability can be found at www.thebottomknox.com/events. The space is available to individuals as well as organizations, considering that all functions are deemed appropriate to the facilities. 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 (Room A)	\$50	\$200	\$400	15% of day price
Craft Studio (Room B)	\$50	\$200	\$400	15% of day price
Podcast Studio (Room C)	\$25	\$100	\$400	15% of day price
Back Lot (Room D)	\$100	\$400	\$800	15% of day price
Community Art Studio (Room E)	\$50	\$200	\$400	15% of day price
Entire Space (Rooms A-E)	\$400	\$1600	\$3000	15% of day price

***Tea Room Service: add an additional \$40/hour to rental fee**

***Bookshop Service: add an additional \$50/hour to rental fee**

***Furniture and Equipment Service: add an additional \$25 flat rate rental fee**

Furniture and Equipment Available:

20 folding chairs
4 folding tables
4 tablecloths
1 large presentation screen

Reservation Fee and Cancellation

A signed contract and date-hold deposit in the amount of **50%** of the total rental fee must be received upon return of signed contract to reserve your date(s) and time(s). **The full balance is due 24 hours before your scheduled event.** 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. If The Bottom is able to fill the date with another event, the reservation deposit will be returned to Renter.

Site Decoration

The Bottom wants to make every event feel special and welcoming. Therefore every effort will be made to allow Renters to prepare decorations reflecting their creative requirements. No nails, screws, staples or penetrating items are to be used on our walls or floors. Glitter or foil (non-paper) confetti is not allowed on site. Only low tack tape is allowed on floors and walls. Any damages will be charged after your event.

Setting & Cleaning Up

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

Renter agrees that all deliveries/set-up arrangements must be scheduled with The Bottom, and that The Bottom does not provide any labor that may be involved during set-up or clean-up.

The Bottom will be in a clean condition prior to any event. Within one (1) hour following the event, Renter is required to return the space to the same clean condition in which it was found. Renter agrees to a \$50 clean-up fee if rental space is not returned to the condition in which it was found.

Renter agrees to our clean up procedure which includes:

- Sweeping the space
- Move all furniture and chairs back to where they were in the space prior to the event
- Empty all trash and recycling containers and dispose of them in appropriate bins which should be located around back
- Put new, empty trash bags in trash and recycling containers

Catering/Alcohol

Renter agrees (if using a catering service) that the caterer is licensed and to provide The Bottom a copy of that certification, if requested. Renter agrees to inform its event caterer of the guidelines contained in this contract that are applicable to them, including the damage/cleaning deposit. All catering (including food, utensils, tables, chairs, linens, glassware, etc.) will be provided by the caterer. The Bottom will not provide any food, utensils, linens, or glassware.

If alcoholic beverages will be served, the Renter agrees to full responsibility in complying with all alcohol laws and regulations of Knox County, the City of Knoxville, and Tennessee, and Renter is responsible for obtaining any necessary permits. People can bring their own alcohol into the space (BYOB) and no permit is required for this. Renter agrees to remove any alcohol brought into The Bottom by the end of the event.

Security

The front door must be unlocked at all times during the event. The organizer of the event shall be on the premises at all times. The Bottom makes no assurances, representations or guarantees regarding the security or safety of Renter and its guests

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.

Damages/Indemnification

Renter agrees that it is responsible for any and all injury to persons or damage to property resulting from Renter's use of the Rentable Space. Renter agrees to indemnify and hold The Bottom and their agents, employees and volunteers harmless from any and all damages, expenses and claims, including attorney's fees, that may result from Renter's use of the Rentable Space. This includes, but is not limited to, any liability coverage necessitated, created and/or occurring with the serving of any alcoholic beverages during the event.

Use of Space Agreements

- Renter agrees to only use designated areas.
- Renter agrees to uphold The Bottom's capacity of 50 people or less.
- Renter agrees to leave the space in the same condition it was originally found. Furniture and chairs can be moved around, as well as moved into the back to make more space in the front room, as long as they are moved back.
- The Bottom's representatives have authority to take actions and make decisions that are in the best interest of the building/space's safety, security, and image in the community.
- NO smoking in the building.
- NO candles nor any other flammables are permitted anywhere in the building. If a caterer uses sterno, an attendant MUST remain close by!
- The sound level of performances should not exceed that required to fill the space of the event. Renter must use good judgment and maintain the sound level at a reasonable level.
- Renter agrees that their event and all music must end by 12:00am (midnight). Repeated requests to lower the sound level may result in the event being ended with no refund and a smaller likelihood The Bottom will be able to host your event in the future.

Lastly - Renter agrees to contact thebottomknox@gmail.com the day after their event to check in to see if they left the space in a satisfactory condition and to be open to feedback and suggestions.

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

Renter Name & Organization:

Renter Address:

Renter Contact Email:

Renter Phone Number:

Spaces Reserved:

Supplies Needed:

Date(s) and Time(s) of Event:

Number of People Expected:

Description of Event:

*If this a Fundraiser Event – Name and Contact Info of Person or Organization Funds are
Going Towards:

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

RENTER

Signature: _____

Date: _____