

WILLIS CONFERENCE CENTER

Facility Hours

The Willis Conference Center's normal hours are 7:00 AM – 5:30 PM Monday through Friday. Since the facility is not staffed 24 hours a day, groups must make prior arrangements with the sales staff for early or late access. Before or after hours charge is \$50.00 per hour.

Room Assignments

Room assignments are made according to expected attendance. The Conference Center reserves the right to reassign meeting rooms should attendance figures fluctuate.

Guarantee

The Conference Center requires a minimum attendance guarantee 72 hours prior to your event. In the event a function is to be held on a Monday or Tuesday, guarantees must be received by the preceding Friday. The guarantee is not subject to reduction. If no guarantee is received, we will utilize the estimated number on the contract as your guarantee.

Service Charge and Sales Tax

All food and beverage charges are subject to a 21% service charge plus 9.25% sales tax. Tennessee law states that the service charge is subject to sales tax. For those meal functions with a guarantee of 20 people or less, a \$25.00 labor charge will be added.

Damages

The Conference Center shall have no liability for damage to or loss of any property of any nature left on the premises prior to, during, or following any event.

Each meeting room is equipped with tackboards and pushpins for hanging flipchart pages and posters. If further materials are to be hung from the walls, please contact your Conference Coordinator. Every effort will be made to meet your request, provided they can be accommodated without damaging the walls.

Storage of Materials

Please deliver materials to the Conference Center no earlier than 48 hours before the function unless prior arrangements have been made with your Conference Coordinator.

If delivering standard boxes via UPS, Federal Express, or other mail services, please have them sent to:

Willis Conference Center
26 Century Blvd.
Nashville, TN 37214
c/o your Conference Coordinator
Date of Event

The name of your event should be clearly marked on each box. If boxes are being delivered in another manner, please contact your Conference Coordinator to discuss delivery options.

Room Setup

Meeting rooms will be set according to signed banquet event orders, confirmed with client at the time of attendance guarantee. Onsite room changes are subject to an additional labor charge.