



Frequently Asked Questions about the Emporium Center Managed by the Arts & Culture Alliance of Greater Knoxville Updated January 2022

May I have both a ceremony and reception at the Emporium?

Certainly, however this works best if you are expecting 115 or fewer guests.

How many people will fit on the lower level?

Typically, about 130 people can be seated at tables on the lower level only if you are also reserving space for a dance floor, food tables, drink tables, etc. There is additional space for about 75 to be seated at tables on the upper level.

How early can we arrive? How late can we stay?

On select Saturdays, our gallery is open to the public from 10 AM – 1 PM, so on some weekends set-up may need to wait until about 12 noon. If that is not the case, set-up may begin as early as 8 AM; Monday-Friday, set-up may begin at 3:30 PM. Events on Friday and Saturday must end at 11 PM followed by clean-up; events Sunday-Thursday must end at 10 PM followed by clean-up. Please note, there may be a few exceptions.

Can we bring our own food?

Yes! You may work with the vendors of your choosing or do the food catering yourself.

Do you have a required/preferred list from which we have to choose our Vendors?

No, however we are happy to make recommendations if requested. We ask that Renters make all Vendors familiar with the Emporium Center's rental agreement.

Is alcohol allowed?

Yes. Alcohol must be served by an ABC-licensed bartender at all times. No alcohol may be self-serve.

Does the Emporium provide any decorations?

The mini lights are always hanging, and (except for a few rare instances), we always have artwork on display.

Can we put up additional lighting?

No additional lights, lanterns, etc. may be hung from the track light system.

Are candles allowed?

Only battery-operated candles are allowed; no real flames are permitted.

Can we request that artwork be taken down?

Upon request, we can remove the piece of artwork on the back brick wall for purposes of a ceremony altar/backdrop. Many (or all) sculptures on display would be removed from the space prior to your event. Other artwork may not be moved or touched by Renters.

Can you tell me more about the event insurance requirement?

We require you to purchase insurance to protect YOU in case something should happen. "Day of Event" liability insurance can be purchased through your own agent or from several third parties. The cost typically ranges from \$100-\$150. See www.eWedInsurance.com or www.TheEventHelper.com for examples.

Do I have to hire a security guard?

College events, high school events, and events where the attendees (in a ratio exceeding 10 to 1) are younger than 21 years old must have a Knoxville Police Officer present during the entire event.

Where may guests park?

There is a large parking lot caddy-corner from the Emporium that is free on weekends and after 6 PM on weeknights. Additionally, there are multiple metered parking spots on the Gay Street viaduct (free after 6 PM Mon-Sat and all-day Sunday). See www.downtownknoxville.org/parking/ for more options, or request a detailed parking document from us!

When may I pop by for a visit?

You are welcome to visit anytime we are open to the public, Monday-Friday 9 AM – 5 PM. If you would like a tour and to meet with someone specifically, please contact us to make an appointment.

How do I secure my wedding date?

We require a completed, initialed and signed rental agreement along with a deposit in the amount of half of the rental rate and a \$300 refundable damage deposit to secure your date. The balance is due 21 days prior to the event.

May I place a hold on my preferred date?

We are happy to offer a hold on your preferred event date (if it is available) for \$30. This amount will be applied toward the total rental fee if you end up securing the rental.

How long will you hold the date for me?

We will hold it indefinitely unless someone else contacts us and wishes to rent the Emporium on that same date. In that case, you would have two business days to sign the rental agreement and submit required deposits.

Will I need to include set-up and break down in the price?

Yes. The hourly rental fee commences when set-up in the space takes place and ends when all clean-up has been done.

Do you provide staff for set-up and breakdown?

We do not provide any labor. Typically, set-up and clean-up are done by the caterer, a wedding planner/team, or friends and family.

Do you offer a discount for a "whole day" rental?

No; our rental fee is hourly (or 30-minute increments).

Is there an additional fee to use the upstairs area?

No; we rent the entire Emporium as part of the hourly rate.

What amenities do you have on site?

We have 150 folding chairs and 20 rectangular banquet tables (combination of 6' and 8') that are included at no additional cost. We do not have any round or cocktail tables or linens available; any of those items would need to be rented from an outside company.

Will living out of town/state hinder our operations or planning for the event?

Not at all! We will strive to help answer your questions as much as possible.

Do you have pictures of floor plans previous weddings have used?

There are a number of images on our website under "Photo Gallery". Our floorplan is listed at www.allSeated.com, which you can use to drag & drop tables, experiment with different layouts, etc.

*For more information about renting the Emporium, please contact
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