FACILITY RENTAL GUIDE

PROVIDED BY
SECOND HARVEST FOOD BANK OF MIDDLE TENNESSEE

Second Harvest Food Bank of Middle Tennessee, located in MetroCenter, offers the ideal environment for meetings and events throughout the year. Our facility and catering options provide comfort and service for meetings of all sizes.

View on map

KEY DETAILS

- 4 room options with flexible layout plans to accommodate 10 – 200 guests
- Corporate, non-profit and professional groups welcome
- Easy access from all major highways
- Full catering offerings for breakfast, lunch and dinner
- On site parking up to 100 vehicles

MEETING SERVICES

- Audio/Visual equipment and internet connectivity for maximum productivity
- Ideal for trainings, orientations, team building, business receptions & dinners
- Break out rooms available
- Set up and break down of all tables, chairs and janitorial services included
- Vendor recommendations for additional catering rentals and service staffing
- TULIP (Tenant Users Liability Insurance Program) Policy - Priced Per Event

VIEW OUR CATERING GUIDE & MENUS

Our renowned Culinary Arts Center can cater your next event. Extensive breakfast, lunch and dinner menus available or collaborate with our executive chef to create a custom menu.

Proceeds from our facility and catering services provide funding for the programs and services of Second Harvest Food Bank of Middle Tennessee. Outside catering orders may be subject to an additional fee.

To schedule your event, contact our Catering & Banquet Planner at 615-585-6909 or cac@secondharvestmidtn.org

RENTAL RATES AND CAPACITY INFORMATION

- Second Harvest Food Bank regular business hours are Mon - Fri, 8:00 a.m. to 4:30 pm.
- Room rental rates are based on a four-hour minimum
- A maximum two-hour rental add-on is available at the cost of $180.00 for meetings that extend beyond normal business hours
- After hours events are based on availability Mon - Thurs until 10:00 p.m.
- Weekend events are based on availability Fri 4:30 p.m. – 9:00 p.m. and Sat 8:00 a.m. to 9:00 p.m.
- After hours and weekend events may require additional security and facilities manager subject to additional fees.

	Conference Room A	Conference Room B	Conference Rooms A & B	Board Room	Culinary Arts Center	Lobby
Maximum Room Capacity	100	100	200	40	72	N/A
Rental 1/2 Day	$175.00	$175.00	$300.00	$125.00	$150.00	N/A
Rental Full Day	$300.00	$300.00	$500.00	$250.00	$300.00	N/A
Non-profit rental 1/2 day	$125.00	$125.00	$200.00	$75.00	$100.00	N/A
Non-profit rental full day	$250.00	$250.00	$400.00	$150.00	$200.00	N/A
After Hours 4 hr max	$600.00	$600.00	$800.00	$500.00	$600.00	$1,200.00
Weekend event 6 hr Max	$1,000.00	$1,000.00	$1,800.00	$800.00	$800.00	$1,200.00

Room Layout	Conference Room A	Conference Room B	Conference Rooms A&B	Board Room	Culinary Arts Center	Lobby
Theatre	100	100	200	40	70	-
Classroom	60	60	-	40	40	-
Banquet	80	80	160	30	75	-
Board Room	40	40	-	24	-	-
Reception	125	125	250	-	80	125

View our Policies and Procedures