



The Regas Building, LLC (TRB) is an initiative of Knoxville Leadership Foundation (KLF). TRB's mission is to be a gathering place for the community where nonprofits can work together and learn from each other while enjoying this 125 year old historic Knoxville landmark.

The Regas Building has three main ways to accomplish our mission:

1. Office space for nonprofits sharing the unique amenities of the building.
2. Training/conference/meeting space for nonprofits and the general public to use.
3. The Gathering Place Café, a space open to the public to gather and enjoy each other over a light meal and a cup of coffee.

The vision for The Regas Building was formed by KLF in 2014. The Regas Restaurant closed after almost 90 years of operation and the property was sold. KLF purchased the building and began an extensive, complete rehabilitation. In keeping with KLF's mission of connecting communities of resource with communities of need, the vision for this facility emerged as a space to connect people of good will and people of faith by establishing a gathering place where mutual learning, collaboration, and partnership could grow.

For information about The Regas Building, please call 865-415-2010.

For booking information:

Contact Crystal Dempsey at cdempsey@klf.org.



RULES AND REGULATIONS FOR RESERVING A CONFERENCE ROOM AT THE REGAS BUILDING

ALLIANCE FOR BETTER NONPROFITS MEMBERS

Members of the Alliance for Better Nonprofits may use the conference rooms for FREE four hours per year, and after four hours at the reduced member rate. In doing this, there are a few things that we ask so that we can best utilize the space and keep the areas in good condition for other clients and people using the conference rooms.

- All requests as an ABN member should go first through Chloe Perry. You can reach her at cperry@betternonprofits.org or (865) 313-2077.
- Reserving space as a member of ABN requires that the event is associated with your nonprofit organization. Personal use is not complimentary.
- Requests should be made in advance and will be on a first-come, first-served basis, and is subject to availability.
- Room capacities are determined by fire code regulations and must be followed. We will place you in the room that best fits your group.
- The success of The Regas Building depends upon each of us being good stewards of the space. Therefore, we ask for the following steps to be completed upon conclusion of your event:
 - Tables and chairs must be returned to the original format.
 - Remove all personal items.
 - Please do not remove cables or cords that belong to The Regas Building.
 - All lights and AV equipment should be turned off.
 - All doors must be closed and locked when event is complete.

***Failure to fulfill these responsibilities will result in a \$50 service charge.**

- No outside food shall be brought in. Please contact Crystal Dempsey at cdempsey@klf.org for all catering needs.



Terms & Conditions

FOR MEMBERS OF ALLIANCE FOR BETTER NONPROFITS

The Regas Building

Contracts and Deposits: A signed contract and deposit will be required to reserve your space. The deposit will equal the room rental. **The deposit is payable by cash, any major credit card, or check made payable to *The Regas Building, LLC.***

Guidelines:

- Four complimentary hours offered to ABN members must be booked through Crystal Dempsey (cdempsey@klf.org) and are contingent upon availability.
- No outside food shall be brought in. Please contact Crystal Dempsey at cdempsey@klf.org for all catering needs.
- Final number attending and menu choices are required 72 hours prior to the date of the rental.
- An 18% service charge will be applied to all food, beverage, and related services.
- Where applicable, a 9.25% sales tax will be applied to all food, non-alcoholic beverages, service charges, and rental equipment. For tax exemptions, a Sales and Use Tax Certificate of Exemption form must be on file.
- All reservations require a two-hour minimum.

Pricing:

ROOMS	ABN Member Rates	General Rates	Capacity Classroom Set-up	Capacity Banquet Set-up
Harris A	\$16/hour	\$40/hour	20	32
Harris B	\$16/hour	\$40/hour	20	32
Harris FULL	\$28/hour	\$70/hour	40	64
Watauga	\$14/hour	\$35/hour	20	32
Regas A	\$20/hour	\$50/hour	24	40
Regas B	\$20/hour	\$50/hour	36	40
Regas FULL	\$36/hour	\$90/hour	60	80
Boardroom	\$20/hour	\$50/hour	Boardroom style-14	N A

**The Gathering Place Cafe has space for up to 60 people for a seated event and 140 for standing receptions. Contact Crystal Dempsey at cdempsey@klf.org for pricing.*

- **A \$20 janitorial fee is required for all events for set up and break down of room.**
- Events after 5PM or weekend events require a 20% increase in price after the four complementary hours.

Extra Services:

- *Banquet prices include fancy plastic dinnerware and cutlery*
- For china upgrade: \$1.25/person
- Tablecloths: \$10 each
- Server fee: \$25/hour per 20 people for buffets

Cancellation Policy: Cancellation of executed food & beverage services must be made in writing no less than 60 days prior to the scheduled function. Cancellations received 60 days or more prior to the event will result in a 25% charge of the total estimated bill. Cancellations received 30-59 days prior to the event will result in a 50% charge of the total bill. Cancellations received less than 30 days prior to the event will result in a 100% charge of the total bill.

Client:

Event Name:

Event Date & Time:

Agreed: _____ **Date:** _____