

Smyrna Community Center Wedding Information



Banquet Hall

Stand-Up Reception: 150 people, (seated 125 with dancing)

Room Size: 64' x 34', 2,176 square feet

Cost: Smyrna Resident (Proof of residency is required.)

\$650.00

Non-Resident

\$800.00

All room fees include the use of the kitchen, and the setup of all tables and chairs. You are responsible for table linens and decorations. You may bring in your own food or have your event catered. The facility is available for your use from 10:00 am until 10:00 pm.

*** The official closing time for the Center is 10:00 p.m. If you wish to extend your reception time, we would allow you to book the facility until midnight. (You must be cleaned up and out by midnight.) If you choose to go past the 10:00 p.m. curfew, you would be required to pay a night supervisor a \$30.00 per hour fee. (Sunday hours for weddings are 11 a.m. - 6 p.m. only. Please note: The facility opens to the public at 1:00 p.m. and closes at 6:00 p.m. on Sundays.)**

Banquet Hall & Community Room (Combination Package)

This combination package includes our 1,178 square foot Community Room (31' x 38"), the Banquet Hall listed above and a Lobby Area outside the meeting rooms. Stand-Up Reception: 225

Cost: Smyrna Resident: (Proof of residency is required)

\$850.00

Non-Resident

\$1,000.00

Community Room

The Community Room offers intimate seating for up to 60 guests for a small Wedding Reception Dinner. The fee is \$250.00 for a resident and \$350.00 for a non-resident for 7 hours.

Wedding Gazebo

A beautiful outdoor Gazebo is available for your wedding ceremony. It will seat 100 guests on bench seating and the gazebo is 16' in diameter. Only ceremonies of 125 people or less are allowed to use the gazebo area. The cost is \$200.00 for a Smyrna resident and \$275.00 for a non-resident for a 4 hour permit. Also included is a one hour rehearsal date.

- * Rooms may be reserved by phone and held for one week. Within that week, you would be required to make an appointment with Susan Hunt, Facility Manager, to come in and sign the necessary contracts. Half of the room fees are due at this time. The remaining balance must be paid in full 2 months prior to the Wedding date. (To receive the resident fees the bride, groom, or their parents must live inside the city limits.)**
- * A damage deposit of \$150.00 is also due during the signing of the contracts. This deposit is held and returned by mail after the function if there is no damage and all policies are followed.**
- * If a cancellation is made up to 60 days before the Wedding date you will receive a full refund less a \$100.00 administration fee. Cancellations made after this time will result in the loss of all fees.**
- * Alcohol is permitted for Receptions with the issuance of a \$50.00 Alcohol Contract and an additional \$30.00 per hour (minimum 3 hours) Security Fee to a Smyrna Ranger or Police Officer.**