



Belle Island Village Events

Request for Proposal

Contact Information:

Company Name *(if applicable)*: _____

Contact Name(s): _____

Mailing Address: _____

City: _____

State: _____ Zip Code _____

Phone Number: _____

Alternate Phone Number: _____

Email Address: _____

Event Information:

Event Name: _____

Arrival Date: _____

Alternate Arrival Date _____

Departure Date: _____

Alternate Departure Date: _____

Total Length of Event *(including set up and tear down)*: _____

Actual Time Event Starts *(do not include set-up)*: _____

Event Type: *(select one)*

- Corporate Event
- Meeting/Training Classes
- Reunion
- Social Event
- Wedding Ceremony and/or Reception



Brief Description of Event:

Expected Number of Attendees:

- 25-100
- 100-150
- 150-200
- 200-300
- 300-400
- 400+

Venue Type Requested:

- Plantation Gardens
- Plantation House
- Riverbend Gardens
- Debbie Reynolds Hollywood Picture Museum
- Other _____

Event Area Set-up Type:

- Conference
- Classroom
- Reception
- Hollow Square
- Rounds
- U-Shape
- Theater
- Other _____

Head Table Required? Yes No

Food & Beverage Requirements:



Audio/Visual Needs

- DVD
- Projector/Screen
- Microphone(s)
- Laptop Presentation
- Television
- Other: _____

Hotel Accommodation Information:

Date	#Rooms	#Adults	#Children	Special Request

Additional Accommodation Information:

Entertainment:

Group Tickets Needed:

- Debbie Reynolds Hollywood Motion Picture Museum Qty:
- Darrell Waltrip Racing Experience Qty:
- Rides Package Qty:



Other Entertainment Requests or Inquiries:

General Information:

Preferred Method of Communication:

- Email
- Phone
- Mail
- Fax

Best Time to Call:

- Morning (8 AM-12:00PM)
- Afternoon (12 PM – 5PM)
- Evening (after 5PM)

Date quote needed by: _____

Questions/Comments:

Please fax or mail this form to:

*Belle Island Village
Attention: Group Sales
One Island Drive
Pigeon Forge, TN 37862
Fax: (865) 429-3420
Phone: (865) 429-6425 extension 190 (Group Sales Dept.)*

Thank you for your request! A representative from Belle Island Village will contact you to finalize your request. Please call our Group Sales Department office if you have any questions.