

INFO PACKET

Rates · Packages · Policies · Floor plans

A private event venue in Cordova, Tennessee

1,959 sq. ft. · up to 125 guests · open 7 days by appointment

(901) 860-4704 · venues@thegracevenue.org · thegracevenue.org

WELCOME

Bringing people together

The Grace Venue is a beautiful and welcoming space designed to bring people together for life’s most meaningful celebrations. From weddings and birthdays to showers, family gatherings, and special events, we provide an elegant and comfortable setting where unforgettable memories are made. Our goal is to make every occasion feel special, personal, and truly memorable.



AT A GLANCE

SPACE	1,959 sq. ft., exclusive use
CAPACITY	Up to 125 guests
INCLUDED	Tables & gold Chiavari chairs
VENDORS	Open-vendor · catering prep area
HOURS	Open 7 days by appointment
ADDRESS	8227 Rockcreek Parkway, Cordova, TN 38016

LAYOUTS

Banquet
80–100 guests

Theater
80–100 guests

Cocktail
100–125 guests

TRANSPARENT RATES

Pricing, simply stated

Standard rental

Venue access by day of the week

Monday – Thursday (4 hours)	$400
Monday – Thursday (6 hours)	$600
Friday	$750
Saturday	$950
Sunday	$800
Additional hour	$75

Fees & add-ons

Required fees and optional early access

REQUIRED

Security deposit (non-refundable)	$100
Cleaning fee	$100
Overtime	$75/hr
Damage fee	If applicable

OPTIONAL

Early decorating (2 hrs)	+$100
Day-before access	+$200

TYPICAL TOTALS (PACKAGE + $200 DEPOSIT AND CLEANING)

Baby & bridal shower	5 hours · up to 100	$850
Birthday party	Custom · up to 125	from $900
Micro wedding & reception	Custom · up to 125	from $1,200
Graduation party	Custom · up to 125	$900
Corporate meeting	4 hours · weekday · up to 100	$650
Holiday party	Custom · up to 125	from $1,000

Estimates only — final pricing is confirmed in your rental agreement. Build an exact estimate at thegracevenue.org/pricing.

SPECIAL EVENTS

Packages for every occasion



01

Baby & bridal shower

$650

5 hours · up to 100 guests

Baby showers and bridal showers. Setup and breakdown are included in the 5 hours.



02

Birthday party

From $700

Custom · up to 125 guests

Intimate dinners to full-guest-list celebrations. Hours are set to fit your plans.



03

Micro wedding & reception

From $1,000

Custom · up to 125 guests

Ceremonies and receptions. Exclusive use of the whole venue.



04

Graduation party

$700

Custom · up to 125 guests

High school, college and beyond. Early decorating access available.



05

Corporate meeting

$450

4 hours · weekday · up to 100 guests

Team meetings, trainings, presentations. Additional hours $75 each.



06

Holiday party

From $800

Custom · up to 125 guests

Company parties, family reunions, festive gatherings. Day-before decorating available.

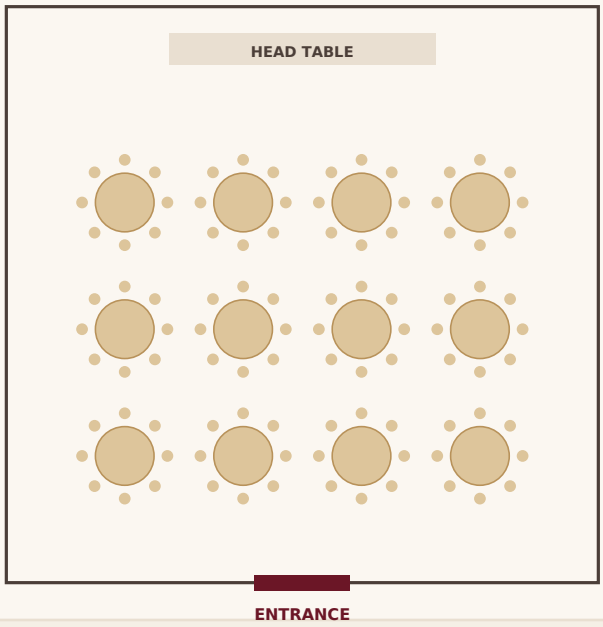
FLOOR PLANS

Three ways to set the room

Illustrative layouts — we'll fine-tune table counts and placement for your guest list during your tour.

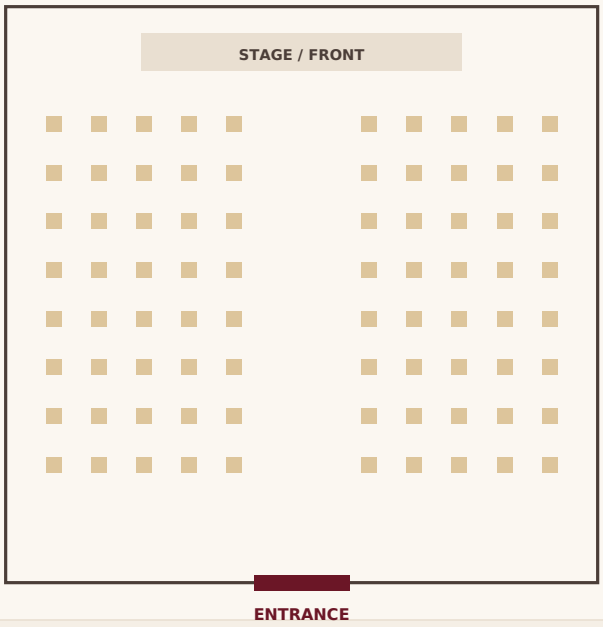
Banquet

80–100 guests · seated dining



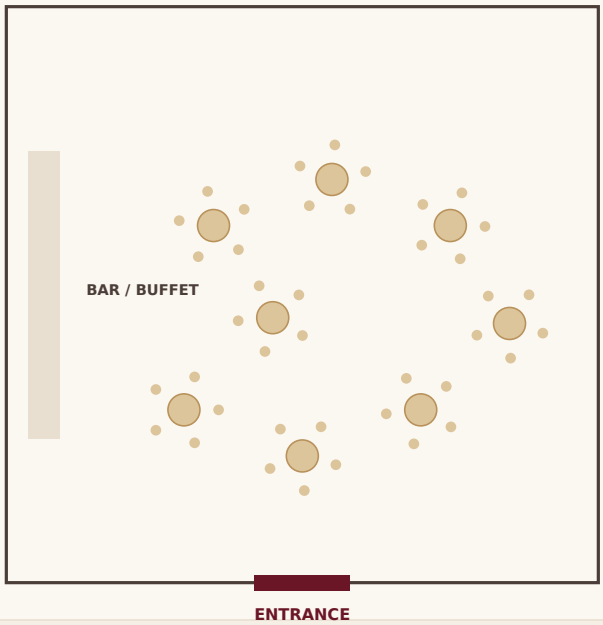
Theater

80–100 guests · ceremonies, talks



Cocktail

100–125 guests · mingling



EVERY RENTAL INCLUDES

- The entire venue — no shared events
- Tables and gold Chiavari chairs
- Catering prep area
- Freedom to bring your own vendors
- Walkthrough before and after your event

GOOD TO KNOW

Booking & venue policies

Booking & payment

- A 25% non-refundable retainer and signed rental agreement reserve your date.
- The remaining rental balance is due 30 days before the event.
- A $100 non-refundable security deposit is due 7 days before the event.
- A $100 cleaning fee applies to all rentals.

Cancellation

- The 25% retainer is non-refundable in all circumstances.
- Within 30 days of the event, payments are non-refundable unless the date is rebooked by another client.
- We strongly recommend event insurance.

Decorating & time

- Setup, decorating, the event and breakdown happen within your contracted hours.
- Early decorating (+$100) adds 2 hours before your start time; day-before access (+$200) is subject to availability.
- Time past your contracted end is billed at $75 per hour.

Venue rules

- Nothing nailed, screwed, stapled or taped with duct or packing tape — use Command™ strips or freestanding frames.
- No loose glitter, metallic confetti, smoke or fog machines, or unenclosed open flames.
- Capacity: 80–100 seated (banquet/theater) or 100–125 cocktail style.
- A damage fee applies if the building, floors, restrooms, chairs or tables are damaged.
- Vendors must be insured, set up within your rental time and clean up afterwards.

Full policy: thegracevenue.org/booking-policy. If anything here differs from your signed rental agreement, the agreement applies.

THE SPACE

A room that transforms













NEXT STEPS

Let’s make it *unforgettable.*

01 **Book a private tour**
See the space, the layouts and the drapes in person.

02 **Send your inquiry**
We confirm availability within 24–48 hours.

03 **Reserve**
Sign your agreement and pay the 25% retainer to hold your date.

04 **Celebrate**
Arrive, decorate and enjoy.

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ONLINE	thegracevenue.org/contact