

2020 MEETING SPACE PACKAGES

These packages are for meetings with catering and/or alcohol.

BRONZE

Cost: \$1,050

Includes:

- ❖ 3 hours of rental space during library hours on the 3rd floor
- ❖ Planning time with the Event Coordinator
 - ❖ Tours
 - ❖ Emails
 - ❖ Phone calls
- ❖ Set up and Take down of all Library furniture
- ❖ On site Event Staff during event
- ❖ Two Parking spaces
- ❖ Access to Library's diagram and seating software
- ❖ Audio/ Visual



SILVER

Cost: \$2,625 plus tax

Includes:

- ❖ 8 hours of rental space on the 3rd floor
- ❖ Planning time with the Event Coordinator
 - ❖ Tours
 - ❖ Emails
 - ❖ Phone calls
- ❖ Set up and Take down of all Library furniture
- ❖ On site Event Staff during event
- ❖ 1 Security guard
- ❖ Two Parking spaces
- ❖ Access to Library's diagram and seating software
- ❖ Audio/ Visual

GOLD

Cost: \$3,360 plus tax

Includes:

- ❖ 11 hours of rental space on the 3rd floor
- ❖ Planning time with the Event Coordinator
 - ❖ Tours
 - ❖ Emails
 - ❖ Phone calls
- ❖ Set up and take down of all Library furniture
- ❖ On site Event Staff during event
- ❖ 1 Security guard
- ❖ Two Parking spaces
- ❖ Access to Library's diagram and seating software
- ❖ Audio/ Visual



Optional Fees:

- ❖ Furniture nonuse \$500
- ❖ 3 Hours of Extra Decorating Time \$300
- ❖ Piano Tuning \$200