

2019 Meeting Space Packages

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

Bronze

Cost: \$1,000 includes tax

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

Silver

Cost: \$2,500 includes 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

Gold

Cost: \$3,200 includes 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 for full event
- ❖ 1 Security guard
- ❖ Two Parking spaces
- ❖ Access to Library's diagram and seating software

Optional Fees:

- ❖ Furniture non use
 - Cost: \$500
- ❖ 3 Hours of Extra Decorating Time
 - Cost: \$300
- ❖ Piano Tuning
 - Cost: \$200