



Meeting Package

Large Meeting Rate

- \$75 per hour
- Space includes: Ballroom, Sun porch, Dining room, Kitchen, Outdoor patio
- Maximum Capacity 50
 - Capacity for sit down with table meeting:
 - » Ballroom - up to 24 guests
 - » Sun Porch - up to 16 guests
 - » Dining Room - up to 10 guests
 - Capacity for theatre style seating meeting:
 - » Ballroom - up to 50 guests

Small Meeting Rates

- Ballroom - \$50 per hour
 - Capacity for sit down table meeting - up to 24 guests
 - Capacity for theatre style seating meeting - up to 50 guests
- Dining Room - \$35 per hour
 - Capacity for sit down table meeting - up to 10 guests
 - Capacity with extra chairs - up to 20 guests

Not-Profit Meeting Rates

- Rates for Non-Profits will be discounted 35%
 - All non-profit organizations must have a 501(c)3 designation letter

Meeting Packages Includes

- Adler Arts Center staff member on site
- Use of Adler Arts Center's equipment
 - 100 matte white stacking chairs
 - Six 6' banquet tables
 - Six 48" round tables
 - Nine 32" high boy tables

Food and Beverage

- Kitchen equipped with refrigerator and microwave

Set-up and Clean-up

- Set-up
 - Renter and/or renter's vendors are responsible for all meeting set-up (Chair set-up and take down is available for a \$50 fee)
- Clean-up
 - Premises must be left in same condition as upon arrival
 - All recycling and garbage must either be removed by the renter, or bagged up and brought to receptacles provided
 - Any cleaning needed upon inspection will be charged at \$25 per hour rate

Deposits

- 50% of rental fee required to hold date
- Balance due 60 days prior to the event
- Payments can be paid by cash, check or credit card
- A verified, valid credit card is required to be kept on file for the duration of the event to cover any un-reported accidental or non-accidental loss or damage to the home/property. Renter will be notified within 7 days of the event if any damages or losses were observed