



# Facility Rental at Montpelier Senior Activity Center *effective January 2016*

58 Barre Street, Montpelier, VT 05602 • Phone: 223-2518 • Office Hours: Mon-Fri, 9:00am-4:00pm

Contact for Room Scheduling and Billing Questions: Janna Clar, [jclar@montpelier-vt.org](mailto:jclar@montpelier-vt.org), 262-6283

Contact for Catering Options: Justin Turcotte, Good Taste Catering, LLC, [snowchef@yahoo.com](mailto:snowchef@yahoo.com), 223-6012

Rental Space Options					
	Community Room	Arts Area	Activity Room	Studio	Resource Room
<b>Room Size</b>	Largest	Medium	Medium	Medium	Small
<b>Location</b>	Downstairs, main room – kitchenette with mini-fridge, sink, microwave, coffee machine available	Downstairs, portion of main room – easily accessible kitchenette with mini-fridge, sink, microwave, coffee machine	Upstairs	Upstairs	Downstairs, front
<b>Privacy</b>	Less – open space	Less – open space with visual divider available	More – enclosed	More – enclosed	More – enclosed, but with possibility for noise from surrounding areas
<b>Capacity</b>	280, or 130 seated	40 lecture style, 20 seated at tables	49 seated lecture style, 20-30 at tables	49 seated lecture style, 20-30 at tables; space for 20 yoga mats	20 seated lecture style, 15 at tables
<b>Suitable Uses (examples)</b>	Classes, lectures, concerts, meals, parties, films, art shows, presentations, memorial services	Classes, lectures, presentations	Classes, rehearsals, films, games, presentations, meetings	Movement classes, meetings (no food or drink allowed in this room)	Small classes and meetings, health clinics, discussions, etc.
<b>Minimum Rental Rate (2 hours)</b>	\$80	\$40	\$40	\$40	\$30
<b>Cost per additional hour</b>	\$40	\$20	\$20	\$20	\$15
<b>Maximum Rate for full day</b>	\$240	\$160	\$160	\$160	\$120

Building is fully ADA-accessible and is LEED-Platinum certified. Rates subject to change. Only a signed agreement guarantees availability and cost.



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## Additional Information and Fees:

**Full-service on-site catering is available.** Renters may hire our on-site caterer, Good Taste Catering, LLC, who operate in our commercial kitchen licensed by the State of Vermont Department of Health. Since this is a City of Montpelier facility, alcohol may only be served when the following conditions have been met: 1) Approval granted by MSAC Director; 2)

**High-speed wireless internet access is included in all rentals.**

**Available Equipment:** Many large and small tables, chairs, flat screen TV, VCR, DVD player, phone with speaker option, digital projector, sound system, 8-foot portable screen, portable partitions for visual separation, piano, 6 music stands, blackboards, white board, podium. Not all equipment is available with all space rentals. Please inquire for details about availability and additional fees, if applicable.

	<b>Additional Fees that May Apply</b>
<b>Portable Digital Projector Rental</b>	\$20 (can connect to VCR, DVD, laptop, sound system)
<b>P.A. Sound System</b>	\$20 – includes 2 speakers on tripods or ground, microphone, 10 channel mixer
<b>8-Foot Portable Screen</b>	\$10 – adjustable, on tripod, suitable for movies, slide-shows, etc.
<b>Key Deposit</b> (for after-hours use of space)	\$25, returnable (you must arrange for pick-up and orientation during MSAC office hours)
<b>Equipment Deposit</b> (for after-hours use)	25, returnable (a MSAC designated person will show you how to set it up during MSAC office hours)
<b>Chair and Table Set-Up and Breakdown</b> (optional)	Based on number of chairs: \$5 up to 10, \$10 for 11-30, \$15 for 31-50, \$20 for 51-70, \$25 for 71-9-0, \$30 for 91+
<b>Additional Cleaning Fee for Large Groups</b> (required for groups 30+)	\$35 (expectation is that all renters leave the space as you found it)

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