

A Guide to Rentals at the Sylvester Powell, Jr. Community Center

Reception Packages. Includes use of the Kitchen, Advanced Set-up/Decorating time, table and chair set-up, white table linens, Audio/Visual equipment, Dance Floor, Kegerator (required for Kegs) and After Hours Fees. Additional Fee for Off-Duty Officer, if providing Alcohol for your guests, 1 Officer required for over 100 people, and 2 Officers required for over 200 people. Rates: \$35/hr; \$40/hr Holiday Rate.

Meeting Rooms A & B, with Adult Lounge:

Friday/Sunday	\$300 Security Deposit, \$925/6 hours Event Time
Saturday	\$300 Security Deposit, \$1100/6 hours Event Time

Conference Center:

Friday/Sunday	\$400 Security Deposit, \$1395/6 hours Event Time
Saturday	\$400 Security Deposit, \$1900/6 hours Event Time

Decorating Guidelines. A portion (or All) of your Security Deposit may be withheld if CONFETTI, GLITTER, TAPE, STAPLES, THUMB TACKS, NAILS, GUM/ADHESIVES, ETC. are used in your event space, or the corridors and bathrooms around your event during the course of the event.

Guidelines for hanging decorations for Receptions:

- We have 20 magnetic hooks that can be used to hang light items (under 5 lbs) from the ceilings. Our staff will hang them, before the tables are set-up, \$100 additional charge. We will require you to indicate on the set-up diagram (attached) where you'd like the items hung.
- If you want to hang any more items, it will be your responsibility to purchase additional ceiling magnets (www.magneticbliss.com), kits cost \$30/10 hooks. There will be an additional charge for our staff to hang additional items.
- Items need to be at the Sylvester Powell, Jr. Community Center by 3 days prior to event.

Business Conference Rate. Includes use of the Kitchen, table and chair set-up, Audio/Visual equipment, Podium/Microphone, Coffee/Water Service upon Request, WiFi Access, and room access from 7am-5pm, Monday-Friday.

One Room **\$200 Security Deposit, \$395**

Two Rooms **\$300 Security Deposit, \$695**

Three Rooms **\$400 Security Deposit, \$995**

Things to Note.

- Any decorating/set-up and clean-up time needs to be included into the permit time frame, we do not "give" you any decorating time prior to your reservation.
- After Hours: Monday-Thursday-after 9pm, Friday-after 8pm, Saturday-after 7pm, Sunday-after 5pm. Additional \$24/hr charge
- Security Deposits. Due to make a reservation, non-refundable if you cancel the event, **refundable 1-2 weeks after reservation.**
- Alcohol Policy. Alcohol is permitted at the Sylvester Powell, Jr. Community Center. If you have 100 or fewer guests no officer will be required. If you have 101-200 guests, then 1 off-duty officer is required at the clients expense. If you have more than 200 guests then two officers are required. The fee is \$35 or \$40 per hour (holiday rate), per officer and they must arrive 15 minutes before your event and must stay 15 minutes after your event is over. Payment must be received two weeks before the event and checks are made payable to the officer(s). **Alcohol must be given away, no cash bars or tip jars allowed. Minimum of 4 hours Officer pay required.**
- Only "Pull" Pinatas are allowed in the gym areas (must have a paid reservation in the gym).
- Any persons who are in the building for a reservation are required to stay in the room rented unless a daily fee has been paid to use the facility. \$5/Youth under 18, Seniors—60 & Older; \$7/Adult

Meeting Rooms A, B & Lounge

2300 Square Feet

Banquet Seating - 2 - 6' rectangles for food, 1 - 6' rectangle for beverages, 1 - 6' rectangle for presenter, 1 - 6' rectangle for registration, Podium - **No AV, No Dance Floor**

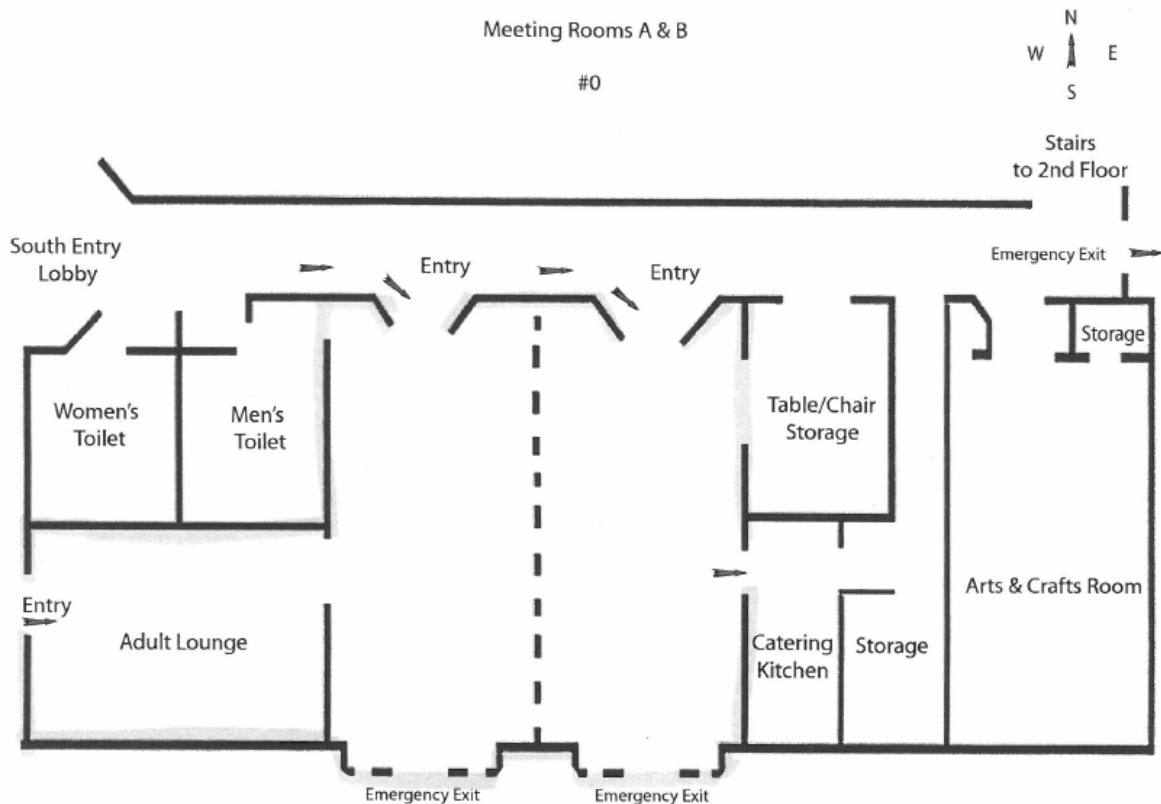
- No Head Table 18 - 60" rounds 144 people
- Head Table for 2 17 - 60" rounds 136 people
- Head Table for 4 16 - 60" rounds 128 people

Banquet Seating - 2 - 6' rectangles for food, 1 - 6' rectangle for beverages, 1 - 6' rectangle for presenter, 1 - 6' rectangle for registration, Podium - **With AV, No Dance Floor**

- No Head Table 17 - 60" rounds 136 people
- Head Table for 2 16 - 60" rounds 128 people
- Head Table for 2 15 - 60" rounds 120 people

Important Formulas:

- Head Table: For every 6' rectangle table needed, omit 1 - 60" round table (seating for 8)
- Plated Dinner: (no buffet tables; food will be served by servers): Omit 2 - 60" round tables (seating for 16). By omitting these tables, it allows enough room for the servers to walk around.
- Audio/Visual: Omit 2 - 60" round tables (seating for 16)



Room A

850 Square Feet Dimensions: 20' x 38'

- ◆ **Banquet Seating:** 6-60" round tables, 48 people (with 3-6' rectangle tables against the wall)
- ◆ **Classroom:** 8-6' rectangle tables, 24 people (with Podium, 2-6' rectangle tables)
- ◆ **Theater:** chairs only, 64 people
- ◆ **U-shape:** 10-6' rectangle tables, 30 people
- ◆ **Square/Rectangle:** 10-6' rectangle, 30 people

Room B

850 Square Feet Dimensions: 20' x 38'

- ◆ **Banquet Seating:** 6-60" round tables, 48 people (with 3-6' rectangle tables against the wall)
- ◆ **Classroom:** 8-6' rectangle tables, 24 people (with Podium, 2-6' rectangle tables)
- ◆ **Theater:** chairs only, 64 people
- ◆ **U-shape:** 10-6' rectangle tables, 30 people
- ◆ **Square/Rectangle:** 10-6' rectangle, 30 people

Lounge (Reservation in A & B or B only required)

- ◆ **Banquet Seating:** 6-60" round tables, 48 people (no rectangle tables)

Rooms A & B

1700 Square Feet Dimensions: 40' x 38'

- ◆ **Banquet Seating:** 12-60" round tables, 96 people (with 3-6' rectangle tables against the wall)
- ◆ **Classroom:** 20-6' rectangle tables, 60 people (with Podium, 2-6' rectangle tables)
- ◆ **Theater:** chairs only, 128 people
- ◆ **U-shape:** 13-6' rectangle tables, 39 people
- ◆ **Square/Rectangle:** 18-6' rectangle, 54 people

Fees

Room A:

- \$50 Security Deposit (refundable the week following the reservation, in addition to hourly fees)
- \$30/hr during operating hours
- \$54/hr after hours
- \$25 Set-up Fee
- AV (Projector and Screen): \$60
- Coffee Service \$30-\$50

Room B with Kitchen:

- \$150 Security Deposit (refundable the week following the reservation, in addition to hourly fees)
- \$55/hr during operating hours
- \$79/hr after hours
- \$25 Set-up Fee
- AV (Projector and Screen): \$60
- Coffee Service \$30-\$50

Rooms A & B with Kitchen:

- \$250 Security Deposit (refundable the week following the reservation, in addition to hourly fees)
- \$85/hr during operating hours
- \$109/hr after hours
- \$25 Set-up Fee
- AV (Projector and Screen): \$60
- Coffee Service \$30-\$50
- **Dance Floor—\$100 (decreases maximum # of guests)**

**Estimate of Fees only: for more information please contact the Rental Coordinator.

Conference Center Rooms C, D & E 3800 Square Feet

Banquet Seating - Buffet Tables in Breakout Room, 1 - 6' rectangle for beverages, 1 - 6' rectangle for presenter, 1 - 6' rectangle for registration, Podium - **No AV, No Dance Floor**

- No Head Table 29 - 60" rounds 232 people
- 1 - 6' Head Table 28 - 60" rounds 224 people

Banquet Seating - 3 - 6' rectangles for food, 1 - 6' rectangle for beverages, 1 - 6' rectangle for presenter, 1 - 6' rectangle for registration, Podium - **No AV, No Dance Floor**

- No Head Table 28 - 60" rounds 224 people
- 1 - 6' Head Table 27 - 60" rounds 216 people

Banquet Seating - 3 - 6' rectangles for food, 1 - 6' rectangle for beverages, 1 - 6' rectangle for presenter, 1 - 6' rectangle for registration, Podium - **With AV, No Dance Floor**

- No Head Table 27 - 60" rounds 216 people
- 1 - 6' Head Table 26 - 60" rounds 208 people

Classroom: 1 - 6' rectangle for presenter, 1 - 6' rectangle for registration, Podium - **With AV**

- 37 - 6' rectangles with 3 chairs each, 111 people
- 39 - 6' rectangles with 3 chairs each, 117 people (requires Breakout Room for Food/Drink)

Theater: Chairs Only 220-250 with Podium

Room C

1400 Square Feet Dimensions: 46' x 37' x 29'

- ◆ **Banquet Seating:** 10-60" round tables, 80 people (with 3-6' rectangle tables against the wall)
- ◆ **Classroom:** 15-6' rectangle tables, 45 people (with Podium, 2-6' rectangle tables)
- ◆ **Theater:** chairs only, 80-100 people
- ◆ **U-shape:** 12-6' rectangle tables, 36 people
- ◆ **Square/Rectangle:** 16-6' rectangle, 48 people

Room D

1100 Square Feet Dimensions: 33' x 37' x 22'

- ◆ **Banquet Seating:** 6-60" round tables, 48 people
- ◆ **Classroom:** 8-6' rectangle tables, 24 people (with Podium, 2-6' rectangle tables)
- ◆ **Theater:** chairs only, 64 people
- ◆ **U-shape:** 7-6' rectangle tables, 21 people
- ◆ **Square/Rectangle:** 8-6' rectangle, 24 people

Room E

1300 Square Feet Dimensions: 46' x 37' x 29'

- ◆ **Banquet Seating:** 9-60" round tables, 72 people (with 3-6' rectangle tables against the wall)
- ◆ **Classroom:** 15-6' rectangle tables, 45 people (with Podium, 2-6' rectangle tables)
- ◆ **Theater:** chairs only, 80 people
- ◆ **U-shape:** 9-6' rectangle tables, 27 people
- ◆ **Square/Rectangle:** 12-6' rectangle, 36 people

Rooms C/D

2500 Square Feet Dimensions: 79' x 37' x 51'

- ◆ **Banquet Seating:** 17-60" round tables, 136 people (with 3-6' rectangle tables against the wall)
- ◆ **Classroom:** 30-6' rectangle tables, 90 people (with Podium, 2-6' rectangle tables)
- ◆ **Theater:** chairs only, 140 people
- ◆ **U-shape:** 15-6' rectangle tables, 45 people
- ◆ **Square/Rectangle:** 22-6' rectangle, 66 people

Room D/E

2400 Square Feet Dimensions: 79' x 37' x 51'

- ◆ **Banquet Seating:** 15-60" round tables, 120 people (with 3-6' rectangle tables against the wall)
- ◆ **Classroom:** 30-6' rectangle tables, 90 people (with Podium, 2-6' rectangle tables)
- ◆ **Theater:** chairs only, 144 people
- ◆ **U-shape:** 14-6' rectangle tables, 42 people
- ◆ **Square/Rectangle:** 21-6' rectangle, 63 people

Pricing:

Room C

1400 Square Feet Dimensions: 46' x 37' x 29'

- \$100 Security Deposit (refundable the week following the reservation, in addition to hourly fees)
- \$40/hr during operating hours
- \$64/hr after hours
- \$25 Set-up Fee

Room D

1100 Square Feet Dimensions: 33' x 37' x 22'

- \$100 Security Deposit (refundable the week following the reservation, in addition to hourly fees)
- \$40/hr during operating hours
- \$64/hr after hours
- \$25 Set-up Fee

Room E with Kitchen

1300 Square Feet Dimensions: 46' x 37' x 29'

- \$200 Security Deposit (refundable the week following the reservation, in addition to hourly fees)
- \$65/hr during operating hours
- \$89/hr after hours
- \$25 Set-up Fee

Rooms C/D

2500 Square Feet Dimensions: 79' x 37' x 51'

- \$200 Security Deposit (refundable the week following the reservation, in addition to hourly fees)
- \$80/hr during operating hours
- \$104/hr after hours
- \$25 Set-up Fee

Room D/E with Kitchen

2400 Square Feet Dimensions: 79' x 37' x 51'

- \$300 Security Deposit (refundable the week following the reservation, in addition to hourly fees)
- \$105/hr during operating hours
- \$129/hr after hours
- \$25 Set-up Fee

Rooms C/D/E

2400 Square Feet Dimensions: 79' x 37' x 51'

- \$300 Security Deposit (refundable the week following the reservation, in addition to hourly fees)
- \$120/hr during operating hours
- \$144/hr after hours
- \$25 Set-up Fee

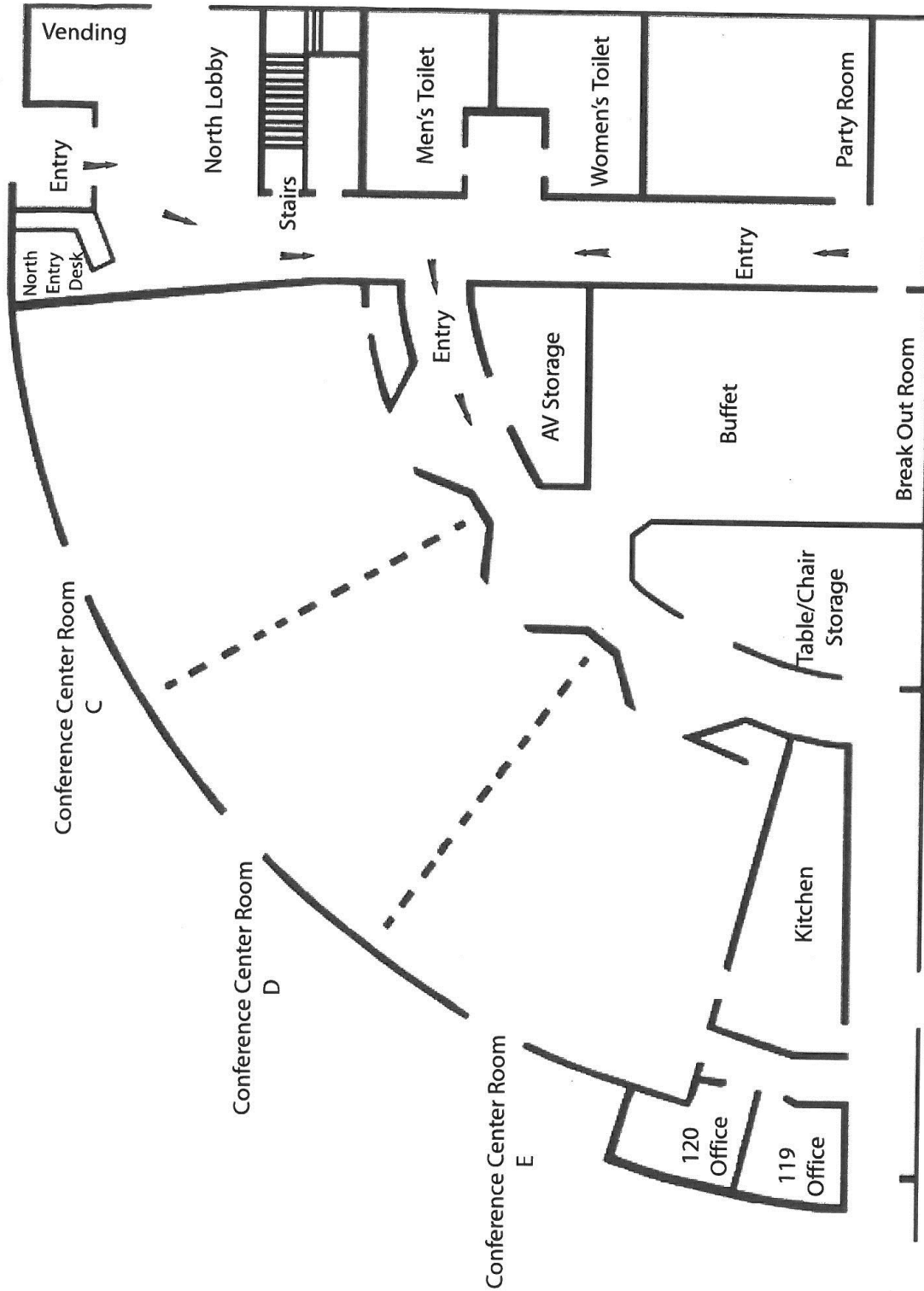
Rooms C/D/E with Kitchen

2400 Square Feet Dimensions: 79' x 37' x 51'

- \$400 Security Deposit (refundable the week following the reservation, in addition to hourly fees)
- \$145/hr during operating hours
- \$169/hr after hours
- \$25 Set-up Fee

Additional Charges

- AV (Projector and Screen): \$100/room or \$250 for all 3 rooms
- Coffee Service \$30-\$50
- White Linens - \$5/table
- Colored Linens - \$6/table
- Dance Floor—\$200 (decreases maximum # of guests)



Breakout Room

884 Square Feet

- ◆ **Banquet Seating** 6 - 60" rounds 48 people (with 3 - 6' rectangle tables)
- ◆ **Classroom** 12 - 6' rectangle tables 36 people (with Podium, 2 - 6' rectangle tables)
- ◆ **Theater** chairs only 60 people
- ◆ **U-Shape** 11 - 6' rectangle tables 33 people
- ◆ **Square/Rectangle** 14 - 6' rectangle tables 42 people (no rectangle tables)

Multi-Purpose Room

900 Square Feet

- ◆ **Banquet Seating** 6 - 60" rounds 48 people (with 2 - 6' rectangle tables)
- ◆ **Classroom** 8 - 6' rectangle tables 24 people (with Podium, 2 - 6' rectangle tables)
- ◆ **Theater** chairs only 60 people
- ◆ **U-Shape** 8 - 6' rectangle tables 24 people
- ◆ **Square/Rectangle** 8 - 6' rectangle tables 24 people

Party Room

512 Square Feet

- ◆ **Banquet Seating** 4 - 60" rounds 32 people
- ◆ **Classroom** 6 - 6' rectangle tables 18 people (with Podium, 2 - 6' rectangle tables)
- ◆ **Theater** chairs only 36 people
- ◆ **U-Shape** 6 - 6' rectangle tables 18 people
- ◆ **Square/Rectangle** 8 - 6' rectangle tables 24 people

Fees

Multi-Purpose Room, Breakout Room, Party Room

- \$50 Security Deposit (refundable the week following the reservation, in addition to hourly fees)
- \$30/hr during operating hours
- \$54/hr after hours
- \$25 Set-up Fee
- AV (Projector and Screen): \$60
- Coffee Service \$30-\$50

For more information or to make the reservation:

Rental Coordinator
Natalie Lucas
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