

## Hold Your Next Event at Vivalon

Looking for that perfect location to host your next event? Whether you are holding a seminar, conducting a monthly board meeting, or an event, Vivalon offers a variety of spaces for rent. Please note, room rentals are limited during business hours, Monday through Friday, 9:00am to 5:00pm, and more freely available in the early morning, evening and weekends. In-house catering services are available.

### JACKSON CAFÉ

The Jackson Café is an ideal venue for meetings, corporate events and civic and social club gatherings. The café may be configured to enhance many types of parties, gatherings and meetings and the space includes access to our audiovisual equipment. The café can accommodate up to 100 people. Catering services are available.

### CABOOSE

Vivalon's Caboose is a multi-purpose room designed for business meetings, community meetings and presentations as well as group exercise classes, dance and other fitness activities. The full space can accommodate up to 60 people; half of this large room may be rented for up to 30 people.

### TRAINING ROOM

This quiet room is a private meeting space located on the first floor. It works best for groups of 20 people or fewer. Access to the computers, PC and Mac, optional in this room. This is a good room for PowerPoint presentations or work group meetings.

### LOUNGE

This cozy space, which can handle up to 30 people, is popular for intimate gatherings, book clubs, social club meetings and casual receptions. It can also be used and as "spillover" space for the Jackson Café.

### BOARD ROOM

Vivalon's Board Room (or conference room) is a private meeting space located on the second floor. Access to the audiovisual equipment and use of a conference phone system is available. It is the perfect spot for meetings of 30 people or fewer.

### LIBRARY

This room, which can handle between 10-15 people, is popular for casual receptions. It is located between the lobby and lounge rooms, and can be used and as "spillover" space for the lounge. This room does not come with electronic or communication devices.

## RENTAL RATES

<b>Jackson Café</b> (maximum 100 people)	\$125/Hr
<b>Caboose 1 or 2</b> (maximum 30 people)	\$60/Hr
<b>Both 1 &amp; 2</b> (maximum 60 people)	\$100/Hr
<b>Training Room</b> (maximum 20 people)	\$60/Hr
<b>Lounge</b> (maximum 18 people)	\$60/Hr
<b>Boardroom</b> (maximum 30 people)	\$100/Hr
<b>Library</b> (maximum 25 people)	\$50/Hr

## RENTALS OUTSIDE REGULAR BUSINESS HOURS

Rental outside of regular business hours includes any time before 9:00am and after 5:00pm, Monday through Friday, and all day on Saturday and Sunday at the center and may require additional fees, added security and insurance coverage for the rental period.

**Key deposit** of \$150 for after-hours rental is due at signing.

A fee may be charged in addition to hourly room rate for security.

Rentals that are required to provide a Certificate of Insurance for liability must carry a minimum of \$1,000,000.