



# LARGE EVENT RENTAL OVERVIEW FACILITY

## OVERVIEW

- Events for 125 seated or 150 standing, 400 outdoors
- Book up to 9 months in advance
- Kitchen, ice machine, sink & convection oven
- Sound system & microphone available
- Large TV display and small TV display
- Tables & chairs available for use

## TIME FRAME

10AM - 12AM

All guests & event items must be removed by 12AM. Premises must be left in a clean & orderly condition. Garbage bags must be provided by client and all trash must be removed by conclusion of reservation period.

## HOW IT WORKS

- This package includes Grand Room, Lobby, The Pavilion, Event Courtyard, Balcony & The Overlook Room. Aside from the fitness room, the areas displayed and labeled on the map are the event premises. You may not use anything outside of the premises.
- The lobby will close for private event.
- The Fitness Center remains open with resident access through the side door.
- Client is responsible for moving tables & chairs to desired location if room floorplan is not sent by the deadline or if any mid-event moving needs to occur.
- Balcony furniture can be moved by client but not removed and must be put back.
- Inflatables, propane tanks, grills & barbeques are allowed with prior approval.
- The parking lot may not be used for any event set up or activities. Parking can not be blocked off.



## TABLES & CHAIRS

The following are available to use. Client must submit floorplan 5 business days prior to event through the client portal.

- 12 - 60" Round Tables
- 125 - White Folding Chairs
- 5 - 6' Folding Tables
- 5 - Cocktail Tables

