

Center at the Park

Rental Information

Waterfront Room

Capacity 205 ~ Seats up to 200 (200 auditorium style, 150 or less guests to accommodate a dance floor)

Full Day Rental Fee/Saturday: \$2500.00 from 7:00 a.m. to 11:00 p.m. (16 hours)

Half Day Rental Fee/Saturday: \$1350.00 for an eight (8) hour block of time between 7:00 a.m. to 11:00 p.m.

Hourly Rate Fee/Sunday-Thursday: \$175.00 per hour with a five (5) hour minimum. Available after 4:00 p.m., until 10:00 p.m. Days and times may vary depending on availability.

Security & Damage Deposit (Separate from Rental Fees): \$600.00-\$1000.00 Security and Damage Deposit is required to reserve the Waterfront Room and is due at the time of booking. (Deposit amount is determined by type of event.)

Amenities:

- ❖ Twenty-five (25) Five-Foot Round Tables, Two hundred (200) Chairs and Ten (10) Six-foot Banquet Tables.
- ❖ Three (3) Flat Screen TV's (Plays simultaneously).
- ❖ Sound System, with Wireless Microphones and Bluetooth Capability.
- ❖ Warming oven, refrigerator, freezer, and ice machine available for Renter use.
- ❖ 45 Cup Coffee Urn (If available, Renter is responsible for providing coffee, coffee cups and condiments.).
- ❖ Commercial gas oven, gas stove & grill and gas convection oven are available for licensed caterer use only.

Treasure Valley Room

Capacity 75 ~ Seats 75 auditorium-style/30 classroom style/48 seated with tables & chairs)

Rental Fee: 525.00 for the first five (5) hours of time, \$60.00 for each additional hour. Days and times vary depending on availability.

Amenities:

- ❖ Twelve (12) Six-Foot Long Banquet tables.
- ❖ 75 padded folding chairs.
- ❖ Large Counter space with sink and water.
- ❖ 45 Cup Coffee Urn (If available, Renter is responsible for providing coffee, coffee cups and condiments.).
- ❖ One (1) Flat Screen TV with DVD and HDMI compatible.
- ❖ Portable projector screen with projector (if available).
- ❖ PA System with wired microphone and Bluetooth capability.

Security & Damage Deposit (Separate from Rental Fees): \$200.00-\$400.00 Security & Damage Deposit is required to reserve the Treasure Valley Room and is due at the time of booking. (Deposit amount is determined by type of event.)

Patio: \$200.00 per event, available to rent with the rental of the Waterfront Room and/or Treasure Valley Room
(No chairs or tables are provided for this area.)

Lobby: \$250.00 per event, available to rent with the rental of the Waterfront Room only.
(Lobby furniture is available for use, no additional tables and chairs are available for this area.)

COVID 19 Information: Due to COVID 19 and the uncertainty it comes with, Renters will be updated regularly regarding the current guidelines set forth by Central District Health, state/local governments, and the CDC. If for any reason the Renter is unable to follow the current guidelines for their events due to COVID 19 restrictions the event will be canceled, and a full refund will be issued.

Additional Rental Information:

- When booking your event, please schedule the time frame needed to set-up and tear-down/clean-up your event, along with the removal of any items brought into the center. Event end times cannot go past 11:00 p.m. on Saturday and 10:00 p.m. Sunday-Thursday.
- All Rental Fees are due no later than sixty (60) days prior to your event.
- The Center will complete the set-up and tear-down of the tables and chairs, along with routine cleaning and sanitation after the event is complete. The Renter will be required to complete an Event Wrap-up Checklist at the end of the event.
- The Renter is required to obtain a Certificate of Liability Insurance for \$1,000,000 to host the event at the Center at the Park, along with providing the center proof of any outside vendor's Certificate of Liability Insurance and permits required by Ada County or the City of Meridian.
- The Center at the Park allows beer, wine, and champagne only. Renters may not bring in their own alcohol. All alcohol must be provided and dispensed by a fully licensed and insured traveling bar. Traveling bars must provide the Center with their Certificate of Liability and any licenses or permits needed to cater in the City of Meridian and/or Ada County.
- Renters may bring in their own food or have it catered by a caterer of their choice. Caterers must provide the Center with their Certificate of Liability and any licenses or permits needed to cater in the City of Meridian and/or Ada County.
- It is the responsibility of the Renter to provide all tableware, servings items, coffee pots, linens, decorations, etc.
- It is the responsibility of the Renter to provide media playing equipment i.e.: Laptop, Tablet or Phone.
- Any time over your agreed rental end time could result in the loss of the Renter's deposit.
- Deposits are refundable within 7-10 business days after the event, provided the event is completed on time, cleanup is satisfactory and there are no damages.

*****All rates, deposits, and information are subject to change at the Centers discretion. Updated 6/7/2022***

***Please contact the Event Coordinator at 208-888-5555 or
events@meridianseniorcenter.org to check availability, tour the venue,
book an event, or if you have any questions.***

www.meridianseniorcenter.org

***1920 N. Records Way ~ Meridian ~ Idaho ~ 83646
(Located in Kleiner Park behind The Village at Meridian)***