

FORSYTH CONFERENCE CENTER RENTAL INFORMATION

NON-PROFIT ROOM RENTAL RATES

• Updated March 2016

Location	Sq Feet	Setup Capacity (# of people)			Weekday Rate		Weekend Rate		Hourly
		Banquet Style (72" Round tables)	Classroom Style (60" Slim tables in rows)	Theatre Style (chairs only in rows)	Half-Day	Full-Day	Half-Day	Full-Day	For additional hours needed with rental
Full Conference Center	14,000	650	550	1,400	\$2,000	\$2,750	\$2,750	\$3,750	\$250
Half Conference Center	6,000	300			\$1,200	\$1,800	\$2,000	\$2,750	\$200
Third of Conference Ctr	3,300	160-200	144-224	300-420	\$750	\$1,000	\$1,200	\$1,700	\$150
Camellia Room	1,800	90	64	126	\$500	\$700			\$100
Cypress Room	1,500	70	56	126	\$500	\$700			\$100
Dogwood Room	2,400	120	98	180	\$550	\$750			\$100
Magnolia Room	2,200	110	80	160	\$550	\$750			\$100
Redbud Room	1,000	40	42	68	\$200	\$250			\$50
Laurel Room	800	40	32	63	\$200	\$250			\$50
Oak Room	750	40	32	63	\$200	\$250			\$50
Azalea Room	750	30	24	45	\$150	\$200			\$50
Foyer or Lobby Area	3,500	Standing Receptions can be 235 people				*\$500			\$100
Training Room	666		34		\$175	\$275			\$50
Boardroom	700	18			\$250	\$350			\$50
Warming Kitchen					\$100	\$150		\$200	\$50

THE FORSYTH CONFERENCE CENTER CLOSSES AT 12 AM. ALL EVENTS MUST BE FINISHED AT THIS TIME

No charge for use of foyer for registration purposes when renting other areas. If no other areas are rented, foyer fee will apply.

* Weekend half day in larger rooms is for seminars/meetings, no social events included

** Smaller rooms are available for half day and full day rental when the center has other events booked for that day

All functions are required to sign an Event Contract and to submit a deposit at the time of the contract. Deposits are 50% of the room rental rate. A portion of this deposit (20%) is non-refundable if you cancel your date. A security deposit of \$500 for social events is required with final payment to cover any damages, extraordinary clean-up or alcohol violation (5 business days prior to the event). This is fully refundable after a satisfactory Event Report.

Consecutive full day rentals or advance bookings of 3-5 full day rentals (or equivalent) will be given a 15% discount, 6 or more full day rentals (or equivalent) will be given 20% discount.

Capacities listed are "comfortable" and do not include stage, additional equipment or displays. Seating will be reduced with usage of these services. Banquet rounds can accommodate ten people comfortably.

Weekday rental services are available 7 a.m.–10:30 p.m. Monday through Thursday and Fridays 7 a.m.–5 p.m. Full-day rates are for 8 hours and half-day is 4 hours with flexible scheduling time depending on other events booked. Weekend rental is from Friday evening until Sunday evening. An hourly rate can be added to extend the rental time if needed.

Full Day Rate and Half-Day Rate Covers:

- Use of meeting room, with setup and breakdown of tables and chairs, registration space and table linen
- Assistance of the Conference Center staff
- A Podium/Microphone/AV screen and projector

All event rental time must include caterer and decorating set up and breakdown. Any event extending past the allotted time will be charged the additional hourly rate.

Please refer to Forsyth Conference Center Policy Guide for complete Rental Terms.