



Meeting Space Reservation Request

180 Market St, South Burlington, Vermont 05403
802-846-4107 - reservations@southburlingtonvt.gov

Contact Person _____

Organization _____

Address _____

Email _____

Best Phone _____ Is this a non-profit group? Yes No

EVENT DETAILS

Title of Event _____

Event Type Meeting Seminar Luncheon Film/Movie
 Reception Speaker Retreat Workshop
 Conference/Training Other _____

Event Date(s) _____ Number of Attendees _____

Set Up Time _____ Start Time _____ End Time _____

Room Requested Room #301 Room #334 Room #310

Will there be catering/food for this event? Yes No

Who is your Vendor? _____

I have read the Facility Rental & Usage Policies and Procedures and agree to follow the guidelines listed therein. Please note that the contact person listed on this form is responsible for room set-up prior to the event and clean-up sufficient to return the space to its original condition. This includes removal of all food, drinks, materials; returning tables and chairs to originals setup.

Signature of Applicant _____ Date _____

FOR INTERNAL USAGE

Request Approved _____ Space Assigned _____

Payment Received _____

Additional Notes: _____

Room Clean Yes No Issues Reported Yes No Additional Fees Assessed _____



FACILITY RENTAL AND USAGE POLICIES & PROCEDURES

Space Available

There are spaces available for reservation by the community at City Hall located at 180 Market St, South Burlington. The spaces can be reserved when not previously scheduled for City use.

Room #301 - Large Conference Room, 3rd Floor

This space has a capacity of 30 participants and several setup options with chairs, tables and Projector that is available for use. This space also has an outdoor Patio. This room is located on the 3rd floor and is accessible via stairs and elevator, when exiting the elevator, take an immediate left, first room on your left.

Room #334 – Conference Room, 3rd Floor

This space has a capacity of 10 participants and few setup options with tables, chairs and a 65-inch display which is available for use. The room is accessible via stairs and elevator. This Room is located on your immediate left when exiting the Elevator.

Room #310 – Conference Room, 3rd Floor

This space has a capacity of 10 participants and few setup options with tables, chairs and a 65-inch display which is available for use. The room is accessible via stairs and elevator. Room is located by taking an immediate left off the Elevator, straight ahead.

All spaces are available for reservation Monday – Thursday from 8:00 am to 9 pm and Fridays until 4:00 pm.

Policy Governing Requests

After meeting the needs of the City Hall, reservations will be considered in the following order:

- City Departments
- City Committees
- South Burlington non-profits
- County, state, and federal agencies
- The public

Reservation requests should be made 30 days prior to the event but no more than 3 months prior. No long-term (month-to-month) arrangements will be made without express permission from the City Manager.

Cancellations

Due to the high demand for our spaces, 48 hours is required for cancellations. Cancellations with less than 48 hours' notice will be charged at the normal rate.

Guidelines

DELIVERIES/VENDORS: Deliveries for events must be made only on the day of the event, unless arranged otherwise. Your organization will be held responsible for any contracted vendors and your staff must be present when vendors arrive.

SETUP: You may rearrange tables and chairs to meet your meeting requirements. However, at the end of your event, the room and furniture must be returned to its original setup and condition.

SIGNAGE: Event signage is your responsibility and must be set up and removed accordingly. This includes tape on windows and doors.

SMOKING: This is a smoke-free facility. No smoking is allowed in or within 100 feet of the building.

BEVERAGES: Alcohol is permissible only when served by a licensed caterer and requires additional pre-approval through the City, to include any necessary permitting via the City and/or Vermont Department of Liquor Control.

FIREARMS: No unauthorized firearms are permitted in the building.

PARKING: There is plentiful parking around City Hall on the street & dedicated parking behind the building.

DAMAGE: Rooms may not be altered in any manner, including permanent marks from tape, staples, nails, tacks or any other fastening devices on walls or ceilings.

Accidental spills or damage must be reported immediately so as to be cleaned/repared before permanent damage may occur. Additional fees will be charged for any damage or extra cleaning necessary.

CHECKING IN: During normal business hours you may check in for your meeting at the Welcome Center. You will only be given a certain number of badges for your group. After normal business hours you will need to coordinate with your attendees getting to the 3rd floor.

EXITING: When exiting during normal business hours return all badges to the Welcome Center. If you are leaving after hours, leave badges in the conference room you rented.

AV EQUIPMENT AND SUPPORT: Audio Visual equipment is available as stated for each space. Technical support is not provided; however, it may be available at an additional charge. Please give yourself ample time for set up before your meeting begins.

ADMINISTRATIVE SERVICES: This facility does not provide photocopying or administrative support services.

LIABILITY INSURANCE: Under certain instances, liability insurance may be required.

VIOLATION: Violation of these guidelines may prevent future rental of facilities.

Fees for Use:
Evening use \$50.00 - 4:00 pm - 9:00 pm- Monday – Thursday
Half day use \$50.00 - 8:00 am - 12:00 pm/12:00 pm – 4:00 pm
Full day use \$100.00 - 8:00 am - 4:00 pm

Additional Cleaning Fees: Beginning at \$65 per hour. Additional fees for carpet cleaning or wall/facility repair will be assessed as necessary.

A 2-hour minimum is required for all reservations. Payment for all rental fees must be made no less than one week prior to your event. Payments can be made via Cash, Check or Visa or Mastercard (small fee applied when using a credit card).

Procedure for Space Requests

All inquiries should be addressed to reservations@southburlingtonvt.gov or (802)846-4107. Requests must be made in writing using the [Meeting Space Reservation Request](#) only in the subject line. Submission of your request does not constitute a reservation. A written confirmation will be issued when your request is approved. Please allow 3 business days for processing.

