



HOLLIS LODGE

EVENT & MEETING SPACE AT HOLLIS RENEWAL CENTER

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The Lodge offers heated and air-conditioned meeting space for up to 60 people or more for mingling events. Enter through the Meadow Room fitted with folding tables, chairs, fireplace and a view of the meadow to the west and woods to the east. Inside is a meeting room with fireplace, tables and chairs, fully equipped kitchen, bathrooms and shower. Cots are available for overnight guests. Equipped with Wireless Internet access, surround sound, fixed mounted digital projector and screen.

Lodge Room Descriptions

Room	Size	Amenities	Occupancy
Front Room	25'x29'	Main fireplace	30
South Room	32 x 29'	Stove-fireplace	30
Restrooms	na	4 private toilets, 3 vanity, 1 shower	4
Kitchen	22'x13'	Ample counter space, 2 refrigerators, 2 warming drawers, 2 dishwashers, Deep Freezer, microwave, Standard stovetop with double oven, sink (no garbage disposal or ice maker)	
Deck	1000 square feet	2 picnic tables that seat 6 are on the deck. Occupancy depends on type of event.	30

Whole building can handle 60-80 or more people for mingling events with use of exterior space.

Tables

Size	Description	Quantity
48" x 30"	wood	8
6 ft.	plastic folding	8
8 ft.	plastic folding	8
5 ft.	Round, plastic folding	3
4'x4'	square card table	2

Chairs & Cots

Type	Description	Qty
non-stackable	With arms	28
stackable	No arms	31
Sleeping cots		

Meeting Supplies

- Screen (ceiling mounted)
- Digital Projector (ceiling mounted)
- Stereo Sound, with projector connectivity
- Flip Chart (Qty 2)
- Easel
- Dry Erase Board
- Clipboards (qty 21)
- CD player/boom box
- podium
- Dry Erase markers

Kitchen Supplies

Pot & Pans	Pitchers	Dinner Plates	25
Roaster	Serving Ware	Bowls	25
Crockpots	Cooking knives	Salad Plates	25
Can Opener	Cutlery	coffee mugs	25
Small food processor	Serving Utensils	Water glasses	25
Mixer		Juice glasses	25
Bakeware			

Rental Flatware, Dishes, Glasses, Linens

Flatware	\$2/set	1- dinner fork, 1-salad fork, 1 dessert fork, 1-teaspoon, 1- butter knife, 1- steak knife	60
Dishes	\$1.50/set	1 - 10" - white dinner plate, 2 - 6" small white plate	60
Pint Glass	\$0.25 each	16 oz. clear pint glass	60
Wine Glass	\$0.25 each	8.5 oz. clear wine glass	100
Linens	\$5.00 each	<i>All linens are black polyester. Rental includes cost of laundering.</i>	
		60" x 102" - Rectangle. Provides 15 in. drop on standard 6 ft. rectangular table	4
		60 x 126" - Rectangle. Provides 15 in. drop on standard 8 ft. rectangular table	15
		90" x 156" - Rectangle. Floor-length drop on standard 8 ft. table	2
		120" Round. Provides floor drop on standard 60 in. round table.	2
		102" Round. - Floor-length drop on 48" table. 21" drop on 60" round table.	6
		90" Round - Provides a 15 in. drop on standard 60 in. round table.	2

Cleaning Services

With your basic minimum suggested donation, groups are responsible for set up and clean up of both the Lodge, as well as any equipment which has been used and/or rented (i.e. the floors, kitchen, dishes, flatware, etc.)

Full Cleaning	\$250	Cleaning of the Hollis Lodge after event, including dish washing.
Dishes Only	\$100	Cleaning of all dishes, flatware, and stemware only.

Outside & Deck Seating

Type	Description	Qty
Picnic tables (seat 6-8)	Can seat 4-8	6
7' wooden benches	can seat 4-6	9
6' wooden benches	can set 2-3	12