



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 80 people or more for mingling events. Enter through the South 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, 4 restrooms and one shower. Cots are available for overnight guests. Equipped with Wireless Internet access, speaker system, fixed mounted digital projector and screen, and flat screen TV (located in south room).

Lodge Room Descriptions

Room	Size	Amenities	Occupancy
Front Room	25'x29'	Main fireplace	40
South Room	32 x 29'	Stove-fireplace; 70" Flat screen Smart TV	40
Restrooms	na	4 private toilets, 3 vanity, 1 shower	4
Kitchen	22'x13'	Ample counter space, 2 refrigerators, 2 warming drawers, 2 dishwashers, 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. <i>Occupancy depends on type of event.</i>	30

Whole building can handle 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 ft	plastic folding	2

Chairs & Cots

Type	Description	Qty
Stackable	No arms	80
Sleeping cots		10

Meeting Supplies

Screen (ceiling mounted)	Dry Erase Board
Digital Projector (ceiling mounted)	Clipboards (qty 21)
65" Flat Screen Smart TV in South Room	CD player (part of stereo system)
Stereo Sound, with projector connectivity	Table Top Podium
Blue Tooth capability	Dry Erase markers
WiFi	Flip Chart (Qty 2)
HDMI Connectivity to projector	Easel

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	Bakeware	Juice glasses	25
Coffee Makers (3)	Coffee Carafe (3)		

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

All linens are black polyester. Rental includes cost of laundering.

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

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

Cleaning Services

Cleaning Supplies & Trashbags are provided for all guests to use. Supplies are stored in the kitchen under sink and center tables and in the storage closet in restroom area.

With your basic suggested minimum 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.) We are a "trash out" facility, and guests are expected to take your trash with you. Trashbags and receipticals are provided.

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