

## SPRINGFIELD 3640 MEDICAL PROPERTIES, LLC

# Conference Room Information



Conference Center provides 1,750 square feet of flexible conference, seminar and meeting space.

Conveniently located in the heart of Springfield's North End Medical Community:

- 1/2 mile from Baystate Medical Center
- 1 mile from Mercy Medical Center

Multiple configurations available to accommodate:

- Business Meetings
- Training
- Recruiting
- Interviewing
- Workshops/Seminars
- Staff Meetings
- Classroom Instruction
- Board Meetings



3640 Main Street, Suite 304  
Springfield, MA 01107-1145

Office : 413-266-2655

3640 MAIN STREET

# State-of-the-Art Conference Room.



**Conference Room 305**  
(1,750 sq. ft.)

Accommodates up to 100 Attendees



- High-speed WiFi Access
- Television Available
- Ample Parking





# Conference Room Rates

## Conference Room B

(Accommodates 30 - 100 Persons)

1-3 hrs (daytime): \$250.00  
Full Day Rate (9:00 am-5:00 pm): \$375.00  
Evening Rate (5:00 pm-10:00 pm): \$375.00

Please see attached Meeting Room Seating Configurations for illustration of various layouts. Meeting Room configuration will be in classroom style unless otherwise specified at time of reservation.

Cancellation Policy: **Cancellations required 7 days prior to reservation otherwise there is a \$50.00 cancellation fee.**

**Deposit: \$50.00 Room B non-refundable.**

Conference room must be left clean (coffee cups, papers, etc. disposed of in trash containers), otherwise an additional cleaning fee will be assessed:

Conference Room B: \$100.00

### IMPORTANT NOTE:

We request that all conference room attendees park in the area of the parking lot along Main Street immediately behind the 3550 Main Street sign and walk to 3640 Main Street. Please see spaces outlined in red for parking area for the conference center. The parking areas in front of 3640 Main Street are reserved for patients and tenant staff members.



**TO RESERVE SPACE: 413-266-2655**

**EMAIL: JULIE@ATLANTIC-CAPITAL-INVESTORS.NET**

# Reservation Request

Managed by Atlantic Capital Investors, Inc.

Call to make a reservation 413-266-2655

Date of meeting: \_\_\_\_\_ Duration: \_\_\_\_\_

Name of Organization/Group: \_\_\_\_\_

Representative/Contact: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Room Requested: (Check one):

\_\_\_\_\_ Conference Room B (Up to 100Attendees)

Desired seating set up: \_\_\_\_\_

Anticipated Attendance: \_\_\_\_\_

**A deposit is required to hold the room.** Please fill out our form to set up reservation for the conference rooms. Please select the room you will need by the size of the party. Please also include your name and contact information, your billing address, and date, time start and time end of event, and how you want room set up.

**Cancellation Policy: Cancellations require 7 days prior notice to reservation date. Note: \$50.00 for cancellations and will be invoiced to you and is non-refundable.**

Conference rooms must be left clean (coffee cups, papers, etc. disposed of in trash containers), otherwise an additional cleaning fee will be assessed. Clean up Fees: \$50.00 for Conference Room A , \$100.00 Conference Room B.

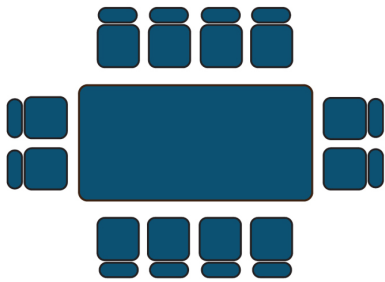
**Authorized Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

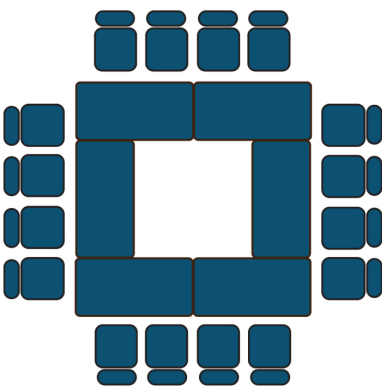
Please return request by email to [Julie@Atlantic-Capital-Investors.net](mailto:Julie@Atlantic-Capital-Investors.net).  
Confirmation of reservation will be sent by email.

MEETING ROOM CONFIGURATIONS

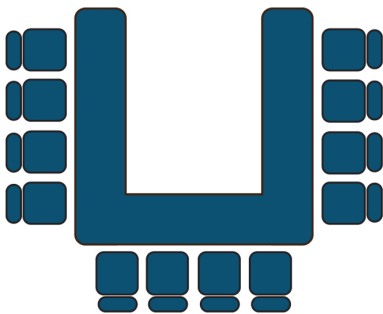
CONFERENCE STYLE



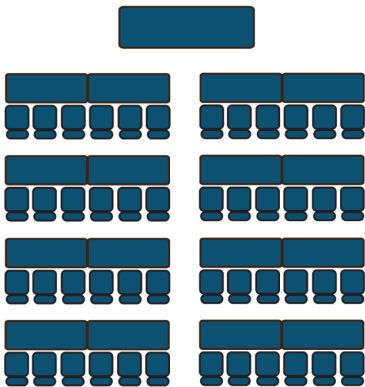
HOLLOW SQUARE



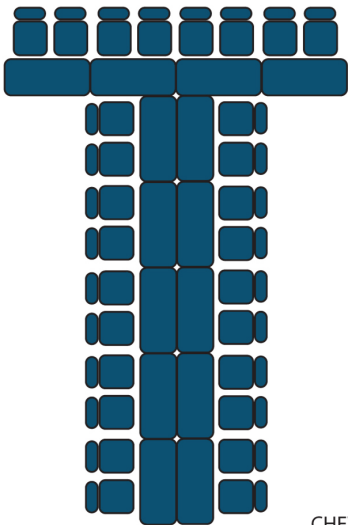
U-SHAPE



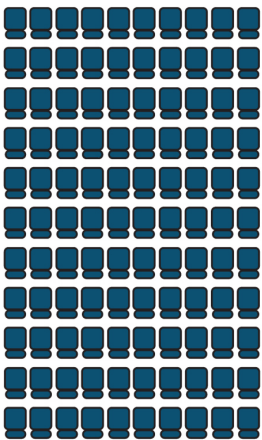
CLASSROOM



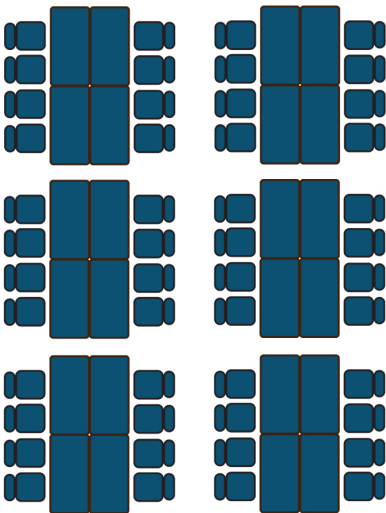
T-SHAPE



THEATRE



MINI CONFERENCE



CHEVRON CLASSROOM

