



## Conservation Center Rental Information for Meetings and Events

Thank you for hosting your meeting or event at the award winning Conservation Center. This unique environmentally friendly building serves as the headquarters for the Society for the Protection of New Hampshire Forests and is home to several other conservation organizations. The building is beautifully situated on a bluff overlooking the Merrimack River and downtown Concord. By choosing our facility for your meeting you have helped to continue the Forest Society's efforts in conservation and sustainable land management that spans over 100 years.

### MEETING ROOMS AND SET UP:

The Conservation Center's Main Conference Room is 832 sq. ft (32ft X 26ft) and will comfortably accommodate your large meeting or reception. We will work with you to make sure that our facility is the right place for your meeting or event. The standard room set-up is a closed square with 20 chairs. If you need a different setup, please let us know when you reserve the room and our staff will arrange the room for you prior to your meeting. Other room set-up options include: Classroom setup -- 6 tables and 48 chairs; Auditorium set-up -- 48 chairs and no tables; U-shape set-up -- 28 chairs. If you need to rearrange the room during your meeting, *please* do not drag the chairs and tables across the floor. Floor plans can be faxed or emailed to you if needed. The room includes a full size projection screen and outdoor access. We have 6 eight foot tables, 3 six foot tables, and 65 chairs. A large deck overlooking the river is also available if it has not been previously scheduled for an in-house event. Weekend event rental groups are responsible for setting up, breaking down, and cleaning up room once the event has concluded.

The Williams Room is located in our award winning, LEED®-Gold certified French Wing. It is ideal for smaller groups of up to 20 people. Its south facing aspect provides plenty of natural daylight on sunny days. The western wall of the room provides a large area for projecting presentations.

For more information and to reserve the room, please call **Martha Booth** at **224-9945** or email her at [mbooth@forestsociety.org](mailto:mbooth@forestsociety.org)

**RENTAL RATES:**

Conference Room	Discounted Rate for Non-Profit & State	Rate
All Day	\$200	\$275
Half Day (4 hours or less)	\$125	\$175
<b>Williams, Board, or Ayers Rooms</b>		
All Day	\$175	\$200
Half Day (4 hours or less)	\$100	\$150
<b>Hourly Rate for Small Groups (5 or less)</b>		
	\$25/hr	\$35/hr
<b>Hourly Rate Large Groups (6 or more)</b>		
	\$35/hr	\$40/hr
<b>Evening Rentals after 5pm:</b>		
	\$150	\$225
<b>Weekend Events</b>		
Half Day (4 hours or less)	\$175	\$225
Full Day (more than 4 hours)	\$275	\$325

All conference rooms are available Monday through Friday from 8:30am to 5:00pm. Groups arriving before 8:30am will be charged an early opening fee of \$25.

**CANCELLATION FEE:**

Notice of cancellation received within one week of your meeting will incur a charge of 50% of the meeting cost. Meetings cancelled up to the day of will incur a charge of 75% of the meeting cost.

**EQUIPMENT FEE:** We are not able to provide flip charts, easels, or extension cords. Internet connection and overhead LCD projector are available in the Main Conference Room if requested in advance. Fees are listed below.

Main Conference Room	Rate
Equipment Fee for LCD Projector Use	\$50
Equipment Fee for Internet Connection	\$25

**FOOD:**

We do not provide a food service; however, we offer use of our kitchen area equipped with 2 microwaves, a refrigerator, and a convection oven. **Please use paper plates instead of plastic or Styrofoam.** Please compost all uneaten food and coffee grinds in the compost containers provided. To reduce excess waste, please do not have boxed luncheons.

Please contact receptionist if you need assistance with finding a caterer.

**ALCOHOL:**

The use of alcohol by rental groups is prohibited on Conservation Center property.

**CLEAN UP AND RECYCLING:**

***You are responsible for cleaning up after your meeting.*** Please wipe off the tables and replace the chairs under the table. As you clean up, ***please recycle*** all cans and bottles in the bins provided under the coffee table. If you have food scraps, please do not put them in the trash but in the compost bucket provided. **A \$30 fee will be added to your invoice if extra maintenance is needed and/or if room is not left same as prior to event.**

**SMOKING POLICY:**

The Conservation Center campus is a smoke-free environment. There is no smoking allowed anywhere on the premises. Please notify smokers in your group of our smoke-free policy.

**PARKING:**

Our parking areas are designed for 100 cars; however, close to half of those spaces are used by the staff and tenants of the Conservation Center. Parking space can also be minimized in the winter due to snow banks. Please encourage those attending to carpool whenever possible. Preferred carpool parking is available for vehicles carrying 2 or more passengers. Covered locking bicycle racks are available for bicycle commuters.

**GENERAL INFORMATION:**

- Our Main Conference Room is heated by an efficient wood pellet stove; however, the room can be cool during early mornings in both summer and winter. We recommend that you advise those attending the meeting to bring a sweater or dress in layers on cool mornings.
- Monthly art exhibits line the walls of the Main Conference Room throughout the year. Information on the artist is usually located on the bench at the entrance. For more information, check with the reception desk.
- Guided tours of our award winning building are available if you let us know in advance of your meeting.
- When publicizing your event, please refer to the building as the Conservation Center rather than the Society for the Protection of New Hampshire Forests.