



## **Conservation Center Rental Information for Meetings and Events**

We're glad you're considering the award-winning Conservation Center for your meeting or event. Situated high on a bluff overlooking the Merrimack River and downtown Concord, 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. Guided tours of the building are available by appointment, and you and your guests are welcome to browse our gift shop, which features a variety of books, crafts, and New Hampshire-made products.

By choosing our facility for your meeting, you will be supporting the Forest Society's conservation and sustainable land management mission, which spans more than 100 years.

### **MEETING ROOMS:**

#### **Main Conference Room**

Original artwork lines the walls of our Main Conference Room. The room features a built-in, full-wall projection screen, LCD projector, and Internet access (available for an extra fee). At 832 square feet (32 ft X 26 ft), the room will comfortably accommodate your large meeting or reception. Floor plans can be faxed or emailed upon request. You'll have access to six 8-foot tables, three 6-foot tables, and 65 chairs. The room setup options include:

- Auditorium set-up -- 60 chairs and no tables
- Classroom setup -- 48 chairs and 6 tables
- U-shape set-up -- 28 chairs and 7 tables
- Closed square -- 20 chairs and 4 tables

If you need a different setup, please let us know, and our staff will arrange the room for you prior to your meeting.

#### **Williams Room**

Located in our award-winning, LEED-Gold certified French Wing, the Williams Room is ideal for smaller groups of up to 20 people. This south-facing room has plenty of natural daylight on sunny days but can be darkened as needed. The western wall provides a large area for projecting presentations.

**RENTAL RATES:**

<b>Conference Room</b>	<b>Non-Profit &amp; State</b>	<b>Corporate</b>
<b>All Day</b>	<b>\$200</b>	<b>\$275</b>
<b>Half Day (4 hours or less)</b>	<b>\$125</b>	<b>\$175</b>
<b>Williams Room</b>		
<b>All Day</b>	<b>\$175</b>	<b>\$200</b>
<b>Half Day (4 hours or less)</b>	<b>\$100</b>	<b>\$150</b>
<b>Hourly Rate for Small Groups (5 or less)</b>	<b>\$25/hr</b>	<b>\$35/hr</b>
<b>Hourly Rate for Large Groups (6 or more)</b>	<b>\$35/hr</b>	<b>\$40/hr</b>
<b>Evening Rentals after 5pm:</b>	<b>\$150</b>	<b>\$225</b>
<b>Weekend Events</b>		
<b>Half Day (4 hours or less)</b>	<b>\$175</b>	<b>\$225</b>
<b>Full Day (more than 4 hours)</b>	<b>\$275</b>	<b>\$325</b>
<b>Equipment Fee for LCD Projector</b>	<b>\$50</b>	<b>\$50</b>
<b>Equipment Fee for Internet Connection</b>	<b>\$25</b>	<b>\$25</b>

All conference rooms are available Monday through Friday from 8:30 am to 5:00 pm. Groups arriving before 8:30 am 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 your meeting will incur a charge of 75% of the meeting cost.

**FOOD:**

We offer use of our kitchen area, equipped with two microwaves, a refrigerator, and a convection oven. We do not provide in-house food service, but our receptionist can assist you in finding a catering service if needed.

**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 and recycling all appropriate materials.

**SMOKING POLICY:**

The Conservation Center campus is a smoke-free environment. Smoking is not allowed anywhere on the premises.

**PARKING:**

Our parking areas are designed to accommodate up to 100 cars; however, close to half those spaces are used by the staff and tenants of the Conservation Center during normal working hours. Parking availability may also be somewhat reduced during 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.

**FOR MORE INFORMATION:**

For more information or to reserve space, please call Annie McCullough at (603)224-9945 or email her at [amccullough@forestsociety.org](mailto:amccullough@forestsociety.org).