



Rental pricing and policies

For rentals during business hours (Monday through Friday 8am - 5pm):

	Standard Pricing	Non-Profit Pricing
	full day / half day	full day / half day
Full Room (capacity = 100)	\$1200 / \$600	\$800 / \$400

- *full room rentals require 50% non-refundable deposit / 50% paid before the event (check or cc by phone)*

One Side (capacity = 32)	\$100/hr	\$50/hr
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- *Half room rentals must be paid before the event (check or cc by phone)*

Rentals outside of regular business hours (evenings/weekends):

- will be considered on a case-by-case basis
- will include a surcharge to pay staff member(s) overtime pay to be present for the event
- depending on the size, we might require private security and/or proof of insurance
- we are more likely to host a weekend event if it has some benefit to our own staff or residents (i.e. 12 Step Yoga training, motivational speaker, etc.)
- we are more likely to host a weekend event for a partner organization
- no regular church services (recurring weekly)

All catering needs will be approved and estimated separately; current options include:

- Coffee/water only or coffee/water with snacks (fruit, nuts, protein bars)
- Continental breakfast or hot buffet breakfast
- Boxed lunches or buffet lunch

General policies for all rentals:

- No alcohol and no smoking or tobacco use anywhere on the property
- We provide tables and chairs only (no linens unless we are doing the catering)
- We provide Wi-Fi
- We have an HDMI connection for a projector and speakers (bring your own laptop and cord)
- We can provide a microphone and podium if requested
- No access to the kitchen without Hope Haven staff
- No tape on walls
- The room must be left in clean condition with trash collected and furniture in the original setup
- *All visitors must understand and abide by Hope Haven's confidentiality policy. Our program and any information regarding residents served here is protected by Federal (42 CFR) law to ensure the privileged and confidential nature of resident information. Visitors must stay in The Forum building and not walk around the campus. No photos of the campus or residents.*