

THE FLAGLER COUNTY NEXUS CENTER Community Room



Other Rental Rates for Comparison

Library/Conference Center	Square Footage	Capacity	Qualifiers	Minimum Fee	Maximum Fee
Jacksonville Public Library Conference Ctr.					
Multi-purpose Room (all)	5000	400		\$ 285.00	\$ 2,600.00
Multi-purpose Room (half)	2500	200	Days of Week, # Hours and Time of Day	\$ 200.00	\$ 2,000.00
Pre-function Gallery	3000	300		\$ 100.00	\$ 800.00
Full Library + Courtyard (flat rate)				\$ 5,200.00	
Full Library + Conference Center (flat rate)				\$ 8,000.00	
Courtyard Only				\$ 200.00	
Boca Raton Public Library Downtown					
Meeting Room (East & West)	1500	150	Business type, residency, Hours of Day	NC	\$ 605.00
Meeting Room East only				NC	\$ 455.00
Boca Raton Spanish River Library					
Meeting Room (East & West)	1500	150	Business type, residency, Hours of Day	NC	\$ 505.00
Volusia County Public Library					
* only available during normal hours of operation and no kitchen facilities available	various	various	Library Card Holder, Open to the Public and Business Type	NC	\$ 100.00
Palm Coast Community Center					
Sunshine Room	2500	225	Business type and time of day	\$ 50.00	\$ 150.00
Hilton Garden Inn Palm Coast Town Ctr.					
Palm Ball	2016	200	Business type and catering	\$ 300.00	500+

The Nexus Center Community Room Recommended Fee Schedule

Monday through Thursday From 9 a.m. - 5 p.m.		Square Footage	Maximum Capacity	Flat Rate (4 hrs)	Hourly Rate
Community Room (All) * not available		2,500	224	N/A	N/A
Community Room (Half)		1,500	96	\$200	\$50
Add-ons					
	Pre-function Gallery	1,100	75	N/A	N/A
	Portico (front of building)	3,500	200	N/A	N/A
	Catering Kitchen	1,000	N/A	\$100	\$25
	Linen (Black only)	\$8/each			
	A/V Equipment	\$25			
Monday through Friday 5 p.m. through 11 p.m. Saturday and Sunday 9 a.m. through 11 p.m.		Square Footage	Maximum Capacity	Flat Rate (8 hrs)	Hourly Rate
Community Room (All)		2,500	224	\$1,600	\$200
Community Room (Half)		1,500	96	\$800	\$100
Add-ons					
	Pre-function Gallery	1,100	75	\$800	\$100
	Portico (front of building)	3,500	200	\$1,200	\$150
	Catering Kitchen	1,000	N/A	\$200	\$25
	Linen (Black only)	\$8/each			
	A/V Equipment	\$25			
<p>A 50 percent discount is available for nonprofit and other government organizations for Monday through Thursday rentals until 5 p.m. Nonprofit or other government organization discounted rental fees are not applicable for any event after 5 p.m. and weekends. Those seeking discounted rates must qualify as a tax-exempt organization under Section 501 (c) (3) or other tax-exempt section of the Internal Revenue Code and must submit a copy of a current Nonprofit Determination letter and/or State of Florida Sales Tax Exemption Certificate. Discount rates will not be considered without the required documentation.</p>					



Add On – Catering Kitchen



Add On – Pre-Function Gallery (1,000 square feet) – Buffet and/or cocktail area



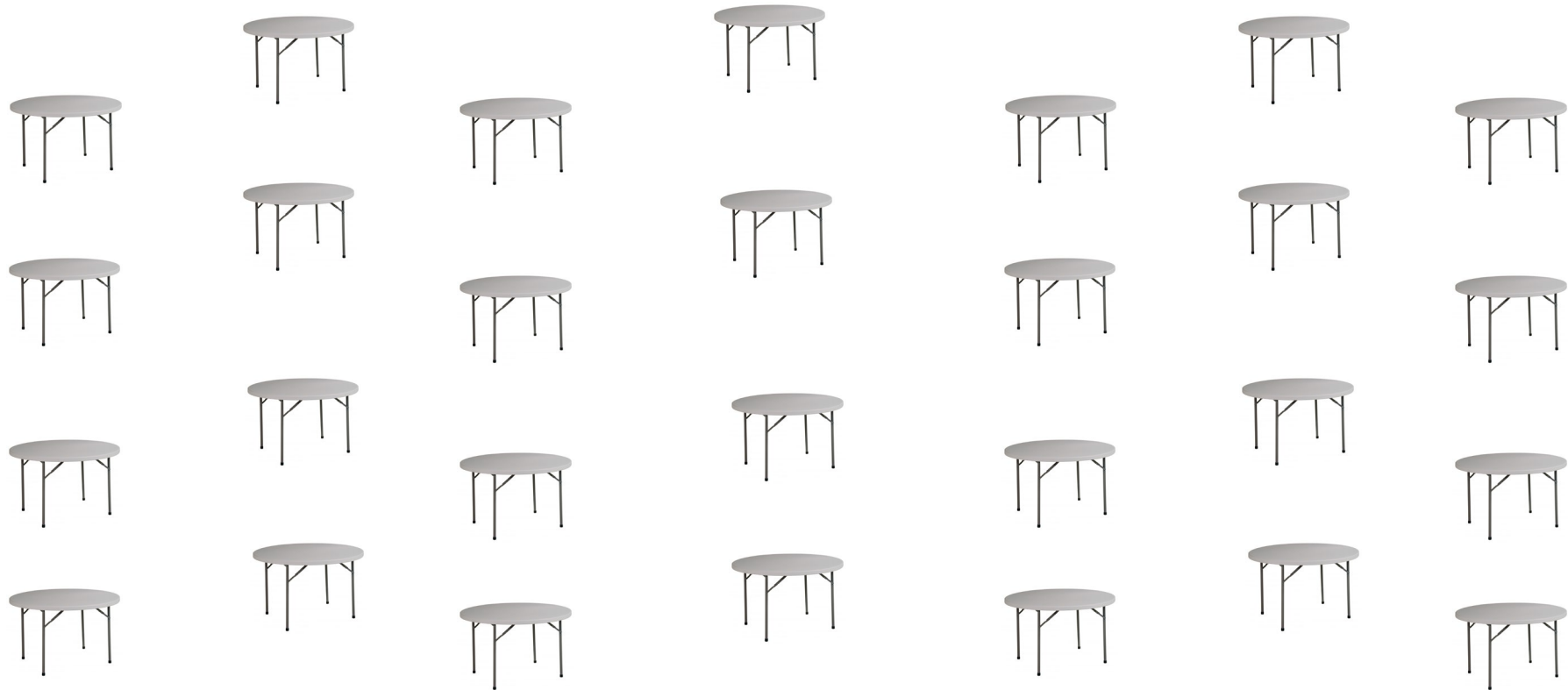


Add On – Outdoor Portico (up to 200 guests)

LAYOUT OPTIONS

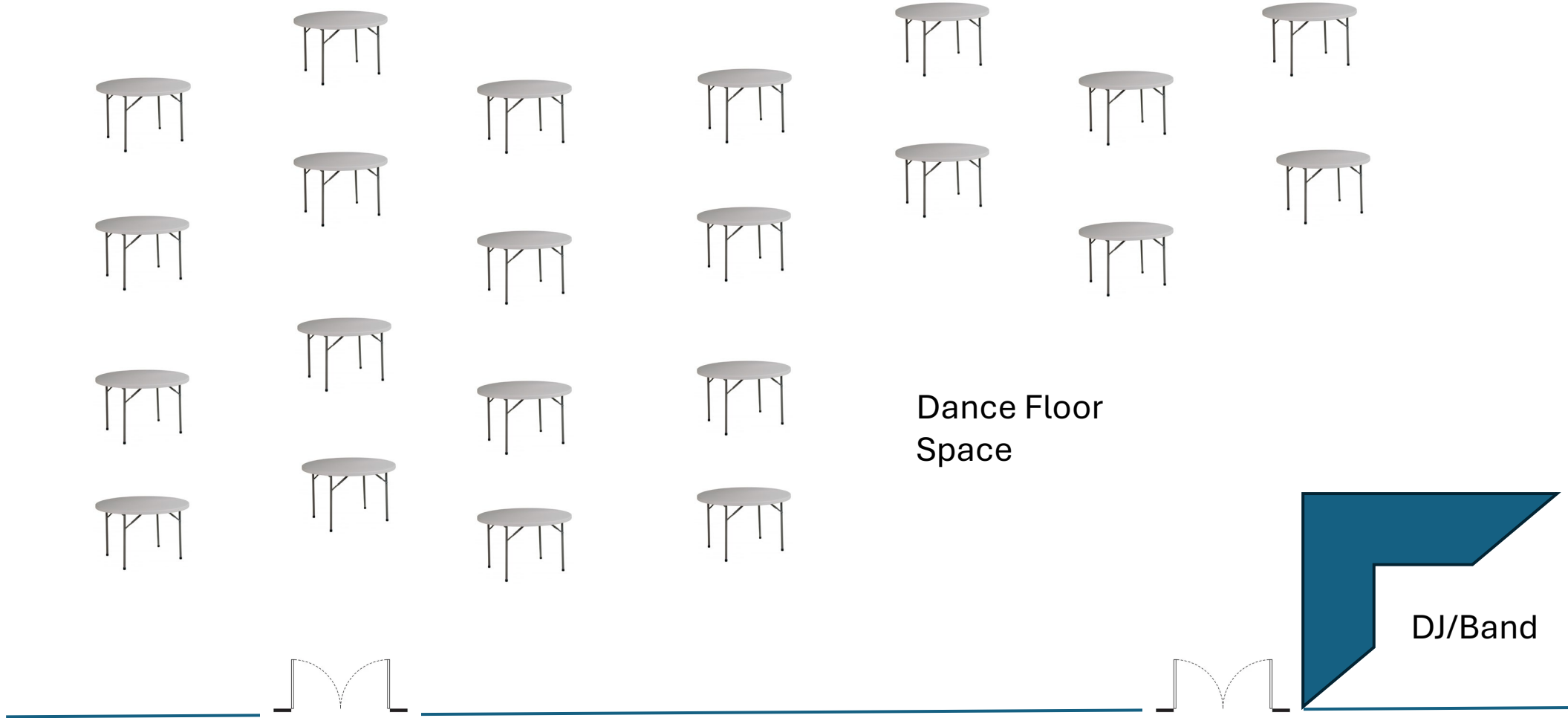


Room Layout 1



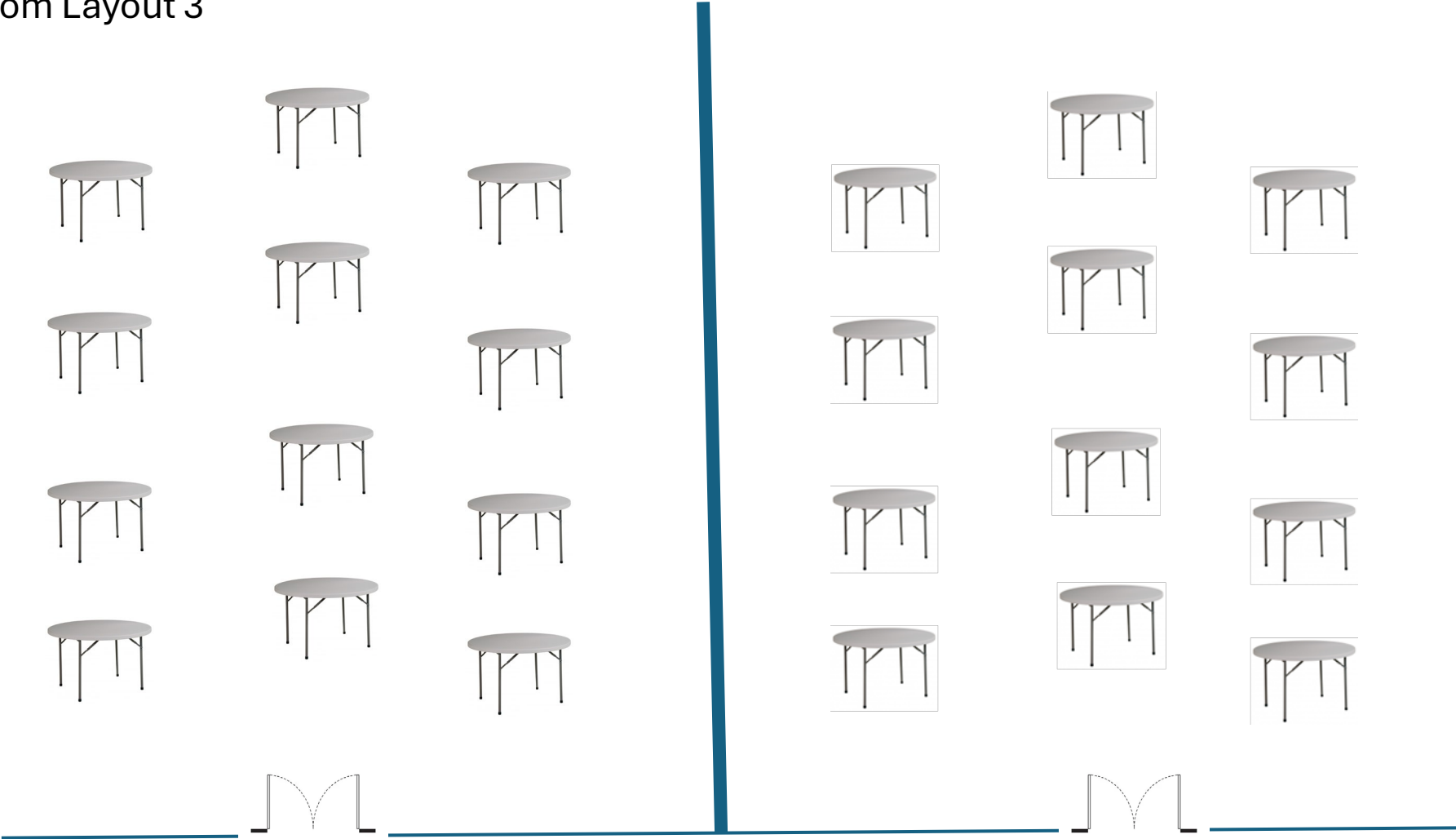
Full Multipurpose Room – 224 guests (w/o dance floor and DJ/Band) Catered Not Buffet Style – Can Add On Gallery for Buffet or Reduce Guest Count to 200

Room Layout 2



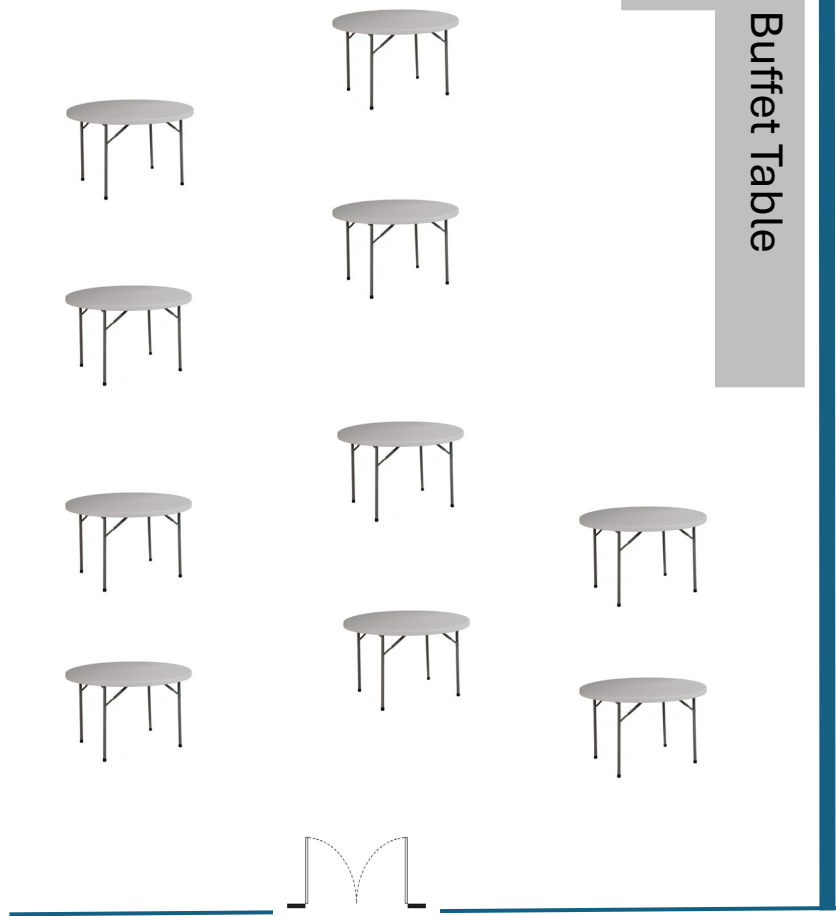
Full Multipurpose Room – Up to 175 guests (with dance floor and DJ/Band) Catered not Buffet Style.
Can Add On Gallery for Buffet or Reduce Guest Count to 140

Room Layout 3



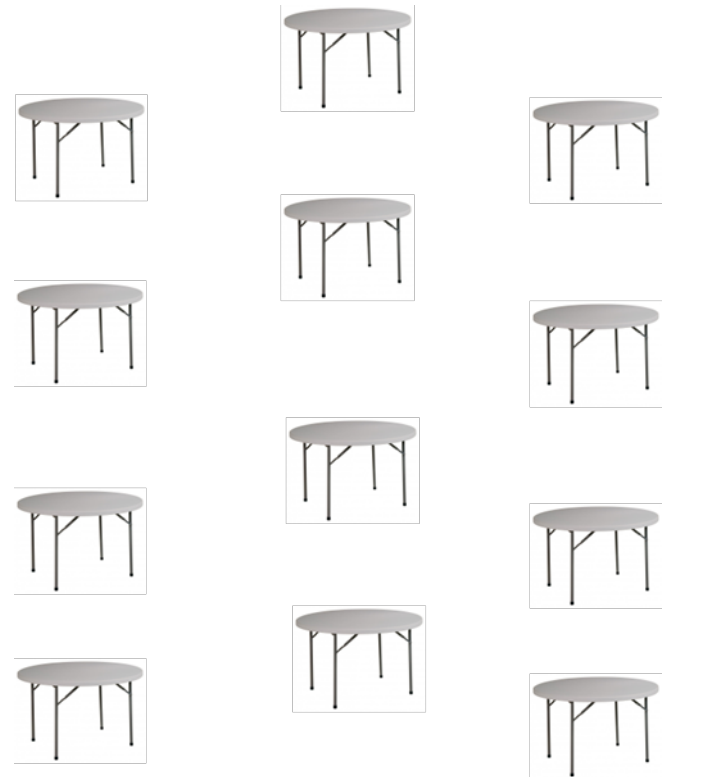
Half Multipurpose Room – Up to 96 guests (w/o dance floor and DJ/Band)

Room Layout 4



Half Multipurpose Room Buffet Style – Up to 80 guests

Room Layout 5



Buffet Table

Half Multipurpose Room with add on Gallery for Buffet – Up to 96 guests

MARKETING (DIGITAL & PRINT)

- Landing page with direct custom URL.
- Featured promotional video on website.
- Social media presence established on platforms where audience is most active.
- Promote on wedding vendor marketplaces such as “The Knot” and “The Wedding Wire”.
- Onsite signage and use of other advertising services.
- Flyers, banners, and potential promotional items.





FLAGLER COUNTY NEXUS CENTER COMMUNITY ROOM

EDUCATE • CONNECT • GROW



2199 COMMERCE PARKWAY, BUNNELL, FL 32110
386-437-7390

WELCOME

TO THE FLAGLER COUNTY NEXUS CENTER
COMMUNITY ROOM

Welcome to the Flagler County Nexus Center Community Room – your bright, modern gathering place right in the heart of Flagler County.

The Nexus Center boasts a spacious, freshly updated room filled with natural light, comfortable seating, and everything you need to make your event a success. Whether you're planning a lively birthday party or baby shower, an elegant wedding reception or anniversary celebration, a focused club meeting or workshop, a relaxing yoga class, a heartfelt memorial, or a nonprofit fundraiser, this versatile space adapts to fit your vision perfectly.

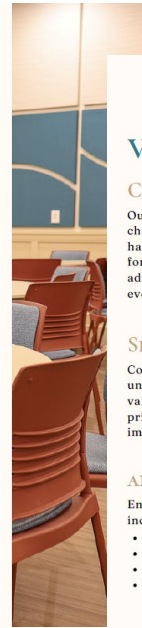
It's more than just a room – it's where neighbors turn into friends, ideas come to life, and memories are made.

We can't wait to welcome you!



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VENUE DETAILS

CAPACITY

Our venue can comfortably host up to 500 guests with only chairs, 224 guests with chairs and tables, or 96 guests for one half of the room using chairs and tables. This makes it perfect for both intimate gatherings and grand celebrations. With adaptable seating arrangements, we guarantee that your event space will meet the specific needs of your occasion.

SIZE AND LAYOUT

Covering [X] square feet, our expansive venue features [X] unique areas, each thoughtfully crafted to accommodate various aspects of your event. From the inviting lobby to the primary event space, we provide a flexible canvas for your imaginative ideas.

AMENITIES

Enjoy the convenience of state-of-the-art amenities, including:

- Tables
- Chairs
- Table linens
- Audiovisual systems



CATERING KITCHEN – READY FOR YOUR EVENT

The Flagler County Nexus Center Community Room includes a full-service catering kitchen so you can serve your guests with ease – whether you're bringing in your favorite caterer, warming dishes for a potluck, or preparing light refreshments yourself.

KITCHEN FEATURES

- Commercial-grade refrigerator and separate freezer
- Large microwave and convection oven
- Four-burner electric range with oven
- Deep double sink and commercial dishwasher
- 20 linear feet of stainless-steel countertop prep space
- Plenty of cabinets and outlets for small appliances (coffee makers, slow cookers, etc.)
- Serving pass-through window directly into the community room
- Ice machine (150 lb daily capacity)
- Basic serving tools: trays, pitchers, cutting boards, and utensils provided
- Garbage, recycling, and compost stations



NECESSITIES

Two large restroom spaces provide ample facilities for all guests at the Community Center. There is also a family restroom that features a full shower space. Handicap stalls and diaper changing stations are available.

Water fountains are located throughout the building for guest use. Fire extinguishers are strategically placed for safety. Community Center staff is on-duty during the event.

Catering kitchen is included at no extra charge with every Community Room rental. Just bring your food and creativity – we've got the rest covered!

Event planning services will feature a four-tier system, each represented by a distinct bird species native to Flagler County's pristine environment: the Osprey, Egret, Heron, and Eagle. These tiers embody varying levels of service and sophistication, catering to a wide range of event planning needs.

TIER 1: OSPREY



\$400

- Full use of the Community Room West for 3 hours.
 - Includes tables, chairs, A/V equipment and catering kitchen.
- Local vendor and tourism recommendations.
- On-site event coordination.
- Accommodations for up to 60 guests.

TIER 2: EGRET



\$1,125

- Full use of the Community Room West for 5 hours.
 - Add-on: Community Room Gallery.
 - Includes tables, chairs, A/V equipment and catering Kitchen.
- Local vendor and tourism recommendations.
- On-site event coordination.
- Accommodations for up to 96 guests

TIER 3: HERON



\$2,600

- Full use of the Community Room East and West for 8 hours.
 - Add-on: Community Room Gallery. Includes tables, chairs, A/V equipment, linens and catering kitchen.
- Local vendor and tourism recommendations.
- On-site event coordination.
- Accommodations for up to 224 guests.

TIER 4: EAGLE



\$3,800

- Full use of the Community Room East and West for 8 hours.
 - Add-on: Community Room Gallery, Portico and Full Library.
 - Includes tables, chairs, A/V equipment, linens and catering kitchen
- Local vendor and tourism recommendations
- On-site event coordination
- Accommodations for up to 224 guests

*Any insurance, permits or security needed is not included in prices.



FLAGLER COUNTY
PUBLIC LIBRARY

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IDEAL FOR

- Birthday parties
- Baby showers
- Weddings
- Anniversary celebrations
- Reunions
- Book clubs
- HOA meetings
- Support groups
- Yoga, dance, or art classes
- Game nights
- Potlucks & holiday parties
- Nonprofit workshops & training sessions
- Memorial gatherings & life celebrations

BOOKING A ROOM

We require a refundable deposit of \$____, which must be paid at the time of booking. The fees for room rental, taxes, and any optional amenities are due 90 days before the event. If your booking is made within 90 days of the event, full payment is required at the time of booking.

ALCOHOL PERMITTING

If you decide to serve alcohol at your event, an alcohol permit fee will be required at the time of booking. Furthermore, you must obtain event insurance from a third-party provider, with FLAGLER COUNTY listed as an additional insured party. Proof of this insurance policy must be submitted two weeks before your rental date.

VENUE DETAILS

CAPACITY

Our venue can comfortably host up to 300 guests with only chairs, 224 guests with chairs and tables, or 96 guests for one half of the room using chairs and tables. This makes it perfect for both intimate gatherings and grand celebrations. With adaptable seating arrangements, we guarantee that your event space will meet the specific needs of your occasion.

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KITCHEN FEATURES

- Commercial-grade refrigerator and separate freezer
- Four warming ovens that reach 500 degrees
- Deep sink and commercial dishwasher
 - A triple sink, two handwashing stations and a prep sink
- 20 linear feet of stainless-steel countertop prep space
- Plenty of outlets for small appliances (coffee makers, slow cookers, etc.)
- Garbage and recycling

Catering kitchen is included at no extra charge with every Community Room rental. Just bring your food and creativity – we’ve got the rest covered!





OUTSIDE VENDORS

Renters are encouraged to engage outside vendors for food, beverages, entertainment, sound equipment, and other services. Please make sure that all your vendors possess or acquire a Flagler County Business Tax Receipt. Additionally, all vendors must carry proper insurance, designating Flagler County as an additionally insured party, with a minimum coverage of \$1 million.

Policies and Procedures for the Community Room and Other Meeting or Event Space at the Nexus Center

1. Overview

1. The Nexus Center and Bunnell Library rents meeting spaces to individuals, groups and organizations in the public and private sector. Events may not interfere with regular Library and HHS operations and Library and/or HHS sponsored events.
2. Events held in the Community Room may be held throughout the working day during and after operating hours. Other spaces within the Bunnell Library are subject to restrictions based on availability and non-interference with library operations.
3. Rental of space in the library does not constitute an endorsement of a group's policies or beliefs by Flagler County or the Flagler County Public Library.
4. Flagler County does not discriminate in making its premises available for use based on race, color, sex (including pregnancy), sexual orientation, gender identity or expression, religion, political affiliation, national origin, disability, age, marital status, veteran status or any other impermissible factor.
5. Questions on reserving the Community Room, Gallery, Portico or Catering Kitchen at the Bunnell Library @ Nexus should be directed to the library staff at (386) 437-7390 or BLNevents@flaglercounty.gov (link sends e-mail).

2. Meeting, Event and Other Spaces

The Bunnell Library @ Nexus contains the following spaces available for rental:

1. **Community Room** – Seats up to 224 for a banquet or can be divided into two separate rooms for a conference, lecture or presentation. Seating capacity varies on each individual event.
2. **Community Room Gallery** – The wide hallway directly adjacent to the Community Room is available for rental only as an addition to the Community Room. (Restrictions during operating hours.)
3. **Nexus Portico (in front of the building)** – Approximately 3,500 square feet of covered outdoor space for up to 200 guests. (Restrictions during operating hours.)
4. **Catering kitchen** - Strategically located near the special event areas to assist clients for general preparation and serving, the kitchen is equipped with standard warming ovens, refrigerator/freezer, and preparation space. Open flames or cooking on-site are prohibited at the Nexus Center.

Event spaces have some flexibility as to arrangement of the space and furniture. Areas within the library are subject to very limited rearrangement of existing furniture and equipment. Library-sponsored exhibits and programming decorations cannot be moved at any time; please check with the event team to ensure that a particular exhibit or program will not affect your proposed event.

3. General Rental Policies

All events held at the Nexus Center must be conducted in an orderly manner and in full compliance with applicable laws, regulations, the Library Code of Conduct and other rules. Activities associated with events must not interfere with the regular operation of the Library or HHS.

1. **Group Insurance** - All customers are required to produce appropriate commercial general liability and or applicable alcohol (retail liquor) liability for special events scheduled at the Nexus Center.
2. **Rental Agreement** - All customers will be required to sign and comply with a standard facility use agreement. The contents of the rental agreement are **nonnegotiable**.
3. **Security** – Security may be required according to the nature of each event. Dedicated security guards may be required for any event that:
 - o Occurs outside of regular operating hours
 - o Serves alcohol.
 - o Uses the entire Nexus Center including the library.
 - o Is determined by the library to require additional security due to the nature of the event: safety, large crowds, items of value, individuals in attendance, e.g., celebrities, etc.

If security is required, they will remain during and immediately following the event. The library reserves the right to determine if the Flagler County Sheriff's Office will need to provide additional security at an event. Security requirements will be determined prior to the event and the charges for the service specified in advance according to the Community Room Fee Schedule.

1. **Food & Beverage** – It is prohibited in the library. Food and beverage are allowed in all other Community Room, Gallery or outside areas at any time the spaces are in use.
2. **After Hours Events** – After-hour events must end by 11 p.m. to permit one hour for clean-up until 12 a.m. The building must be completely vacated no later than midnight.
3. **Vacating the Premises** – If licensee, its guests and/or vendors have not vacated the premises by the tear down completion time in the agreement, licensee will be billed at an hourly rate in no less than one-hour increments based on the Community Room Rental Rates. Payment will be due within 30 days of invoice date.
4. **Personal Property** – The library is not responsible for damage or loss of property brought into the building for meetings and special events. All items brought into the building via the main entrance(s) or kitchen area may be subject to examination at the request of the library. **All vendors and licensee property must be delivered and removed during Use Period. Advanced deliveries and pickups post events are NOT permitted.**
5. **Smoking/Tobacco** – No tobacco products of any type are permitted to be used in any part of the Nexus Center, including the portico. This includes the kitchen adjacent areas. Smoking is allowed outside the building, 50 feet away from any door or entranceway. Customers may leave the building and re-enter during special events. Animals (except for service animals) are prohibited.
6. **Gambling** - The Library does not allow any variety of gambling, gaming, bingo, casinos or wagering of any kind as an element of an event. Provided, however, that nonprofit organizations that qualify under Fl. Stat. 849.0935 may hold drawings by chance as permitted under the statute.

4. Rental Fees

Fees are set by the Board of County Commissioners and reviewed annually. Fees are subject to change without notice and are not negotiable. A 50 percent discount is available for nonprofit and other

government organizations for Monday through Thursday rentals until 5 p.m. Nonprofit rental fees are not applicable for any event after 5 p.m. and on weekends. Those seeking discounted rates must qualify as a tax-exempt organization under Section 501 (c) (3) or other tax-exempt section of the Internal Revenue Code and must submit a copy of a current Nonprofit Determination letter and/or State of Florida Sales Tax Exemption Certificate to the Community Room Manager along with the reservation request. Discount rates will not be considered without the required documentation.

1. **Flagler County Government Events** – There is no rental fee charged for official County business or Special Events.
2. **Other Fee Exemptions** – The Friends of the Library will receive a waiver of fees for room rental only but does not include incidental expenses. Requests for a fee waiver should be submitted by the organization or local government in writing to the Community Room Manager.

5. Reservations, Payments, and Cancellations

Reservations

To reserve space in the Nexus Center or the Bunnell Library, a reservation request form must be completed and submitted to the Community Room Manager or library staff. A reservation is not guaranteed until payment, if required, and a signed Facility Use Agreement is submitted.

1. The Community Room and other special event spaces are reserved on a first-come, first-served basis. Any discrepancy involving date(s) reserved will be resolved by the Manager and determined by the written reservation request form.
2. Requests must be submitted at least 30 days in advance due to insurance requirements which are due to Risk Management 30 days in advance of the event.
3. Reservation requests are not accepted for event dates outside of two years from reservation date.
4. A completed request form is required for each date unless a single event is held on consecutive days. A submitted reservation request form does not constitute a guaranteed reservation.
5. The hours booked include time for set up and cleaning up of the space being used.
6. A customer must be at least 18 years of age to book the use of a room.
7. Confirmation of booking and estimate of charges will be sent to the customer upon approval of the reservation request form. Once the booking confirmation and estimate form are signed and returned to the Manager, a full invoice and Rental Agreement with payment instructions will be submitted to the customer.

Payments

1. Signed Rental Agreement and payment must be returned to the Community Room Manager no later than 10 days after the initial confirmation and estimate of charges are sent out. Failure to complete within 10 business days will result in cancellation of the reservation request.
2. Payment is due in full for all meetings and special events costing less than \$500
3. For all other events an initial deposit of \$500 is required to secure your reservation. The remaining balance is due 30 days prior to the event date. Failure to submit full payment at least 30 days prior to the event date will forfeit the deposit and result in immediate cancellation of the reservation.

Cancellations

1. All cancellations may be subject to an Administrative Fee equivalent to 10% of the use agreement total.
2. Force Majeure: No damages shall be due for a failure of performance occurring due to Acts of God, wars, government regulations, disasters, terrorist acts or strikes, curtailment of transportation or circumstances beyond the control of the parties, any one of which may make performance impossible. Financial hardship is not a force majeure event. The party affected by the force majeure event must provide the other party with timely notice of its inability to perform. Deposits made prior to event date will be refunded, provided the failure of performance was due to one of the aforementioned occurrences.
3. If a reserved room becomes unavailable as booked for operational or any other reason, the Community Room Manager will make every effort to provide an alternate booking that meets the customer's needs. If the alternate booking is not workable for the customer, all fees and deposits will be returned to the customer without penalty.

6. Publicity

The customer is responsible for any publicity. Publicity materials may not list or imply that Flagler County or the Flagler County Public Library is a co-sponsor of any event without the express approval of the Library Director or designee. The library requires that all printed material, press releases, posters and other information regarding the event include a contact phone number and return address for the organization or individual booking of the room. Library phone numbers may not be listed for obtaining information on an event. The customer may not issue invitations or press releases until the Facility Use Agreement has been signed and approved by the library.

8. Audiovisual Services

A set of audiovisual and electronic equipment in the Community Room is available for venue rentals. Additional equipment unowned by the library must be brought in by the licensee and or an audio-visual production company at the expense of the licensee. Personal devices are permitted and can be attached to library audio/visual carts for presentation purposes.

Use of the Community Room's audiovisual and electronic equipment may require pre-event training. If required, the Community Room Manager and customer will discuss and clarify the date of training and who will be trained. Customers, guests and non-Flagler County employees/vendors are not permitted in the tech room at any time. The customer **must request all audio-visual needs in writing at least thirty days prior to the event in order for staff to confirm the requested equipment is available and functioning.**

10. Logistics

The Community Room team will work closely with the customer to facilitate the event.

- a. Three weeks prior to the event date, the customer must inform the library, in writing, of the preferred room set-up from the options made available by the library and specify to the Community Room Manager any furniture or equipment to be brought into the Nexus Center and set up by the customer. Any changes must be approved by the Manager at least seven (7) days prior to the event. The library reserves the right to deny the use of any item or piece of

equipment to the customer for any reason. The customer or customer's representative/vendor is responsible for set up/break down of any non-library equipment used for the event. The library will set up/break down all library-owned furniture and equipment.

- b. Any request for unusual layout, additional electrical equipment or lighting brought in for the event must be requested in writing and approved by the Library Director for Facilities, at least 30 days prior to the event date.
- c. At least two weeks prior to the event, the Community Room team must be notified in writing of any deliveries, including date and time. Failure to notify the team may result in the vendors being denied building access. All deliveries must occur on the date of the event. The library does not provide for storage of advanced deliveries. Additional charges may apply to any unscheduled or unapproved delivery.
- d. The caterer is responsible for providing all personnel, material, and equipment for the event. The caterer must be present to accept any deliveries of food or equipment. The caterer is responsible for quickly cleaning up any food or drink spills during the event and cleaning all prep areas.

11. Alcoholic Beverages

1. If you are serving alcohol a \$50 permit from Flagler County is required.
2. Guests must be 21 years of age to be served alcohol.
3. Alcohol should be delivered to the library along with the other food items during the Facility Use Period listed in the rental agreement. Library staff will not accept the advanced delivery of alcohol.
4. The event must be private and not open to the public.
5. Alcohol is not permitted in any area of the Bunnell Library portion of the building during hours of operation. Deliveries should be made in discreet packaging or covered when passing through public areas.
6. At no time will alcohol be permitted in the children and teen sections.
7. Alcohol is to be served only in designated areas.

12. Liability

1. This reservation is granted with the understanding that applicant shall hold the Flagler County Public Library and Flagler County harmless from and indemnify such parties against all liabilities, damages, claims, actions, costs, charges and expenses arising out of, or in connections with, any damage or injury occurring in or on the premises, except to the extent by the negligence or willful misconduct of the Flagler County Public Library, and/or Flagler County.
2. The Applicant is responsible for each vendor having adequate insurance as listed on the Event Application. Additional specialized insurance may be required for certain events and/or vendors.

13. Decorations

All decorations should be freestanding and must be approved in writing by the Community Room Manager. Materials may not be attached to any walls, windows, doors or furnishings by any form of tape, pin or nail. Certain types of decorations are not allowed. **Prohibited items include, but are not limited to:**

1. Confetti and Rose Petals
2. Helium-filled balloons

3. Stickers or tape
4. Decorations incorporating metallic glitter
5. Bubble, fog and smoke machines
6. Open flames, candles or any device emitting smoke
7. Any item that would cause permanent damage to fixtures, furniture and flooring.
8. The library does not provide any decorative items, this includes but is not limited to linens, decoration, centerpieces and set-ups (glasses, mixers, ice, etc.)

14. Parking

The library provides free parking for up to 125 cars. Overflow parking would need to be requested in advance.

15. Clean-up and Break-down

Event breakdown must occur in an orderly and timely fashion. Special cleaning requirements or damage caused during the use of the space will be charged to the customer. The library expects the customer to assist with basic clean-up at the conclusion of the event, including but not limited to placing trash in receptacles provided, removing all personal effects, equipment and decorations, and leaving the spaces as clean and orderly as possible. Catering Vendors please note that after an event has concluded all equipment brought for the event (including plates and utensils) must be removed from the building no later than one hour after the end of the event.

All vendor and licensee property must be delivered and removed during Use Period specified in the rental agreement. Advanced deliveries and pick-ups post events are NOT permitted.

The Downtown Library offers several well-appointed and functional rooms in the Library's contemporary urban setting which may be reserved for meetings, community gatherings, receptions, or other events. Rooms are reserved on a first-reserved, first-served basis, and may be applied for by completing a Special Event Request Form. Room arrangements are flexible; please discuss your needs with the Library's Event Coordinator. **ROOMS WILL BE SHOWN BY APPOINTMENT ONLY.**

This reservation is granted with the understanding that I, the undersigned applicant, or the organization that I represent, accepts personal responsibility, and assumes any personal liability for any damages sustained to the premises, furniture, equipment and/or grounds by all event participants, event guests and vendors. Any damages or equipment loss sustained to the City of Boca Raton Public Library property will be billed and payment must be made within thirty (30) days to the City of Boca Raton. The undersigned applicant shall hold the City of Boca Raton Public Library and the City of Boca Raton harmless from and indemnify such parties against all liabilities, damages, claims, actions, costs, charges and expenses arising out of, or in connections with, any damage or injury occurring in or on the premises, except to the extent by the negligence or willful misconduct of the City of Boca Raton Public Library, and/or the City of Boca Raton.

Downtown Library

400 NW 2nd Avenue
BOCA RATON, FL33432

Contact

[Room & Event
Coordinator](#)
561-367-7016

[Special Event Request Form](#)

For fees listed under the Library Services division section of the Municipal Services and Facilities User Fee Schedule, those residing within the City of Boca Raton and/or the greater Boca Raton Beach and Park district are subject to resident rates; all others are non-resident.

Rental Fees-Room Use for Non-profits: The following schedule of fees shall apply, per day, to non-profit civic, educational, community service or political groups, with a 501(c)(3) designation using the facilities for the purpose of conducting meetings. Admission and registration fees, and merchandise sales are not permitted. Non-profits with a 66% membership residing within the City and/or Beach & Park District may book space once a month for a maximum of 12 meetings per calendar year. If additional space is needed it can be booked at non-profit non-residential rates. All rates shown are per day.

During Library Hours:	Resident	Non-Resident
Community Room (East & West)	N/C	\$127
Community Room East or patio	N/C	\$101
Community Room (East & West) & Patio	N/C	\$202
Community Room East & Patio	N/C	\$177
Heimberg Business Meeting Room	N/C	\$76
Starting Before or Ending After Library Hours:		
Community Room (East & West)	\$177	\$354
Community Room East or patio	\$152	\$303
Community Room (East & West) & Patio	\$253	\$505
Community Room East & Patio	\$228	\$455

Rental Fees-Room Use Other than Non-profits: The following schedule of fees shall apply to using the facilities, per day or fraction thereof, for individuals, private groups, for-profit organizations, business meetings, sales meetings, promotional meetings and other activities. Admission and registration fees, and merchandise sales are not permitted. All rates shown are per day.

During Library Hours:	Resident	Non-Resident
Community Room (East & West)	\$202	\$404
Community Room East	\$152	\$303
Community Room (East & West) & Patio	\$278	\$556
Community Room East & Patio	\$228	\$455
Heimberg Business Meeting Room	\$101	\$177
Starting Before or Ending After Library Hours:		
Community Room (East & West)	\$303	\$605
Community Room East	\$228	\$455
Community Room (East & West) & Patio	\$379	\$755
Community Room East & Patio	\$303	\$605

- There is an additional \$45.00 application fee per yearly use permit (non-refundable).

- There is an additional \$45.00 per hour Custodial fee with a 3-hour minimum before and after Library hours.
- Room deposits are refundable if notice is given at least 180 days in advance.

Equipment Rental Items at Downtown Library:	
Podium with Microphones	\$31
A/V System (Overhead Projector, Blu-ray Player, Sound System)	\$51
Presentation TV (PowerPoint, Web)	\$51
Tech fee (per person, per hour, 2 hr min)	\$45

Pricing as of October 1, 2025

The Spanish River Library & Community Center, with its breathtaking lakeside setting, is a popular location for weddings, meetings, receptions, parties, and other special events. Rooms are reserved on a first-reserved, first-served basis, and may be applied for by completing a Special Events Request Form. Room arrangements are flexible; please discuss your needs with the Library's Event Coordinator. **ROOMS WILL BE SHOWN BY APPOINTMENT ONLY.**

This reservation is granted with the understanding that I, the undersigned applicant, or the organization that I represent, accepts personal responsibility, and assumes any personal liability for any damages sustained to the premises, furniture, equipment and/or grounds by all event participants, event guests and vendors. Any damages or equipment loss sustained to the City of Boca Raton Public Library property will be billed and payment must be made within thirty (30) days to the City of Boca Raton. The undersigned applicant shall hold the City of Boca Raton Public Library and the City of Boca Raton harmless from and indemnify such parties against all liabilities, damages, claims, actions, costs, charges and expenses arising out of, or in connections with, any damage or injury occurring in or on the premises, except to the extent by the negligence or willful misconduct of the City of Boca Raton Public Library, and/or the City of Boca Raton.

Spanish River Library

1501 NW Spanish River
Boulevard
BOCA RATON, FL 33431

Contact

[Room & Event
Coordinator](#)
561-367-7016

[Special Event Request Form](#)

For fees listed under the Library Services division section of the Municipal Services and Facilities User Fee Schedule, those residing within the City of Boca Raton and/or the greater Boca Raton Beach and Park district are subject to resident rates; all others are non-resident.

Rental Fees-Room Use for Non-profits: The following schedule of fees shall apply, per day, to Non-Profit civic, educational, community service or political groups, with a 501(c)(3) designation using the facilities for the purpose of conducting meetings. Admission and registration fees, and merchandise sales are not permitted. Non-profits with a 66% membership residing within the City and/or Beach & Park District may book space once a month for a maximum of 12 meetings per calendar year. If additional space is needed it can be booked at non-profit non-residential rates. All rates shown are per day.

During Library Hours:	Resident	Non-Resident
Meeting Room (East & West)	N/C	\$127
Meeting Room West (with kitchen)	N/C	\$101
Conference Room	N/C	\$76
Mezzanine*	\$505	\$1,005
Deposit for Mezzanine	\$1,000	\$1,000
Starting Before or Ending After Library Hours:		
Meeting Room (East & West)	\$127	\$253
Meeting Room West (with kitchen)	\$101	\$182
Rooftop Terrace*	\$530	\$1,052
Mezzanine*	\$755	\$1,510
Lakeside Patio*	\$830	\$1,663
Deposit for Roof Top Terrace, Mezzanine and Lakeside Patio	\$1,000	\$1,000

Rental Fees-Room Use Other than Non-profits: The following schedule of fees shall apply to using the facilities, per day or fraction thereof, for individuals, private groups, for-profit organizations, business meetings, sales meetings, promotional meetings and other activities. Admission and registration fees, and merchandise sales are not permitted. All rates shown are per day.

During Library Hours:	Resident	Non-Resident
Meeting Room (East & West)	\$152	\$303
Meeting Room West (with kitchen)	\$101	\$202
Conference Room	\$101	\$177
Mezzanine*	\$755	\$1,210
Deposit for Mezzanine	\$1,000	\$1,000
Starting Before or Ending After Library Hours:		
Meeting Room (East & West)	\$253	\$505

Meeting Room West (with kitchen)	\$177	\$354
Rooftop Terrace*	\$1,005	\$1,848
Mezzanine*	\$995	\$1,915
Lakeside Patio*	\$1,155	\$2,317
Deposit for Roof Top Terrace, Mezzanine and Lakeside Patio	\$1,000	\$1,000

*Dressing Room included with this use.

- There is an additional \$45.00 application fee per yearly use permit (non-refundable).
- There is an additional \$45.00 per hour Custodial fee with a 3-hour minimum before and after Library hours.
- Room deposits are refundable if notice is given at least 180 days in advance.

Equipment Rental Items for Spanish River Library:	
Banquet Chairs - per chair	\$4
Banquet Tables - per table	\$8
Banquet Serving Tables - per table	\$11
High-top Tables - per table	\$6
Half-round Table	\$13
Stage (Indoor Use Only)	\$76
A/V System (Downtown only - includes overhead projector, Blu-ray player, and sound)	\$51
Podium with Microphones (indoor use only)	\$31
A/V Carts (Projector, Blu-ray player, Speakers) (indoor use only)	\$31
Presentation TV (PowerPoint, Web) (indoor use only)	\$51
Conference Phone	\$26
Tech fee (per person, per hour, 2 hr min)	\$45

Pricing as of October 1, 2025



CATERING MENU

2024

Dear Host,

On behalf of the entire staff of the Hilton Garden Inn Palm Coast/Town Center, I would like to extend a warm welcome to you and your guests!

As you plan your time with us, I invite you to discover all that our hotel offers to enhance your meeting or event. From state-of-the-art audio/visual needs, complimentary wired and wireless high-speed internet, to menus prepared to fit your needs and tastes.

All our team members pride themselves on providing service that is unparalleled. You will find all the elements you desire with excellent attention to detail, are right where you need it!

I hope you enjoy reviewing the menus and that you will contact me for more information about all that the Hilton Garden Inn has to offer.

I look forward to your visit.

Sincerely,

Erin D'Agostino

Erin D'Agostino
Sales & Catering Manager
The Hilton Garden Inn
55 Town Center Boulevard
Palm Coast, FL 32164
Direct: 386.263.5002
Email: erin.d'agostino@hilton.com

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PLATED BREAKFAST

\$25 Fee if Less Than 10 Orders | \$17.99 Per Person |

All Plated Breakfasts Include: Bowls of Fresh Cut Fruit, Fresh Baked Chocolate Croissants, and Freshly Brewed Regular and Decaffeinated Coffee.

Scrambled Eggs

Fresh Cracked Scrambled Eggs, Breakfast Potatoes, and Sausage.

| \$1 Per Person Substitution Charge for Bacon Instead of Sausage |

Cheese Blintz

Cheese Blintz's with strawberry topping, Served with Breakfast Potatoes.

| Add Bacon \$2 or Sausage \$1

BREAKFAST BUFFET

| Minimum of 20 People | All Prices Reflect a Per-Person Charge. |

All Breakfast Buffets Include Freshly Brewed Regular and Decaffeinated Coffee, and a Selection of Premium and Herbal Teas.

Continental Breakfast | \$11.99

Fresh Chilled Juices: Orange, Cranberry, and Apple.

Assortment of Fresh Baked Muffins, Chocolate Croissants, and Bagels with Butter, Cream Cheese, and Fruit Preserves.

Executive Continental Breakfast | \$15.99

Fresh Chilled Juices: Orange, Cranberry, and Apple.

Fat-Free and 2% Milk, Assortment of Fresh Baked Muffins, Chocolate Croissants, and Bagels with Butter, Cream Cheese, and Fruit Preserves. Served with Sliced Fresh Seasonal Fruit, Granola, and Assorted Fruit Yogurts.

Great American Buffet | \$18.99

Assortment of Fresh Chilled Juices: Orange, Cranberry, and Apple, Fat-Free and 2% Milk, Sliced Fresh Seasonal Fruit, Assorted Fruit Yogurts, Assorted Cold Cereal, and Hot Oatmeal. Fluffy Scrambled Eggs, Crisp Bacon and Sausage, and Home Fried Potatoes with an Assortment of Fresh Baked Muffins, Chocolate Croissants, and Bagels with Butter, Cream Cheese, and Fruit Preserves.

BRUNCH BUFFET

| Minimum 30 People | \$42.99 Per Person |

Fresh Chilled Juices: Apple, Orange, and Cranberry, 2% Milk and Fat-Free Milk

Omelet Station: Cooked to Order Omelets

Waffle Station: Served with Your Choice of Toppings, Syrup, and Whipped Cream

Fluffy Scrambled Eggs with Optional Cheese, Crispy Breakfast Potatoes, Bacon and Sausage

Assorted Muffins, Croissants, and Bagels with Cream Cheese and Fruit Preserves

Assorted Yogurts and Sliced Fresh Fruit

Spinach Salad with Sun-Dried Tomatoes, Feta Cheese, and Toasted Pine Nuts Served with
Lemon Pesto Vinaigrette.

Tri-Color Tortellini Salad

Entrees Selections (2)

Herb Roasted Pork Loin with a Pan Gravy

Salmon with a Champagne Chive Sauce

Grilled Mahi Mahi with Fire Roasted Red Pepper Sauce

Chicken Marsala with Mushroom Marsala Sauce

Accompaniments (2)

Glazed Carrots

Asparagus

Roasted Mixed Vegetables

Long Grain Rice Pilaf

Roasted Potatoes

Garlic Whipped Potatoes

| Add Mimosas | \$45.00 Per Gallon or \$7.99 Per Drink |

MEETING BREAKS

| \$25 Fee If Less Than 10 Orders. | All Prices Reflect a Per-Person Charge |

Executive Beverage Package | \$11.99

All Day Unlimited Beverage Service Which Includes Freshly Brewed Regular and Decaffeinated Coffee, Tea, Iced Tea, Assorted Soft Drinks, and Bottled Water

Healthy Bar Break | \$18.99

Assortment of Seasonal Fresh Cut Fruit, Granola Bars, and Parfaits. Freshly Brewed Regular and Decaffeinated Coffee, a Selection of Premium and Herbal Teas, and Seasonal Fruit Infused Water

Mixed Munchies Break | \$18.99

Bite-Size Candy Bars, Crunch & Munch, Bagged Chips, and Pretzels. Freshly Brewed Regular and Decaffeinated Coffee, a Selection of Premium and Herbal Teas, Assorted Soft Drinks, and Bottled Water

Al A Carte Break Items

- Coffee Service Only _____ \$4.00 Per Person
- Chocolate Croissants or Assorted Muffins _____ \$3.00 Each or \$30.00 Per Dozen
- Whole Fresh Fruit _____ \$2.50 Per Piece
- Coffee Service by the Urn _____ \$40.00 Per Urn
- Assorted Bags of Chips and Pretzels _____ \$3.00 Each
- Chocolate Chip Cookies _____ \$2.50 Per Piece
- Assorted Coke Products _____ \$2.50 Each or \$20.00 Per Dozen
- Bottled Waters _____ \$2.50 Each or \$20.00 Per Dozen
- Candy Bars _____ \$2.75 Each
- Salsa and Chips _____ \$5.00 Per Person
- Brownies _____ \$35.00 Per Dozen
- Iced Tea _____ \$10.00 Per
Gallon
- Lemonade _____ \$10.00 Per
Gallon
- Sliced Fresh Fruit _____ \$4.00 Per Person

WORKING LIGHT LUNCHES

| \$25 Fee if Less Than 10 Orders. | All Prices Reflect a Per-Person Charge. |

Cobb Salad | \$17.99

Fresh Chopped Romaine, Grilled Chicken, Chopped Bacon, Tomato, Sliced Egg, and Crumbled Bleu Cheese with a Choice of Salad Dressing.

Caesar Salad | \$15.99

Fresh Garden Romaine Lettuce, Tossed in Caesar Dressing with Croutons and Shaved Parmesan Cheese. Served with a Garlic Breadstick.

| Add Grilled Chicken | \$3 Per Person |

Grilled Salmon Salad | \$21.99

Spinach, Romaine Lettuce, Candied Pecans, Heirloom Tomatoes, and Feta Cheese Topped with Grilled Salmon and Served with a Poppy Seed Dressing.

Grilled Chicken Sandwich | \$16.99

Swiss Cheese, Bacon, Lettuce, Tomato, and Parmesan Aioli. Served with Chips and Whole Fruit.

Grilled Steak Sandwich | \$18.99

Smoked Gouda, Lettuce, Tomato, and Chipotle Aioli on French Bread. Served with Chips and Whole Fruit.

BLT Wrap | \$16.99

Bacon, Lettuce, Tomato, and Provolone Cheese. Served with Chips and Whole Fruit.

Box Lunch | \$19.99

Grilled Chicken Sandwich, Whole Fruit, Chips, Granola Bar, and Bottled Water.

| Add Chef's Choice of Dessert | \$6.00 |

LIGHTER SIDE BUFFET

| Minimum of 20 People | \$26.99 Per Person |

Assorted Cut Sandwiches and Wraps:

Shaved Steak Sandwich with Smoked Gouda, Lettuce, Fresh Tomato, and Chipotle Aioli,

Pesto Caprese Tuna Salad with Fresh Spinach, Tomato and Fresh Mozzarella Cheese

Grilled Vegetable Wrap with Spinach, Boursin Cheese and Pesto Aioli, and

Grilled Chicken Sandwich with Swiss Cheese, Bacon, Lettuce, Tomato, and Parmesan Aioli All Pre-Made on Soft Hoagie Rolls and Sundried Tomato Wraps.

Mixed Green Salad with Dressings

Pasta Salad

Served with a Platter of Cookies and Water.

| Add Coffee | \$2.00 Per Person |

PLATED

MEALS

| Minimum of 20 People | All Prices Reflect a Per-Person Charge |

Entrees are Served with:

**Signature Salad, Warm Bread and Butter
Freshly Brewed Regular & Decaffeinated Coffee
Chef's Choice of Starch
Chef's Choice of Dessert**

Chicken Bruschetta | \$29.99

Crispy Breaded Chicken Breast with Tomato Basil Relish, Balsamic Glaze, and a Light Cream Sauce.

Chicken Marsala | \$27.99

Chicken Breast Dusted in Flour and Seared. Finished with a Mushroom Marsala and Wine Sauce.

Tuscan Chicken | \$28.99

Marinated and Grilled Chicken Breast Topped with a Sundried Tomato Basil Cream Sauce.

Chicken Cordon Bleu | \$28.99

Chicken Breast Stuffed with Ham and Swiss Cheese Then Coated with Bread Crumbs in a Creamy Chardonnay Sauce.

Fire Roasted Flank Steak | \$30.99

Sliced Fire Roasted Flank Steak Served with a Red Wine Reduction.

Sliced Striploin | \$32.99

Striploin Served with a Portobello Fennel Relish and Cabernet Demi-Glaze.

| Add Shrimp | \$6 |

Grilled Pork Ribeye | \$29.99

Grilled Pork Ribeye Finished with a Garlic Dijon Butter Sauce.

Grilled Salmon | \$29.99

Grilled Salmon Filet with a Champagne Chive Cream Sauce.

Blackened Red Fish | \$30.99

Lightly Blackened Red Fish topped with a Shrimp Creole Sauce.

Grilled Mahi Mahi | \$30.99

Freshly Grilled Mahi Mahi Served with a Fire Roasted Red Pepper Sauce.

Herb Crusted Tilapia | \$28.99

Panko and Herb Crusted Flounder with a Roasted Fennel Cream Sauce

Baked Stuffed Shells | \$25.99

Soft Pasta Shells Filled with Herbed Ricotta and Smothered in Marinara Sauce and Topped with Mozzarella Cheese.

Eggplant Parmesan | \$25.99

Fresh Eggplant Topped with Mozzarella and Marinara. Served with a Side of Cavatappi Pasta Alfredo.

Groups: 20-29 People - 1 Entrée Choice

Groups: 30-50 People - 2 Entrée Choices

Groups: 50 or More People – Up to 3 Entrée Choices

BUFFETS

| Minimum of 30 People | All Prices Reflect a Per-Person Charge |

Build Your Own Style Buffet |

Starter Dishes - Choice of Three

Spinach Salad with Sundried Tomatoes, Feta Cheese, Toasted Pine Nuts, and Lemon Pesto Vinaigrette.

Tri-Color Tortellini Salad

Caprese Salad

Sliced Fresh Fruit

Classic Caesar Salad

Fresh Garden Salad

Cavatappi Pasta Salad

Tomato, Cucumber and Red onion Salad

Grilled Vegetable Salad

Greek Salad

Entrees

Tier One \$28.99 Choice of Two Entrees

Chicken Marsala-Mushroom Marsala Wine Sauce
Italian Sausage and Peppers in Marinara sauce
Herb Crusted Tilapia with Roasted Fennel Cream Sauce
Cavatappi Pasta in a Sundried Tomato, Basil Cream Sauce
Sliced Roasted Pork Loin with a Cippolini, Thyme Pan Gravy

Tier Two \$36.99 Choice of Two Entrees

Chicken Cordon Bleu in a Chardonnay Cream Sauce
Grilled Mahi Mahi with a fire Roasted Red Pepper Sauce
Baked Zitti with Meatballs
Baked Stuffed Shells
Tuscan Chicken, Sundried Tomato Basil Cream Sauce
Fire Roasted Flank Steak with a Red Wine Reduction

Tier Three \$39.99 Choice of Two Entrees

Roasted Beef Strip Loin with Caramelized Shallots and Garlic Demi-Glaze
Herb Crusted Salmon with Lemon Chive Sauce and Balsamic Drizzle
Blackened Red Fish topped with Shrimp Creole Sauce
Bruschetta Chicken, Tomato Basil Relish, Balsamic Glaze, and a Light Cream Sauce.
Pistachio Crusted Chicken in a Chardonnay Dijon Cream Sauce
Lobster Ravioli in a sherry Cream Sauce

Complimenting Dishes

| **STARCH** | - Choice of One
Creamy Mashed Potatoes
Rice Pilaf with Mirapex
Roasted Red Potatoes

Served with Roasted Mix Vegetables
Cheese Cake or Lemon Berry Mascarpone

DISPLAYS

| Prices Based on 50 Pieces |

Grilled Vegetable Display | \$185.00

Zucchini, Yellow Squash, Portobello Mushroom, Asparagus, Red Bell Pepper, and Cherry Tomatoes with Chipotle Aioli Dip.

Sliced Fresh Fruit | \$195.00 *Melons, Berries,
and Seasonal Fruits.*

Domestic & Imported Cheese Board | \$260.00

Various Cheeses Served with a Fruit Garnish and Crackers.

Fresh Vegetable Crudités | \$160.00

With Home Style Ranch Dipping Sauce

Baked Brie En Croute | \$195.00

Brie Cheese, Toasted Almonds, and Raspberries Wrapped in Puff Pastry and Baked. Served with Ginger Snaps, Sliced French Bread, and Crackers.

Chilled Jumbo Shrimp Cocktail | \$260.00

Chilled Jumbo Shrimp Served with a Spicy Cocktail Sauce and Lemon Wedges.

KIDS MEAL

| For Children 11 and younger |

Chicken Tenders & Fries | \$16.99

HORS D'OEUVRE SPECIALTIES

*We Suggest Ordering 3-5 Pieces Per Person for a 1-Hour Cocktail Party Recommend
10-15 Per Person for a Cocktail Reception*

Cold Hors D'oeuvres | *Priced Per Piece | Minimum 25 Pieces |*

Spicy Crab in a Cucumber Cup | \$2.99 |

Shrimp Salad Canape | \$2.99 |

Flatbread Bruschetta with Boursin Cheese | \$2.50 |

Mini BLT on Toast Rounds | \$2.50 |

Southwest Chicken and Roasted Corn Canape | \$2.50 |

Smoked Salmon Mousse on Toast round | \$2.50 |

Sliced Steak Crostini with Horseradish Aioli | \$2.99 |

Turkey and Cranberry Pinwheel Sandwich | \$2.50 |

Hot Hors D'oeuvres | *Priced Per Piece | Minimum 50 Pieces |*

Meatballs | \$2.50 |

Sweet & Sour, BBQ, or Teriyaki

Vegetable Eggroll | \$2.75 |

Mini Crab Cake | \$2.75 |

Coconut Shrimp | \$2.75 |

Beef Empanada | \$2.75 |

Mini Quiche | \$2.50 |

Artichoke and Spinach Crostini with Mozzarella Cheese | \$2.50 |

Pigs in a Blanket | \$2.50 |

Bone-In Chicken Wings | \$2.75 |

Teriyaki, Buffalo, BBQ, or Garlic Parmesan

Spanakopita | \$2.75 |

Raspberry Brie Filo cup | \$3.50 |

Boneless Chicken | \$2.75 |

Teriyaki, Buffalo, BBQ, or Garlic Parmesan

BEVERAGES

| Pricing is Per Drink | **LIQUOR**

One Liquor House Cocktails | \$11.00 |
One Liquor Premium Cocktails | \$14.00 |
Top Shelf Drinks or Two Liquor Cocktails | \$17.00 & up |

WINE | Chardonnay, Merlot, Cabernet, and White Zinfandel |
House Wine by the Glass | \$10.00 | Premium
Wine | \$12.00 & up |
Champagne and Sparkling Cider Toast | \$4.00 Per Person |
House Wine or Champagne | \$32.00 Per Bottle |

BEER

Bottled Domestic Beer | \$6.00 |
Bottled Imported Beer | \$7.00 |
Fountain Soft Drinks | \$3.00 |

PUNCH

Fruit Punch | \$15.00 Per Gallon |
Mimosa Punch | \$45.00 Per Gallon or \$7.95 Per Drink |
Bloody Mary Punch | \$60.00 Per Gallon or \$10.00 Per Drink | Kids
Party Fizzy Punch | \$30.00 Per Gallon |

Cash Bar | Guests Pay for Their Own Drinks |

Hosted Bar | The Host Pays for Guest's Drinks (Can Limit to Length of Time or Dollar Amount)
\$250.00 Minimum on Banquet Bars
| If the Minimum is Not Met, the Host Pays the Difference. |

AUDIOVISUAL SERVICES

| Pricing is Per Day |

Flipchart with Markers & Easel | \$20.00 |

Easel | \$10.00 Per Day Included with Room Rental of \$200.00 or More |

Standing or Tabletop Podium | Complimentary | **Wired Hand-Held Microphone** | \$25.00 |

Wireless Handheld Microphone | \$50.00 | **Wireless Lavalier Microphone** | \$75.00 | **LCD**

Projector with Computer Table, Power Cord, and Screen | \$75.00 |

| 1200X800 Resolution, Includes VGA Cable |

6'-10' Projection Screen | Included in Room Rental Based on Room Size |

32" Flat Screen TV Monitor | \$65.00 |

32" Flat Screen TV With DVD Player | \$100.00 |

DVD Player | \$50.00 |

Conference Telephone | \$75.00 |

Includes Local & Domestic Long-Distance Calls

International Calls Will be Charged at The Current Rates at the Date/Time of the Call

Additional Power Strips or Extension Cords | \$5.00 Each | For

Meetings Where All the Guests Will Be Using Laptops Please

Provide a Number of Laptops That Will be Used.

The First Two Per Room are Complimentary **Staging**

| (2) 4x6 Pieces 18'tall \$150.00 |

Dance Floor (16x16) | \$50 Setup Fee |

EVENT GUIDELINES

Room Rental Fees

- Room Rental Fees are on a Sliding Scale Based on Each Event's Specification.
- The Minimal Room Rental Fee Without Food, Beverage, or Overnight Rooms Starts at \$300.00.

Cancellation Policy

- A Cancellation Fee May be Applied for any Event Cancelled That Has Been Confirmed as Definite With a Signed Contract. A Signed Contract is Required to Guarantee Meeting Space.

Sales Tax & Gratuities

- All Prices are Subject to a 7% sales tax and a 20% service charge.

Guarantees

- Hotel Policy Requires That the Catering Office be Notified of the Guaranteed Number of Guests no Later Than 7 Business Days Prior to the Function.
- Billing is Based Upon the Guarantee or the Actual Number of Attendees, Whichever is Greater.
- If the Guarantee is not Received, Billing and Catering Will be Based On the Original Estimate of Attendees.

Menu Selections

- Children's Menus are Available Upon Request for Children 11 Years and Under. o The Children's Menu Includes Chicken Strips and Fries for \$14.95.

Food & Liquor Regulations

- All Food and Beverage Must be Prepared by Hilton Garden Inn and Consumed on the Premises.
- Florida State Laws Prohibits Hilton Garden Inn from Serving Minors, Even When the Space is Rented for a Private Party.
- No Food May Be Taken Off the Premises, from Any Banquet Event, Per Florida Safe Food Handling Law

Conference Center at the Main Library

Rental Rates

The Conference Center at the Main Library located in downtown Jacksonville, Florida rents meeting spaces to both public and private sector individuals, groups and organizations for training seminars, musical performances and recitals, weddings and business meetings. **Call or e-mail the Conference Team, at 904-255-6198 or jplconference@coj.net(link sends e-mail), to learn how JPL's Conference Center at the Main Library can help you with your event.**

CONFERENCE CENTER

— *at the Main Library* —

Conference Venue

Sunday - Thursday: 7 am - Midnight

Friday: 7 am - 4 pm

Event Space	Flat Rate (4 hr. minimum)	Hourly Rate (additional hours)	Flat Rate (as add on only)
Auditorium*	\$1,140	\$285	
Multipurpose Room (All)	\$1,140	\$285	
Multipurpose (Half)	\$800	\$200	
Multipurpose (Quarter)	\$300	\$75	
Green Rooms & Backstage Area**			\$200
Gallery Prefunction Area***	\$400	\$100	
Conference Room G1	\$400	\$100	
Conference Room G2 or G3	\$260	\$65	
Conference Room G4	\$540	\$135	
Main Street Entrance Hallway (non-operational hours only***)	\$400	\$100	
Full Conference Center Rental*	\$2,280	\$570	
The Lounge at 303 North	\$600	\$150	

Conference Venue

Friday: 4 pm - Midnight

Saturday: 7 am - Midnight

Event Space	Flat Rate (8 hr. minimum)	Hourly Rate (additional hours)	Flat Rate (as add on only)
Auditorium*	\$2,600	\$325	
Multipurpose Room (All)	\$2,600	\$325	
Multipurpose (Half)	\$2,000	\$250	
Multipurpose (Quarter)	\$1,600	\$200	
Green Rooms & Backstage Area**			\$200
Gallery Prefunction Area***	\$800	\$100	
Conference Room G1			\$75
Conference Room G2 or G3			\$50
Conference Room G4			\$100
Main Street Entrance Hallway (non-operational hours only***)	\$800	\$100	
Full Conference Center Rental*	\$6,000 H	\$750 H	
The Lounge at 303 North	\$1,600	\$200	

Atrium Venue

MONDAY, THURSDAY, FRIDAY & SATURDAY: Setup: 4 PM – 6:30 PM

Event Hours: 6:30 PM – 11 PM

Teardown Ends: 11 PM – MIDNIGHT

TUESDAY & WEDNESDAY:

Setup: 5 PM – 7:30 PM

Event Hours: 7:30 PM – 11 PM

Teardown Ends: 11 PM – MIDNIGHT

SUNDAY:

Setup: 6 AM – 8:30 AM

Event Hours: 8:30 AM – NOON Teardown Ends: NOON – 1 PM

Setup: 3 PM – 5:30 PM
 Event Hours: 5:30 PM – 11 PM Teardown Ends: 11 PM – MIDNIGHT

Event Space	Flat Rate	Flat Rate (as add on only)
2nd & 3rd Floors of Atrium	\$2,600	
2nd Floor of Atrium & Courtyard	\$3,000	
2nd & 3rd Floors of Atrium & Courtyard	\$3,800	
Full Library Rental (Lounge, 2nd & 3rd Floors of Atrium & Courtyard)	\$5,200 H	\$75
Full Library & Conference Center Rental*	\$8,000 H	
Meeting Room 219		\$75
Meeting Room 319		\$75
The Lounge at 303 North		\$400

ADD-ON OPTIONS TO EVENT SPACES

SATURDAY: 10 AM – 4 PM

SUNDAY: 1 PM – 3 PM

Dressing Room/Storage Room	Flat Rate (as add on only)
Meeting Room 219	\$150
Meeting Room 319	\$150
The Lounge at 303 North	\$400

Rehearsal Outside of Library Hours

Rehearsal Space	Hourly Rate
MP Room or Gallery or Auditorium****	\$200
Courtyard or 3rd Floor Atrium****	\$200

Equipment Available for Rental

Equipment	Flat Rate (As Add-on Only)
PAR LED Uplight Package (10 lights)	\$250
4ft. x 8ft. Stage Risers (8 available)	\$50 per riser
Pipe & Drape, priced by width of drape used	\$8 per foot

Legend

* Approved audiovisual technician is required to operate equipment in the Auditorium sound booth. A technician will be included in contract at \$50 per hour rate inclusive of setup and teardown time OR licensee may provide audiovisual production company meeting the requirements outlined in Section 8 of the Policies and Procedures.

** Event space is included in Auditorium rental, this add-on option is for Multipurpose Room rental.

*** Event space must be added on to an Auditorium or Multipurpose Room rental.

**** May not be added on to rental until six (6) weeks in advance of event date.

H Holiday Rate applies to rentals on days when library is closed.

- Additional Hourly Rental Rate hours must be consecutive to Flat Rate minimum rental hours.
- Rental hours from 12 AM – 2 AM are \$500 per hour plus tax. Event must end no later than 1 AM with teardown completion by 2 AM.
- Main Street Entrance/Exit to Library will be closed to the public during Full Conference Center Rentals.

Non-Profits

- A 50 percent discount is applicable to 501(c)(3) organizations by submitting IRS Nonprofit Determination Letter for Sunday – Thursday room rentals and Friday room rentals until 4 PM. No discount is offered from Friday at 4 PM through Saturday.
- Sales tax exemption is applicable to 501(c)(3) organizations by submitting a State of Florida Sales Tax Exemption Certificate DR-14.

Conference Center Bridal Packages

The Conference Center at the Main Library located in downtown Jacksonville, Florida rents meeting spaces to both public and private sector individuals, groups and organizations for training seminars, musical performances and recitals, weddings and business meetings. **Call or e-mail the Conference Team, at [904-255-6198](tel:904-255-6198) or jplconference@coj.net(link sends e-mail), to learn how JPL's Conference Center at the Main Library can help you with your event.**

CONFERENCE CENTER — *at the Main Library* —

Bridal Packages

Pearl Package

2nd Floor of Atrium & Courtyard

Dressing/Storage Rooms 219 & 319

\$2,825

Sapphire Package

Multipurpose Room & Gallery

Dressing/Storage Rooms G1 & G4

LED Uplight Package

\$3,450

Emerald Package

2nd & 3rd Floors of Atrium & Courtyard
Dressing/Storage Rooms 219, 319 & Lounge

LED Uplight Package

\$4,150

Diamond Package

2nd Floor of Atrium & Courtyard
Multipurpose Room Dressing/Storage
Rooms 219, G1 & G4 LED Uplight Package

\$5,500

**Palm Coast Community Center
For-Profit
Normal Business Hours: Mon-Fri 8am-6pm**



Room	Seating Capacity	Deposit (Refundable)	Room Rate Per Hour
112 Sunshine	225	\$200	\$125
116 Waterfront	175	\$200	\$100
101 Hometown	125	\$200	\$75
114/115 Exploration	40	\$200	\$50

DUE NOW: Deposit

DUE LATER: Room Rate + Taxes

- ❖ If you are booking within the 90 days we require full payment at the time of booking.
- ❖ All reservations require full payment 90 days prior to your event.
- ❖ If you are serving alcohol at your event, we require a \$50 permit fee due at the time of booking.
- ❖ Add-ons
 - Table linens - \$8 each
 - Speaker - \$40
 - Backdrop - \$15

Within 90 Days = Deposit+ Set Up+ Room Rate+ Taxes

Hours	Sunshine Room 112	Waterfront Room 116	Hometown Room 101	Exploration Room 114/115
1	\$ 333.75	\$ 307.00	\$ 280.25	\$ 253.50
2	\$ 467.50	\$ 414.00	\$ 360.50	\$ 307.00
3	\$ 601.25	\$ 521.00	\$ 440.75	\$ 360.50
4	\$ 735.00	\$ 628.00	\$ 521.00	\$ 414.00
5	\$ 868.75	\$ 735.00	\$ 601.25	\$ 467.50
6	\$ 1,002.50	\$ 842.00	\$ 681.50	\$ 521.00
7	\$ 1,136.25	\$ 949.00	\$ 761.75	\$ 574.50
8	\$ 1,270.00	\$ 1,056.00	\$ 842.00	\$ 628.00
9	\$ 1,403.75	\$ 1,163.00	\$ 922.25	\$ 681.50
10	\$ 1,537.50	\$ 1,270.00	\$ 1,002.50	\$ 735.00
11	\$ 1,671.25	\$ 1,377.00	\$ 1,082.75	\$ 788.50
12	\$ 1,805.00	\$ 1,484.00	\$ 1,163.00	\$ 842.00
13	\$ 1,938.75	\$ 1,591.00	\$ 1,243.25	\$ 895.50
14	\$ 2,072.50	\$ 1,698.00	\$ 1,323.50	\$ 949.00
15	\$ 2,206.25	\$ 1,805.00	\$ 1,403.75	\$ 1,002.50

**Palm Coast Community Center
For Profit
After Business Hours:
6pm-11pm & Weekends until 11pm**



Room	Seating Capacity	Deposit (Refundable)	Room Rate Per Hour
112 Sunshine	225	\$200	\$150
116 Waterfront	175	\$200	\$120
101 Hometown	125	\$200	\$100
114/115 Exploration	40	\$200	\$50

DUE NOW: Deposit

DUE LATER: Room Rate + Taxes

- ❖ If you are booking within the 90 days we require full payment at the time of booking.
- ❖ All reservations require full payment 90 days prior to your event.
- ❖ If you are serving alcohol at your event, we require a \$50 permit fee due at the time of booking.
- ❖ Add-ons
 - Table linens - \$8 each
 - Speaker - \$40
 - Backdrop - \$15

Within 90 Days = Deposit + Room Rate + Taxes

Hours	Sunshine Room 112	Waterfront Room 116	Hometown Room 101	Exploration Room 114/115
1	\$ 360.50	\$ 328.40	\$ 307.00	\$ 253.50
2	\$ 521.00	\$ 456.80	\$ 414.00	\$ 307.00
3	\$ 681.50	\$ 585.20	\$ 521.00	\$ 360.50
4	\$ 842.00	\$ 713.60	\$ 628.00	\$ 414.00
5	\$ 1,002.50	\$ 842.00	\$ 735.00	\$ 467.50
6	\$ 1,163.00	\$ 970.40	\$ 842.00	\$ 521.00
7	\$ 1,323.50	\$ 1,098.80	\$ 949.00	\$ 574.50
8	\$ 1,484.00	\$ 1,227.20	\$ 1,056.00	\$ 628.00
9	\$ 1,644.50	\$ 1,355.60	\$ 1,163.00	\$ 681.50
10	\$ 1,805.00	\$ 1,484.00	\$ 1,270.00	\$ 735.00
11	\$ 1,965.50	\$ 1,612.40	\$ 1,377.00	\$ 788.50
12	\$ 2,126.00	\$ 1,740.80	\$ 1,484.00	\$ 842.00
13	\$ 2,286.50	\$ 1,869.20	\$ 1,591.00	\$ 895.50
14	\$ 2,447.00	\$ 1,997.60	\$ 1,698.00	\$ 949.00
15	\$ 2,607.50	\$ 2,126.00	\$ 1,805.00	\$ 1,002.50

**Palm Coast Community Center
Non-Profit/Community Rate
Normal Business Hours Mon-Fri 8 AM to 6 PM**



Room	Seating Capacity	Deposit (Refundable)	Room Rate Per Hour
112 Sunshine	225	\$200	\$50
116 Waterfront	175	\$200	\$40
101 Hometown	125	\$200	\$30
114/115 Exploration	40	\$200	\$15

DUE NOW: Deposit

DUE LATER: Room Rate + Taxes + Optional Amenities

- ❖ If you are booking within the 90 days we require full payment at the time of booking.
- ❖ All reservations require full payment 90 days prior to your event.
- ❖ If you are serving alcohol at your event, we require a \$50 permit fee due at the time of booking.
- ❖ Add-ons
 - Table linens - \$8 each
 - Speaker - \$40
 - Backdrop - \$15

Within 90 Days = Deposit + Room Rate + Taxes

Hours	Sunshine Room 112	Waterfront Room 116	Hometown Room 101	Exploration Room 114/115
1	\$ 253.50	\$ 242.80	\$ 232.10	\$ 216.05
2	\$ 307.00	\$ 285.60	\$ 264.20	\$ 232.10
3	\$ 360.50	\$ 328.40	\$ 296.30	\$ 248.15
4	\$ 414.00	\$ 371.20	\$ 328.40	\$ 264.20
5	\$ 467.50	\$ 414.00	\$ 360.50	\$ 280.25
6	\$ 521.00	\$ 456.80	\$ 392.60	\$ 296.30
7	\$ 574.50	\$ 499.60	\$ 424.70	\$ 312.35
8	\$ 628.00	\$ 542.40	\$ 456.80	\$ 328.40
9	\$ 681.50	\$ 585.20	\$ 488.90	\$ 344.45
10	\$ 735.00	\$ 628.00	\$ 521.00	\$ 360.50
11	\$ 788.50	\$ 670.80	\$ 553.10	\$ 376.55
12	\$ 842.00	\$ 713.60	\$ 585.20	\$ 392.60
13	\$ 895.50	\$ 756.40	\$ 617.30	\$ 408.65
14	\$ 949.00	\$ 799.20	\$ 649.40	\$ 424.70
15	\$ 1,002.50	\$ 842.00	\$ 681.50	\$ 440.75

**Palm Coast Community Center
Non Profit/Community Rate**

After Business Hours: 6pm-11pm & Weekends until 11pm



DUE NOW: Deposit

DUE LATER: Room Rate + Taxes + Optional Amenities

- ❖ If you are booking within the 90 days we require full payment at the time of booking.
- ❖ All reservations require full payment 90 days prior to your event.
- ❖ If you are serving Alcohol at your event we require a \$50 permit fee due at the time of booking.
- ❖ Add-ons
 - Table linens - \$8 each
 - Speaker - \$40
 - Backdrop - \$15

Room	Seating Capacity	Deposit (Refundable)	Room Rate Per Hour
112 Sunshine	225	\$200	\$100
116 Waterfront	175	\$200	\$75
101 Hometown	125	\$200	\$50
114/115 Exploration	40	\$200	\$40

Within 90 Days = Deposit + Room Rate + Taxes

Hours	Sunshine Room 112	Waterfront Room 116	Hometown Room 101	Exploration Room 114/115
1	\$ 307.00	\$ 280.25	\$ 253.50	\$ 242.80
2	\$ 414.00	\$ 360.50	\$ 307.00	\$ 285.60
3	\$ 521.00	\$ 440.75	\$ 360.50	\$ 328.40
4	\$ 628.00	\$ 521.00	\$ 414.00	\$ 371.20
5	\$ 735.00	\$ 601.25	\$ 467.50	\$ 414.00
6	\$ 842.00	\$ 681.50	\$ 521.00	\$ 456.80
7	\$ 949.00	\$ 761.75	\$ 574.50	\$ 499.60
8	\$ 1,056.00	\$ 842.00	\$ 628.00	\$ 542.40
9	\$ 1,163.00	\$ 922.25	\$ 681.50	\$ 585.20
10	\$ 1,270.00	\$ 1,002.50	\$ 735.00	\$ 628.00
11	\$ 1,377.00	\$ 1,082.75	\$ 788.50	\$ 670.80
12	\$ 1,484.00	\$ 1,163.00	\$ 842.00	\$ 713.60
13	\$ 1,591.00	\$ 1,243.25	\$ 895.50	\$ 756.40
14	\$ 1,698.00	\$ 1,323.50	\$ 949.00	\$ 799.20
15	\$ 1,805.00	\$ 1,403.75	\$ 1,002.50	\$ 842.00

Volusia County Meeting Rooms

[Home](#) | [Services](#) | Meeting Rooms

Public use meeting rooms:

Volusia County Public Library has meeting rooms available to the public with certain restrictions. Click here for the meeting room policy and application. Applications may be filled out online but must be presented in person at the branch. Rooms vary in size and hospitality features. Check with your local branch for room availability.

Meeting Room Fees:

Non-profit organizations - No-charge

Meeting room - conference: Accommodates 1-20 people: \$25.00 per hour for-profit organizations

Meeting room - medium: Accommodates 21-99 people: \$50.00 per hour for-profit organizations

Meeting room - large: Accommodates 100 plus people: \$100.00 per hour for-profit organization

Location	Room Name	Room Size	Capacity	Amenities
Northeast Region				
Daytona Beach	Auditorium	48' x 48'	88	Microphone, Projector, Screen
Daytona Beach	North Auditorium (Half of Auditorium)	24' x 24'	32	Microphone, Projector, Screen
Daytona Beach	South Auditorium (Half of Auditorium)	24' x 24'	28	Microphone, Projector, Screen
Daytona Beach	Boardroom	12' x 16'	12	Digital Display
Daytona Beach	Room 1	8.5' x 12'	6	n/a
Daytona Beach	Room 2	8.5' x 14'	8	n/a
Hope Place	Meeting Room	19' x 25'	21	Digital Display
John H. Dickerson Heritage	Meeting Room	24' x 30'	48	Projector, Screen
Ormond Beach	Sand Piper	13' x 26'	16	Digital Display
Ormond Beach	Sandcastle Auditorium	39' x 53'	140	Digital Display, Microphone, Projector, Screen
Ormond Beach	Sea Turtle Room	8.5' x 14'	6	White-Board
Ormond Beach	Starfish Room	8.5' x 12'	6	White-Board
Southeast Region				
Edgewater	Auditorium	29' x 50'	100	Digital Display
New Smyrna	Auditorium	32' x 59'	148	Digital Display, Microphone, Projector, Screen
New Smyrna	Auditorium A (Half of Auditorium)	30' x 32'	68	Digital Display
New Smyrna	Auditorium B (Half of Auditorium)	30' x 32'	68	Digital Display, Microphone, Projector, Screen
New Smyrna	Board Room	14' x 16'	12	White-Board
Oak Hill	n/a	n/a	n/a	n/a
Port Orange	Auditorium	32' x 59'	120	Digital Display, Microphone, Projector, Screen
Port Orange	Auditorium 1 (Half of Auditorium)	30' x 32'	60	Digital Display, Microphone, Projector, Screen
Port Orange	Auditorium 2 (Half of Auditorium)	30' x 32'	60	Digital Display, Screen
West Region				
DeBary	Auditorium	23' x 34'	60	Digital Display, Screen, Separate Restroom
DeLand	Auditorium	24' x 45'	100	Digital Display, Microphone, Projector, Screen
Deland	Meeting Room	8' x 12'	8	White-Board
Deltona	Classroom	19' x 24'	30	n/a
Deltona	Magnolia Room	22' x 27'	87	Digital Display
Deltona	Scrub Jay Auditorium	42' x 58'	324	Digital Display, Projector, Screen
Deltona	Scrub Jay 1 (Half of Auditorium)	29' x 42'	165	Digital Display
Deltona	Scrub Jay 2 (Half of Auditorium)	29' x 42'	165	Projector, Screen
Lake Helen	Meeting Room	24' x 24'	33	Digital Display
Orange City	n/a	n/a	n/a	n/a
Pierson	Meeting Room 1	13' x 28'	12	Digital Display, White-Board
Pierson	Meeting Room 2	9.5' x 16'	4	White-Board

Note: Wi-Fi available in all rooms