From: **Alena Amante** alena@civichall.org 📎
Subject: Re: Questions about Civic Hall space for an event
Date: May 12, 2016 at 11:59 AM
To: Melissa Romaine melissa@mozillafoundation.org
Cc: Vanessa Rhinesmith vanessa@mozillafoundation.org

Melissa & Vanessa,

It's a pleasure to meet you both and thank you for reaching out again! This sounds great, I'm excited to find the best space for the on-boarding.

We have a few options based on what you described:
Reception Room
The Reception Room can be booked on its own without the Mainstage room. It's $800 per 3.5 hour block, each additional hour for $120 (3 hour max) and the only other fees would be for House Management (who runs AV, point of contact for the day) for $200, cleaning $150, and freight if needed.

The capacity for reception style is 80, so this would be a great space for a group of 20 to break out into groups. I've included some pictures and list of amenities for your reference.

Board Room + Smaller Conference Rooms
We can book our Board Room for the main sessions of the on-boarding and also have the 4 smaller conference rooms available for the break out sessions. With this setup though, your guests will have to walk through our community space to get to the other rooms (the smaller rooms aren't next to the Board Room). Our events site has photos and details for each room.

All of these are bookable by the hour:
Board Room (capacity: 30): $85/hour
Junior Board Room (capacity: 11): $55/hour
3 Conference Rooms (capacity: 8 each): $50/hour/room

Currently, both of these options are available on July 18th!

Let me know if either of these options sound like they might work or if you have any questions. I look forward to hearing more about the on-boarding!

Best,
Alena

Alena Amante
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Personal Democracy Forum 2016 is almost here!
Register at http://go.personaldemocracy.com

On Wed, May 11, 2016 at 8:38 PM, Melissa Romaine <melissa@mozillafoundation.org> wrote:
> Hi Alena,
>
> I worked with Marissa last year when the Ford-Mozilla Open Web Fellows program gathered in New York for a retreat. This year, we're going to bring together 8 civil society organizations from around the world in July for a day of on-boarding, and we're wondering if Civic Hall would be the right place. We'll be about 20 people; we're looking for a room that would be conducive to break-out groups as well as having big-circles (no tables).
>
> I see that you have quite a few different room layouts; I'm wondering if you wouldn't mind sharing those specs and prices with us for July 18th.
>
> Thanks,
> Melissa
> ---
> **Melissa Romaine**
> Mozilla Foundation
>
> t: @melechuga
> e: melissa@mozillafoundation.org

On Wed, May 11, 2016 at 5:26 PM, Melissa Romaine <melissa@mozillafoundation.org> wrote:
Hi Marissa,

How's it going? Hope you're well.
The Open Web Fellows program had such a good time using your space last fall that we're thinking about another opportunity in July.
This time it will be for about 20 of us during one afternoon or day. We're hoping for some break-out space (as opposed to a room with a table); from what I recall, the big event space would be a bit too big.

My colleague Vanessa (cc'd) and I are wondering if you wouldn't mind sharing some of your room designs and availability options for July 18th.

Thanks,
Melissa

Melissa Romaine
Mozilla Foundation

t: @melechuga
e: melissa@mozillafoundation.org

CIVIC
HALL

RECEPTION ROOM AMENITIES & EQUIPMENT

- Beautiful Knoll Furniture, Including
  - 5 30" High Tables with an additional 3 upon request
  - 1 5' Check-in Table
  - 1 7' Bar Table
- 6 6' Folding Tables, undressed
- Wireless Microphones (upon request)
  - 4 handheld
  - 3 lavaliers
- 1 60" Flat Screen
- iPad control panel for screen sound and lights
- Coat Check Room
- 2 Microphone Stands
- 4 Easels