

Conference Room and Front Lobby Rental Information

Questions or to book: info@vesselcoworking.com



RATES:

Conference Room Available M-F 9-5

- up to 4 hours - \$150 // up to 8 hours - \$300
- We're totally amenable to booking outside those hours on a case by case basis and may require additional fees to cover staff being present, security fees, etc.

Front Lobby Available M-F after 6 and weekends

- up to 8 hours - \$500
- Want to rent our lobby during the weekday for a workshop or something? Let's talk about it!

WHAT'S INCLUDED?

- 100 up/100 down capability Wifi – create "my first day is free" membership at members.vesselcoworking.com
- Restrooms (with showers!) around the corner from Vessel
- Black and white printer (searchable once connected to wifi)
- Unlimited snacks and coffee for smaller groups. If you've got more than ~5, please provide your own.
- ~40 black folding chairs available. This can turn front lobby area into a lecture-style area or add seating in the conference room.
- Whiteboard – stationary in conference room, rolling board able to be moved anywhere.
- Phone – in conference room
- Apple TV (lobby and conference room)– allows you to project from a Mac, just connect to airplay
- HDMI cord (lobby and conference room)

RULES AND OTHER FUN STUFF:

- The exterior (main doors) to the For The City Center are locked on nights and weekends. You are NOT allowed to prop the doors unattended under any circumstance. What you can do is leave a note on the glass for guests to call you to come let them in, or have someone attending the door.
- The same guidelines apply for Vessel's main front door – you may prop it for guests as long as you're standing nearby, but do not leave Vessel with door propped.
- The Lobby can seat up to 40 people, and the conference room up to 10.
- Please be prepared to take bulk trash out of Vessel when you leave if your meeting is on a Tuesday, Thursday, or Saturday when our janitorial service does not come.
- Your group will share a guest pass key card to get in and out of Vessel's locked door. This pass is at the front desk and is wrapped in bright yellow paper! Hard to lose!

FREQUENTLY ASKED QUESTIONS:

- Do you have a microphone?
 - No, but the space is small enough to be able to project well. Or you're welcome to bring your own! And if you're gonna bring a mic, go ahead and rent a karaoke machine...why not?!
- Can we film in the area?
 - Yes, but you must provide your own filming equipment.
- What if I need more chairs?
 - Please let us know ahead of time and we will bring some in. The lobby fits about 40 comfortably. More can absolutely fit (maybe up to 50 or 60) but you lose line of sight to the TV, so it's best for speaking presentations only.
- Will we be charged if we stay late?
 - There's no option to stay past your scheduled time unless prior arrangements have been discussed. But if you wanna make prior arrangements, we're down!

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