

CORPORATE EVENTS

	Saturday	Friday & Sunday	Monday- Thursday
Holiday / Private Party - 3 hour use of space - Event room only - Up to 80 seated - Use of tables and Chairs	\$525 +175/hour 5pm-11pm	\$420 + \$140/hour 5pm-11pm	\$330 + \$110/hour 5pm-11pm
Additional Space (available only as add on)			
2nd Floor Gallery - 40 seated - 70 Cocktails	\$100/hour	\$100/hour	\$100/hour
City Hall Plaza -Cocktail Reception up to 115	\$140/hour	\$140/hour	\$140/hour

Meetings (Daytime only)	Tuesday- Friday 8:30am-5pm	Saturday-Monday 8:30am-5pm
- Event Room only - Available 8:30 am -5pm - Up to 120 Seated	\$80/hour	\$110/hour

***Non-Profits receive a 20% discount on their total rental fee.**

The price includes the following:

- BCA event staff to help plan and make sure your event runs smoothly.
- Use of projector, screen, Blu Ray player, Burlington Telecom Cable and Wireless Internet Services, iPod and PC hook-ups, and surround sound system if your rental is in the Event.
- Use of available tables and chairs. We have 23 6 x2.5' long tables, 12 2' round/square cocktail tables, and 60 chairs.
- Shared access to our small warming kitchen.
- Access to our Galleries, along with the general public, during hours of operation (November 1st-April 30th, 9am-5pm Tuesday-Friday and Saturday 12pm-5pm, May 1st-October 31st 9am-5pm Tuesday-Thursday, 9am-8pm Friday-Saturday, 12pm-5pm Sunday).

The price does not include the following:

- The bar. You have your choice of bar services as long as they file the required paperwork with and hold the required liquor liability for the City of Burlington. Bar services we recommend are listed on the attached Vendor List.
- Food. Please see our attached Vendor List and let us know if we can help you pick a caterer to suit your budget and style. You are welcome to act as your own caterer if you sign and adhere to some additional paperwork.
- Rental of additional tables and chairs from Vermont Tent Company needed for your set-up, as well as china, flatware, linens, etc. If you are renting the outdoor plaza you'll also need to rent a tent. This space can accommodate up to a 30'x30' size. Usually your caterer will take care of this for you.
- The fee charged by any other vendors such as photographers, musicians, florists, etc.

Potential Fees

- Security fee for events exceeding 100 people
- Set up and clean up fee
- \$20/hour minimum staffing fee for someone to staff our first floor gallery should you want your guests to have access to it.

Please note that a 7% sales tax is standard for facility rentals.

Please contact Courtney Lynch at clynch@ci.burlington.vt.us or 802.865.7165 for more information.