

Women's NPA Event Charges and Important Notes

As a benefit of your Alliance Partner membership with WNPA, there is no facility fee to rent event space in the Hope Center during regular hours, 7:30am-6pm. However, there are a few additional expenses that may be incurred:

I. FACILITY COORDINATOR (FC)- (\$20/hr)

A. AFTER-HOURS EVENTS:

An FC is required for ALL after-hours events. The FC is required to be present during all set up, the event itself, and tear down that takes place after hours. They are there as a liaison between you and The Hope Center (THC) as well as to help locate needed tables, chairs, etc, to ensure the lights/sound system/etc. are working, and any other day-of needs your event may require such as temperature control.

B. BUSINESS HOURS EVENTS:

An FC is required for any event that will have more than 25 in attendance. The FC is required to be present during all set up, the event itself, and tear down. They are there as a liaison between you and The Hope Center (THC) as well as to help locate needed tables, chairs, etc, to ensure the lights/sound system/etc. are working, and any other day-of needs your event may require such as temperature control.

C. PRE-EVENT MEETING:

A pre-event meeting MAY be required for any event depending on the size of the event, if food will be served, and/or if A/V will be used. (\$20/hr)

II. SECURITY- (\$45/hr/PER GUARD including 1 hour before and 1 hour after the event which allows 30 min for your guests to leave and 30 min to make sure the building is secure. Billed in 30 min increments)

A. AFTER HOURS EVENTS:

Number of attendees:

1-24	no security guard required (main lobby lights off and doors locked)
25 - 199	1 security guard required
200-299	2 security guards required
300+	3 security guards required

B. BUSINESS HOURS EVENTS:

No extra charge for security.

III. HVAC (HEATING AND AIR CONDITIONER) - (\$45/HR/PER ROOM in 30 min increments)

A. AFTER HOURS EVENTS:

\$45/HR/PER ROOM in 30 min increments

B. BUSINESS HOURS EVENTS:

No extra charge

**IV. FOOD:
(Optional)**

- A. Per Plano Health Department Regulations: any event that is hosted for public invitees, the food must be prepared by a commercial vendor - catered or packaged.
- B. The Hope Center Café may be requested to do the catering in house if you prefer. If your catering is to be served by any outside vendor, The Hope Center must obtain a Certificate of Insurance (COI) from the vendor ahead of time. There is a list of approved vendors we can give you if you desire.

**V. SET UP/TEAR DOWN: (\$40/PERSON in 30 min increments)
(Optional)**

- A. **SET UP:** You are allowed to **set up** the room yourself, which is usually the most cost-effective option. Your Facility Coordinator (FC) will assist you with the location of any tables, chairs, podiums, decorations, etc. However, you also have the option to request the Hope Center maintenance team to set up the room for you in advance. You will need to provide detailed descriptions of the setup you desire.
- B. **TEAR DOWN:** Most rooms do not need to be **put back (tear down)** except making sure all tables are cleaned off with cleansing wipes as well as all chairs pushed in. Do not leave any chairs stacked or tables against the walls. The room must be vacuumed.
EXCEPTIONS:
BOARDROOM – table must be cleaned with the furniture polish that is provided. Note: Please use coasters provided for any drinks during your meeting.
THE SMALL GROUP CENTER – tables must be returned to their original setup.

**VI. PORTER: (\$20/HR with a 4-hr minimum)
(Optional)**

- A. **AFTER HOURS EVENTS:**
A porter can be hired to take out trash, refresh bathrooms, and vacuum following after-hours events for \$20/hr with a 4-hour minimum. Otherwise, you will be responsible to make sure there are enough bathroom supplies (you must supply) for the event and responsible for the cleanup afterward which includes taking out the trash, replacing the trash bags (you must supply), vacuuming, and checking on the neatness of the bathroom.
- B. **BUSINESS HOURS EVENTS:**
You will be responsible to vacuum and wipe down all tables, pushing in chairs and making sure the room is left neat and clean.

**VII. A/V (Audio/Visual)
(Optional)**

- A. We can help you with basic A/V needs.
- B. If more extensive A/V is needed, an A/V person would need to be hired. The Hope Center has a list of preferred A/V vendors. If another is chosen apart from this list, a Certificate of Insurance (COI) would need to be obtained ahead of time.

**VIII. MISCELLANEOUS
(Optional)**

- A. Pipe and Drape: \$50/panel with uplighting
- B. Uplighting: \$25/light
- C. Table Linens: \$5/each (need 2 week notice)
- D. Stage: no charge
- E. Lucite or wooden podiums: no charge
- F. Easels: no charge
- G. Wireless Microphones: no charge
- H. Dry Erase boards : no charge

OTHER NOTES:

- Please provide a greeter for your event at the front doors 30 minutes before the event and up to 30 minutes after the event has started.
- If your event is in the **LOFT** or **BOARDROOM** you will need to provide an escort for your attendees up the elevator.
- Please notify your FC of anything damaged or broken OR any wet spill and the location of it so we can notify THC to properly clean it,
- The bathrooms may not be used for any food clean up.
- Do not lean anything against the walls.
- No open flames candles, balloons, glitter, confetti, or rice may be used.
- Artificial plants may be used but must be picked up from the base when moved and must be returned to their original place.
- Nothing can be hung from the ceiling or on the walls.
- The piano may be used with permission. It is not to be moved or touched nor anything placed on top of it.
- **Any vendor who needs to plug in anything must provide a COI in advance (photo booth, etc.)**
- THC is a non-smoking facility. This includes the parking lot.
- No alcoholic beverages or narcotics will be permitted around the property.

Please note: All expenses will be paid to the Hope Center through WNPA and deducted from your Alliance Partner account approximately TWO months after the event occurs.