



# SPNN Facility Rental Information

*Thank you for your interest in partnering with SPNN on your event. Please review the information below and complete the form to learn more and set-up a walk through consultation.*

## Rooms Available:

SPNN may provide seating for 150 and offer 11 rectangular tables. You may rent table coverings and other furnishings through local vendors.

Room Name	Dimensions	Square Feet	Theater Style (# of people)	Classroom Style (# of people)	Banquet (# of people)	Reception (Standing, # of people)	U-Shape or Board Room (# of people)
Studio	40 x 60	2,400	160	160	160	200	68
Classroom	20 x 40	800	49	49	N/A	60	20
Gallery			N/A	N/A	60	200	N/A
Kitchen							

## Rental Fees:

Billed Half-day (1-4 hours) or Full-day (Over 4, up to 8 hours); over 8 hours will be billed hourly.

Rentals have a 4 hour minimum. Rates are based on events occurring during regular SPNN business hours. If your event will occur outside of these hours, please discuss with SPNN staff.

Room Name	For-Profit Rates	Non-Profit /Government Rates
Studio	Half-Day \$560 / Full-Day \$1,120 / After Hours \$140 per hour	Half-Day \$480 / Full-Day \$960 / After Hours \$120 per hour
Classroom	Half-Day \$480 / Full-Day \$960 / After Hours \$120 per hour	Half-Day \$400 / Full-Day \$800 / After Hours \$100 per hour
*Gallery	Half-Day \$480 / Full-Day \$960 / After Hours \$120 per hour	Half-Day \$400 / Full-Day \$800 / After Hours \$100 per hour
*Kitchen	Half-Day \$200/ Full-Day \$400 / After Hours \$50 per hour	Free

\*Exclusive use fees will apply for private rental of Gallery and/or Kitchen; general public use is free.

## A/V Needs:

Studio rate includes basic audio. Additional fees will apply for supplemental audio or visual equipment required. To record your event, SPNN may provide production services at an additional cost. To learn more about SPNN Production Services, please indicate your interest on the inquiry form.

## To Reserve Room(s):

Complete inquiry form and email to [events@spnn.org](mailto:events@spnn.org). A signed contract and down payment of 1/2 of total rental cost (inclusive of video) are due at booking; balance due day of event. Client cancellations one week or less prior to event will forego their deposit and be charged a \$100 cancellation fee.

***Additional fees may apply.***



## SPNN Facility Rental Information

### EVENT INQUIRY FORM

#### Your Contact Information:

First Name	Last Name
Phone	Email
Company	Address
<b>EVENT DETAILS</b>	
Nature of Event (i.e. workshop, dinner/fundraiser, reception, etc.)	
Event Date	Start Time & End Time
Number of People	Preferred Room(s)
Do you require Production Services?	
Any other details to note?	

EMAIL COMPLETED FORM TO [EVENTS@SPNN.ORG](mailto:EVENTS@SPNN.ORG) OR USE ONLINE INQUIRY FORM:  
[SPNN.ORG/RENTAL](http://SPNN.ORG/RENTAL)