



## EVENT SPACE RENTAL GUIDE



### SOCIAL ENTERPRISE GREENHOUSE

10 Davol Square Unit 100, Providence, RI, 02903

EVENT INQUIRIES / [EVENTS@SEGREENHOUSE.ORG](mailto:EVENTS@SEGREENHOUSE.ORG) / 401.272.2558

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## EVENT SERVICES

### HOST YOUR NEXT EVENT WITH US

We can transform our workspace into event space for your meetings, workshops, panel presentations, and receptions.

### SERVICES WE PROVIDE

Our event space includes projector, microphone, speakers, wireless Internet access, tables, chairs, whiteboard, and markers. Additional supplies and services are available for a fee.



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## MEETING ROOM/CONFERENCE ROOM

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### Meeting Room



**Rate per hour:**

\$10/h

**Capacity:**

 4 people

**Includes:**

- ✓ WIFI
- ✓ Whiteboard

### Conference Room



**Rate per hour:**

\$30/h

**Capacity:**

 12 people

**Includes:**

- ✓ WIFI
- ✓ Whiteboard
- ✓ TV with Apple connect

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## 2<sup>nd</sup> Floor Conference



**Rate per hour:**

**\$20/h**

**Capacity:**

 **8 people**

**Includes:**

- ✓ WIFI
- ✓ Whiteboard

## TRI- Lab Conference



**Rate per hour:**

**\$30/h**

**Capacity:**

 **12 people**

**Includes:**

- ✓ WIFI
- ✓ Whiteboard

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## MAIN EVENT SPACE

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### SEG Hub



#### Full Space

Rate per hour: \$75/h

Capacity:



200 people

#### Partial Space Rate

per hour: \$30/h

Capacity:



30 people

**Includes:** ✓ WIFI ✓ Whiteboard ✓ Projector ✓ Microphone and speaker

**Cleaning fees apply**

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## MAIN EVENT SPACE

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### TRI Lab



**Rate per hour: \$75/h**

**Capacity:**



**100 people**

**Includes:**

✓ **WIFI**

✓ **Whiteboard**

**Cleaning fees apply**

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## TERMS OF USE

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The organization agrees to indemnify and hold harmless SEG Hub against all injury, loss, damage, claim or liability of any kind, whatsoever, occurring to person or property and arising out of the organization's use of the SEG Hub facilities. SEG Hub may, depending on event details and number of attendees, request that an organization obtain a Certificate of Insurance for general comprehensive liability insurance with limits of at least \$1,000,000 and naming SEG Hub as "Additional Insured."

**Parking:** SEG Hub does not have any guest parking and does not validate parking in nearby parking garages. Please advise your guests in advance. Parking garage is Cross Court Parking (Corner of Peck and Dorrance). Rates and additional information can be found here. Metered street parking is also available along Point Street.

**Guest Registration:** For security reasons, a list of attendees should be sent to the SEG Hub Manager, no later than the day before your event.

**Restricted Areas and Additional Space:** The onsite representative from the organization is responsible for ensuring that guests do not enter any areas that are restricted to SEG Hub (i.e. office areas, dedicated desk areas, etc.). Guests should never assume that a vacant room is available.

**Noise Level:** If the event is during the hours of 9AM - 5PM, we ask all guests to be mindful of the fact that the SEG Hub is an office building and sound does resonate throughout the building. Please remind your guests that noise and activity levels should be controlled, especially in the lobby areas. It is the responsibility of the organization to pre-determine if this office environment is conducive to the nature of your function. Be mindful of the fact that SEG Hub is a co-working space and that hub members may be present.

**Equipment:** Audio/visual equipment must be requested prior to your event. For assistance with equipment, please contact, SEG Hub Manager, Andrew Konnerth.

**Deliveries:** If the event coordinator is planning on delivering and removing furniture, this will need to be coordinated through notification to our office. Parking lot at 10 Davol Square is tight and problematic for other tenants to have furniture trucks blocking spaces during the day (even for short deliveries). Any furniture delivery/pickup will need to be coordinated early in the morning between 6:00AM -7:30AM, after 5PM, or during the weekends.

**Bar/Alcohol:** If you are planning on serving alcohol at your event you must use a catering or bar service that carries liquor liability insurance and has TIPS certified bartenders. SEG Hub may, depending on event details and number of attendees, request that an organization obtain a Certificate of Insurance naming SEG Hub as "Additional Insured."

**Catering:** Organizations are required to arrange their own catering. We will need to know stated times for set-up, cleanup and kitchen use (if applicable). The reserved time must be inclusive of this requirement and the caterer must return within this reserved time to pick-up and remove all food/equipment. For functions reserved beyond 5:00 pm, a representative of your organization is required to stay until the caterer has returned to pick-up and/or clean-up. Organizations are responsible for leaving the facility in "broom clean" condition. See rate sheet for cleaning fees that may apply.

**Supplies:** Organizations are expected to provide their own supplies.

**Media:** Any communications or outreach materials containing the SEG Hub name or logo must be reviewed and approved by SEG Hub prior to release. In addition, the SEG Hub must be made aware of any media that will be present at the organization's event.

**Administrative Services:** We do not provide access to services such as copying, printing, faxing, or mail handling.

Follow us on [Facebook](#), [LinkedIn](#), and [Twitter](#).

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For location and parking information, [view our Google Map](#).

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