

Rental Information for the Ebbs Chapel Events and Conference Center

The Ebbs Chapel Events and Conference Center is available for events sponsored by residents of Upper Laurel and Madison County and their guests. In addition, it may be rented by individuals, families, or business and non-profit organizations as a site for their meetings, events or conferences.

Spaces Available for Your Event or Conference

The Event and Conference Center provides four spaces which may be combined as required for a successful event or conference.

The Meeting/Dining Room

The largest flexible space for events and meetings is the 1332 sq. ft. (61' by 21', 8") Meeting/Dining Room. This room may be configured as required for a successful event. Up to 160 folding chairs and 20 3' by 8' rectangular tables are available through the Center. No infant chairs are provided. Any additional equipment is the responsibility of the sponsor to acquire, deploy, and return. Setup before and pull down after the event are the responsibility of sponsors and time to complete these tasks should be included when planning the beginning and ending time for sponsoring the event.

Maximum capacity for the Meeting/Dining Room is determined by the purpose and arrangement of chairs and tables in the room:

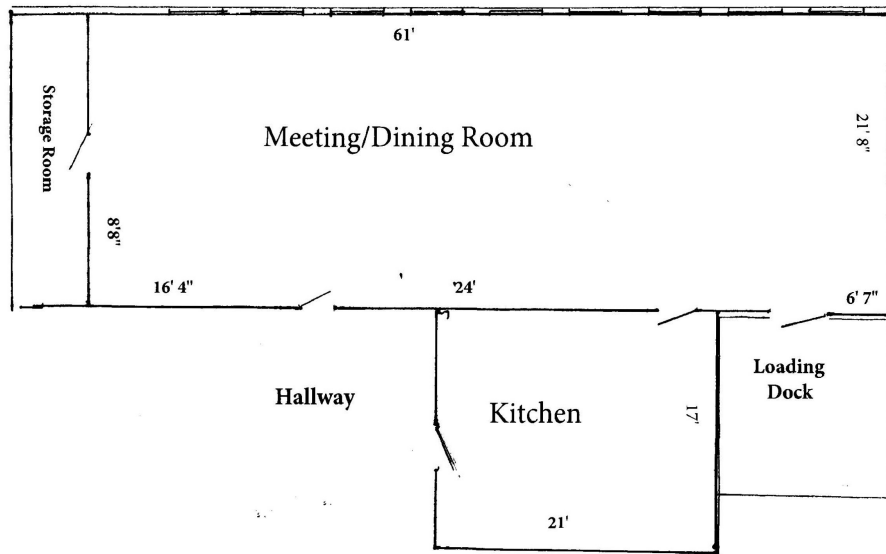
- Standing only (no chairs or tables): 200 people
- Auditorium style seating (chairs only): 175 people
- Dining at 8' rectangular tables: 130 people
- Dining at 6' round tables (tables furnished by the renter): 110 people
- Classroom style seating (8' rectangular tables in rows with chairs behind): 80 people
- Hollow square (8' rectangular tables facing each other): 30 people

An audio system with microphone and speakers may be rented from the Center. Any additional audio/visual equipment must be provided by the sponsor. Internet service is available in the Center.

The room will be turned over to the sponsors in a clean condition and must be returned to the Center in the same clean condition with any material, trash, drink or food residue removed by the sponsor. Sponsor will assume responsibility for any expenses required by damage to the room.

Handicapped access is available through a rear loading dock with ramp.

Ebbs Chapel Events Center



Kitchen

The Events and Conference Center will soon have a fully equipped 21' by 17' kitchen adjoining the Meeting/Dining Room available for an additional rental charge. The room may also be used as a staging area for events catered through arrangements by the sponsor. The Center may provide kitchen service at additional rental cost. Currently alcoholic beverages are by law not permitted at the center.

The kitchen will be turned over to sponsors in clean condition and must be returned to the Center in the same clean condition with any material, trash, drink or food residue removed by the sponsor. Kitchen equipment must be cleaned and restored to the condition upon rental. Sponsor will assume responsibility for any expenses required by damage to the kitchen, its equipment, or its contents. Catering access to the kitchen is via loading dock accessed through the back corner of the Meeting/Dining Room.

Additional Meeting Rooms

The Ebbs Chapel Community Center contains two smaller rooms that may be available for an additional charge. These rooms are separated from the Meeting/Dining Room by a hallway. The rooms contain chairs and tables. Sponsors will be responsible for any required additional chairs or tables.

Ebbs Chapel Performing Arts Center

Subject to availability, the Ebbs Chapel Performing Arts Center may also be scheduled by event organizers with additional rental. The auditorium contains 250 fixed seats in a slanted installation with two aisles. Limited number of additional folding chairs are possible consistent with fire regulations. For more information on the Ebbs Chapel Performing Arts Center see that section of the website.

Arranging Your Event or Conference

Parties interested in scheduling an event in the Center should contact the Ebbs Chapel Community Center and arrange a visit by the event sponsors. After touring the facility, if the Center meets the needs of the sponsors, any rental rates for desired facilities will be discussed. Additional information and rules for sponsors may be specified in a contract drafted and presented by the Center prior to final agreement. A final irrevocable commitment to a rental agreement will be required at least two weeks prior to the event with the rental fee paid at least 48 hours before the event.