

New Year ❁ New Possibilities

Full Kitchen Use \$150

Now includes full china (for up to 350).
Help cut down on paper and plastic waste by using the china provided.

Water Service \$35

Ice water, refilled throughout your event, with glass cups
Reduce your event's plastic bottle waste.

To-Go Containers \$10 per 10 containers

100% recyclable containers in various sizes

Full Linen Service

Linens in a variety of colors to fit all our tables
Table Linens: \$10 each • Linen Napkins: \$1 each
Includes: Pick up, set up, and collection of linens from your tables as well laundry cost. Linen napkins are available in a variety of colors.

Linen Pick up* \$50

It can be hard to manage dirty linens after your event – let us do it for you!

Includes: Taking linens off your tables and returning them to renter.

*This service is if you are not using our linen service. If linens are not taken the night of the event, \$50 will be charged for linen service.

Printing Services**

Black & White Copies
1-sided: 6¢ each • 2-sided: 10¢ each

Color Copies
1-sided: 35¢ each • 2-sided: 60¢ each

**Unlimited copies with sufficient advance notice. Limit of 50 copies if requested on day of event.

White Lighted Tulle

Includes: White mesh tulle, adorned with white lights, draped around the walls of the room.

Sequoia A Only: \$50 • **Sequoia B Only:** \$100
Sequoia A+B: \$150

Easel & Giant Note Pads \$10 each

Includes: Easel, note pad, and a variety of colored markers to use during your event. The note pads are yours to keep.

Basic+ Technology Assistant \$25/hour

Includes: Microphones, cameras, projection on multiple screens.

Advanced Technology \$100/hour

Includes: Use of full technology, with HCOE staff available for in-room tech needs based on previously arranged timelines.

Note: Rehearsals and pre-meetings will be charged per hour.

Audio/Visual Recording of Event \$50

Includes: A sharable link of your recording

This is a great tool if you want to share your training or event with others who could not make it, or use for future trainings.

Catering

Are you interested in providing light catering for your event? Please check out what we offer in house, as well as our preferred vendors list:

<https://sequoiacenter.net/preferred-vendors>

Breakfast Options

Light Breakfast \$9/person

- Fresh Fruit Platter
- Assorted Scones and Muffins
- Orange Juice, Coffee & Hot Tea

Yogurt & Bagel Bar \$12/person

- Fresh Fruit Platter
- Assorted Bagels
With cream cheese, peanut butter & jams
- Yogurt Bar
With granola, honey, agavi, blueberries, raspberries & sliced strawberries
- Orange Juice, Coffee & Hot Tea



Coffee Service Only \$10/pot

- Serves about 12 8-ounce cups/pot
- Includes cups, sugar & cream

Lunch Options

Sandwich Bar \$12/person

- Make Your Own Sandwich Bar
- Variety of Chips
- Fresh Baked Cookies



Soup & Salad \$14/person

- Choice of 2 Salads
- Choice of 2 Soups
- Choice of Cookies or Brownies
- Fresh Bread

Baked Potato Bar \$15/person

- Baked Potato Bar
Includes butter, sour cream, shredded cheese blend, crumbled bacon, chopped green onion
- Choice of Salad
- Fresh Bread

All lunch options include an assortment of cold beverages.