

VENUE RENTAL



CENTER AMENITIES

The two-story, 80,000-square-foot Center for Health & Wellbeing offers interior and exterior venue rentals for events of varying sizes.

When you hold your event at the center, the facility offers many amenities to ensure your participants enjoy a unique experience.

- Access to the Center's in-house wellbeing experts to supplement your program or event – think yoga during meeting breaks or happy hour cooking classes with our innovative and forward-thinking restaurant chef.
- Access to the Center's free parking garage is located on the West side of the building; visitor drop-off and handicap accessibility also available.
- Access to the Center's indoor walking track and outside walking paths, ideal for breaks and networking.
- In-house catering option from Nourish Coffee Bar + Kitchen, the Center's healthy café offering cuisine from a 'comfort food gone healthy' approach. Nourish is located next door to the Elinor + T.W. Miller, Jr. Community Conference Center.



Center for Health & Wellbeing™

2005 Mizell Avenue | Winter Park, FL 32792 | 407.644.2492

YourHealthAndWellbeing.org

VENUE



THE COMMONS

The heart and hub of the Center for Health & Wellbeing is the exquisitely designed Commons, a large gathering space rich with natural light.

Event Amenities in The Commons Include:

- Tables, comfortable chairs and casual, upholstered furniture
- Expansive panoramic vistas of the Center's outdoor gardens
- Decorative inlaid terrazzo floor medallions that add color and whimsy to your event
- Warm wood tones, live greenery and a 47-foot ceiling for a true atrium feel

The Commons Event Capacities:

Square Footage	Dimensions	Theater	Rounds of 8	Rounds of 10	Reception
4,408	29'3" x 111'2"	300	152	190	300

Rental Rates:

Daytime Rate:

	Square Footage	Hourly Rate
The Commons	4,408	\$250

Evening Rate:

	Square Footage	Hourly Rate
The Commons	4,408	\$225

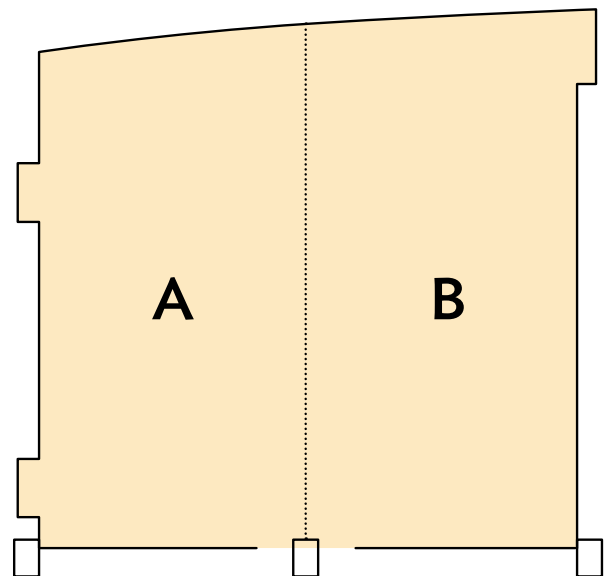


ELINOR + T.W. MILLER, JR. COMMUNITY CONFERENCE CENTER

Spacious, welcoming and warm, the Elinor & T.W. Miller, Jr. Community Conference Center accommodates events of up to 200 attendees, with the flexibility to be divided in half for smaller events. Whether you're planning a seminar, workshop, or professional conference, the Community Conference Center is everything you need to host a successful event.

Event Amenities in the Community Conference Center Include:

- Digital projector and three 13'x8' screens located at the front and side of the room
- Two wireless handheld microphones
- Two wireless lavalier microphones
- Podium
- Hearing aid assistance (up to 12 connections in the Conference Center)
- Tables and Comfortable Chairs



Theater	Classroom	Rounds of 8	Rounds of 10	Crescent Rounds	Reception	U-Shape	Hollow Square

Community Conference Center Event Capacities:

SqFt	Dimensions	Theater	Classroom	Rounds of 8	Rounds of 10	Crescent Rounds	Reception	U Shape	Hollow Square
Whole Conference Center									
3,245	57'5" x 56'6"	200	122	128	160	96	240	44	56
Room A									
1,535	28'10" x 53'3"	100	90	64	80	48	120	34	36
Room B									
1,630	28'8" x 56'10"	100	90	64	80	48	120	34	36

Rental Rates:

Daytime Rates:

	Square Footage	Hourly Rate
Conference Center (Whole)	3,245	\$275
Conference Center (Room A)	1,535	\$150
Conference Center (Room B)	1,630	\$150

Daytime rates apply from Monday through Friday, from 7:00 am through 5:00 pm. Space must be reserved for a minimum of two hours. A 25% deposit is required to hold a reservation.

Evening and Weekend Rates:

	Square Footage	Hourly Rate
Conference Center (Whole)	3,245	\$250
Conference Center (Room A)	1,535	\$125
Conference Center (Room B)	1,630	\$125

Evening and weekend rates apply for events beginning at 5:00 pm. Monday through Friday and all-day Saturday and Sunday. Space must be reserved for a minimum of two hours. A 25% deposit is required to hold a reservation.



MEETING ROOM 2201

Ideal for smaller groups and hands-on workshops, the Center’s larger upstairs Meeting Room 2201 is equipped for groups of up to 12. With conference tables, comfortable seating and presentation screens, this space is perfect for a corporate committee meeting or creative event.

Event Amenities in Meeting Room 2201 Include:

- Tables and Chairs
- Digital Projector and 86” Screen
- White Board + Markers
- Specialized Teleconference Equipment

Meeting Room 2201 Event Capacities:

Square Footage	Dimensions	Maximum Capacity	Classroom	Conference Room
388	24’4” x 15’11”	12	12	12

Rental Rates:

Daytime Rate:

	Square Footage	Hourly Rate
Meeting Room 2201	388	\$70

Daytime rates apply from Monday through Friday, from 7:00 am through 5:00 pm. Space must be reserved in blocks of four or eight hours. A 25% deposit is required to hold a reservation.

Evening Rate:

	Square Footage	Hourly Rate
Meeting Room 2201	388	\$60

Evening rates apply at 5:00 pm Monday through Friday. A 25% deposit is required to hold a reservation.

Weekend Rate:

	Square Footage	Hourly Rate
Meeting Room 2201	388	\$57.50

Weekend rates apply after 5:00 pm Monday through Friday and all-day Saturday and Sunday. Space must be reserved in blocks of four or eight hours. A 25% deposit is required to hold a reservation.



MEETING ROOM 2202

Similar in design and amenities to Meeting Room 2201, this intimate space ideal for smaller groups. With conference tables, comfortable seating and presentation screens, this space is a perfect venue for a small group meeting.

Event Amenities in Meeting Room 2202 Include:

- Tables and Chairs
- Digital Projector and 75” Screen
- White Board + Markers
- Specialized Teleconference Equipment

Meeting Room 2202 Event Capacities:

Square Footage	Dimensions	Maximum Capacity	Conference Room
160	15’2” x 10’6”	6	6

Rental Rates:

Daytime Rate:

	Square Footage	Hourly Rate
Meeting Room 2202	160	\$60

Evening Rate:

	Square Footage	Hourly Rate
Meeting Room 2202	160	\$55

Daytime rates apply from Monday through Friday, from 7:00 am through 5:00 pm. Space must be reserved in blocks of four or eight hours. A 25% deposit is required to hold a reservation.

Weekend Rate:

	Square Footage	Hourly Rate
Meeting room 2202	160	\$53.75

Evening and weekend rates apply at 5:00 pm Monday through Friday and all-day Saturday and Sunday. Space must be reserved in blocks of four or eight hours. A 25% deposit is required to hold a reservation.

VENUE



HEALTHY LIVING EXPERIENCE

Located alongside the Center's Commons, the Healthy Living Experience is open to passers-by, making this location ideal for programs or events for which you'd like to leverage the Center's foot traffic and curious visitors.

Event Amenities in the Healthy Living Experience Include:

- Tables and Chairs
- 75" Screen for Presentations

Healthy Living Experience Event Capacities:

Square Footage	Dimensions	Maximum Capacity	Theater	Classroom
578	15'2" x 10'6"	6	24	8

Rental Rates:

Daytime Rate:

	Square Footage	Hourly Rate
Healthy Living Experience	578	\$100

Daytime rates apply from Monday through Friday, from 7:00 am through 5:00 pm. Space must be reserved for a minimum of two hours. A 25% deposit is required to hold a reservation.

Evening and Weekend Rate:

Space	Square Footage	Hourly Rate
Healthy Living Experience	578	\$100

Evening and weekend rates apply at 5:00 pm Monday through Friday and all-day Saturday and Sunday. Space must be reserved for a minimum of two hours. A 25% deposit is required to hold a reservation.



NUTRITION THEATRE

A home kitchen but much bigger, much better, our Nutrition Theatre is outfitted with the latest cooking gadgets and appliances to take your cooking classes, demonstrations or small, catered events to the next level.

Event Amenities in the Nutrition Theatre Include:

- Three Wolf ovens
- One six-burner gas range
- One Subzero refrigerator
- Three eight-quart InstantPot pressure cookers
- Williams Sonoma utensils and kitchen gadgets
- HD Camera to Record Class or Demonstration

Nutrition Theatre Event Capacities

10

Rental Rates:

Daytime, Evening and Weekend Rates:

	Hourly Rate
Nutrition Theatre	\$125

Space requires a \$100 deposit to hold a reservation.

DISCOUNTS

Discount Type	Percentage	Details
Nonprofit organizations	25%	Nonprofit organizations receive a special discount with proof of nonprofit status.
CHWB promotional rate	20%	To celebrate the first six months of accepting bookings, the CHWB offers a discount applicable to events held before 8/31/2020.
Multi-room discount	15%	If booking multiple rooms on the same day, the client may take advantage of our multi-room discount.
Winter Park Chamber of Commerce Member rate	10%	All members of the Winter Park Chamber of Commerce receive a discount on any rental space.

Only one discount may be applied to a rental; discounts do not stack.

ADDITIONAL DETAILS

In order to hold a reservation, a 25% deposit is required, except in the case of the Nutrition Theatre which requires a deposit of \$100. Rental of the indoor meeting and conference spaces includes the use of outdoor garden space, if needed. Outdoor garden space may also be reserved separately from indoor meeting and conference spaces.

CHWB Venue Policies and Procedures

The Center for Health & Wellbeing (CHWB) is a partnership between the Winter Park Health Foundation (WPHF) and AdventHealth.

Together as Owners, our policies and procedures for renting Center venue space are:

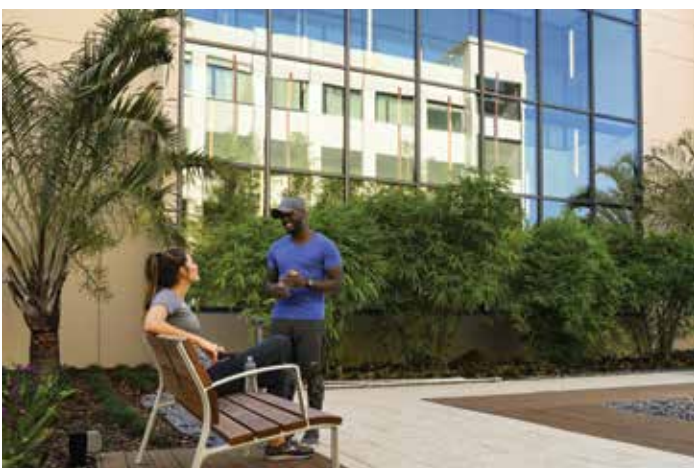
1. The Group renting space is responsible for all damages and/or injuries to any person(s) or property resulting from inadequate supervision or carelessness on the part of the Group. Building and/or grounds will be examined prior to and after usage by the Owners and Group to determine condition and any potential damages.
2. The Owners are not responsible for items lost or stolen on premises.
3. For safety purposes, preferred floor layout of tables/chairs/catering/additional floor items must be provided to the CHWB Program Coordinator thirty (30) days prior to the event. Please note that floor layouts will be adjusted at the Owner's discretion to adhere to fire and safety guidelines.
4. Loud voices and phone conversations will disturb other CHWB guests. Please be mindful of other guests and ongoing events.
5. The Group must remove all food from storage areas, including the Nutrition Theatre refrigerator and place all trash and food litter in appropriate containers. Boxes must be broken down and flattened, and any items that cannot be disassembled must be emptied of their contents and neatly stacked for the CHWB environmental services staff to dispose of. The Owners require recyclables be placed in the appropriate containers.
6. The Group is responsible for ensuring that event attendees do not access restricted areas including but not limited to: CHWB office space, Crosby Wellness Center, Kids' Corner, medical and rehabilitation facilities, and areas which have not been reserved by the Group.

7. The Owners do not provide break rooms/green rooms/staging areas for events, nor food or beverage of any kind. This includes the use of microwave ovens and refrigerators.
8. The CHWB is a smoke-free campus. The use of nicotine products, including electronic cigarettes, on the premises is prohibited.
9. Pre- and post-activity or program storage will not be provided.
10. Decorations, posters, and any other items are not to be taped, tacked, stapled or nailed to any walls, tables or any other structure or equipment.
11. Animals are not permitted in the CHWB with the exception of service animals.
12. Certain types of event décor are prohibited. Meetings and events may not use decorations which include:
 1. Balloons
 2. Confetti (including birdseed and rice)
 3. Glitter
 4. Sparklers
 5. Release lanterns
 6. Open flame (candles, tiki torches, etc.)
 7. Fog/smoke machines
13. Catering vendors may not use plastic drinking straws or coffee stirrers. Paper straws and wooden coffee stirrers are an acceptable alternative. The Group is responsible for notifying the catering service of these requirements.



14. All booking requests are considered on a first come, first served basis based on available space.
15. A detailed timeline of your event is required one week prior to your event date. Please be sure to include set-up and break-down times in your event timeline.
16. The Group is required to load out all event items at the conclusion of the event. Items may not be left behind for later pickup. The Owners are not responsible for disposal of items brought by the Group.
17. A 25% deposit is due at the signing of the CHWB Facility Usage Contract in order to reserve the event date. Balance is due one week prior to the event date. Deposits are refundable 4-6 weeks after the conclusion of the event unless the deposit or a portion of the deposit is retained due to violation of the policies outlined in the Facility Usage Contract.
18. The Group agrees to abide by all Owners' requirements and specifications.
19. Failure to adhere to any of the above conditions may result in the cancellation of existing reservations and impact any future requests.
20. A two-week cancellation notice is required for all events. Any function which is cancelled within two weeks of the event date will forfeit the 25% deposit.

Please contact events@yourhealthandwellbeing.org with questions.



CHWB Preferred Caterers & Vendors

Health: it's in our name; it's our entire mission at the Center for Health & Wellbeing. As such, to those who rent our venue space, we suggest considering healthy food and beverage options for your events. Some of the preferred caterers who can successfully meet that suggestion include:

In-House Catering:

Nourish Coffee Bar + Kitchen

Chef Collette Haw
collette@nourishchwb.com
407.701.4047

Other Caterers:

Second Harvest Food Bank— Catering for Good

Lanette Jarvis, ljarvis@feedhopenow.org
407.514.1048

Arthur's Catering

Hayli Westhelle, hayli@arthurscatering.com
407.331.1993

John Michael Events

Michael Thomas, Michael@johnmichaelevents.com
407.894.6671

DaJen Eats

Jenn Ross, info@dajeneats.com
407.775.5791

Puff n' Stuff

Heidi Brice, events@puffnstuff.com
407.629.7833

Fresh Kitchen

Caitlyn Bracken
waterfordlakescatering@eatfreshkitchen.com
407.893.1510

4Rivers Smokehouse

Robin Bressler, robinm@4rsmokehouse.com
407.341.8074

Furniture Rental:

AFR Furniture Rental

Luci Straub, lstraub@rentfurniture.com
407.608.5141

A Chair Affair

Pamela Childress, pamel@chairaffairrentals.com
386.479.4308

Orlando Wedding and Party Rentals

Paola Rios,
info@orlandoweddingandpartyrentals.com
407.739.5740

Chic Event Furniture

Sydney Fitzgerald, Sydney@chiceventfurniture.com
407.888.8233

Hotels Near the Center for Health & Wellbeing

The Park Plaza

307 S. Park Avenue
Winter Park, FL 32789
2.3 miles west of CHWB

The Alford Inn

300 East New England Avenue
Winter Park, FL 32789
3.1 miles west of CHWB

Thurston House Bed & Breakfast

851 Lake Ave
Maitland, FL 32751
4.6 miles NW of CHWB

Doubletree by Hilton Hotel - UCF

12125 High Tech Avenue
Orlando, FL 32817
5.27 miles east of CHWB

Homewood Suites by Hilton - UCF

3028 North Alafaya Trail
Orlando, FL 32826
5.69 miles east of CHWB

Homewood Suites /Hilton

290 Southhall Lane
Maitland, FL 32751
5.9 miles west of CHWB

Doubletree by Hilton - Downtown Orlando

60 South Ivanhoe Boulevard
Orlando, FL 32804
Phone: 407 425-4455
Reservations: 866-215-4064
5.93 miles SW of CHWB

Hilton Garden Inn - UCF

1959 North Alafaya Trail
Orlando, FL 32826
6 miles east of CHWB

Holiday Inn - UCF

1724 North Alafaya Trail
Orlando, FL 32826
6.11 miles east of CHWB

Crowne Plaza - Downtown Orlando

304 West Colonial Drive
Orlando, FL 32801
6.43 miles SW of CHWB

Sheraton North Orlando

600 N. Lake Destiny Rd.
Maitland, FL 32751
7.2 miles NW of CHWB

Restaurants Near the Center for Health & Wellbeing

Nourish Coffee Bar + Kitchen at the Center for Health & Wellbeing

2005 Mizell Ave.
Winter Park, FL 32792

First Watch

2215 Aloma Ave
Winter Park, FL 32792
.4 miles NW of CHWB

Tibby's New Orleans Kitchen

2203 Aloma Ave
Winter Park, FL 32792
.4 miles NW of CHWB

Seito Sushi (Baldwin Park)

4898 New Broad Street
Orlando, FL 32814
2.2 miles south of CHWB

Prato

124 N. Park Ave
Winter Park, FL 32789
2.2 miles west of CHWB

Ethos Vegan Kitchen

601-B S. New York Ave
Winter Park, FL 32789
2.2 miles west of CHWB

The Briar Patch

3814, 252 N. Park Ave
Winter Park, FL 32789
2.3 miles west of CHWB

The Ravenous Pig

565 W. Fairbanks Ave
Winter Park, FL 32789
2.4 miles west of CHWB

Hillstone

215 S. Orlando Ave
Winter Park, FL 32789
3.3 miles west of CHWB