



## CATERING & SPACE RENTAL

Open Arms of Minnesota provides free, nutritious meals to people living with life-threatening illnesses. Volunteers deliver made-from-scratch meals to more than 1,000 clients, caregivers and dependents per week throughout the Twin Cities metro, providing nourishment and hope for families dealing with cancer, HIV/AIDS, multiple sclerosis and ALS. Each of the delicious meals we provide to our clients costs \$5 to prepare and deliver. One innovative way for community partners to help in this work is to rent space in our beautiful building or hire our highly skilled team of professional chefs to cater your event right here at Open Arms. Revenue from room rental and catering directly fund meals for neighbors in need.

**Every \$5 of profit from catering or room rental = One healthy meal for a client**



## RENTING OUR SPACE

Prices do not include catering and are subject to change. Rental includes use of OAM's tables, chairs, flatware, dishes, podium, coat racks and linens. Upstairs and Main Level conference room rental is discounted 50% with a minimum \$300 catering order. No outside food may be brought in.



### Upstairs Conference Room

- Capacity: 15-20 (conference style)
- HDTV Screen: 55" HD monitor with necessary cables/adapters
- Polycom/conference phone
- Wireless connection
- Attached balcony with seating for 6-8 (works well for small reception, prior to meeting)

Availability: Monday – Thursday, 8 a.m. – 5 p.m.  
Friday – Saturday, 8 a.m. – 2 p.m.

Rental Fee: \$50/hour (2 hour minimum)  
After hours room rental: \$100/hour



### Main Level Conference Room

- Capacity: 15 – 40 (depending on configuration)
- Projector and screen
- Wireless connection

Availability: Mon – Thu, 8 a.m. – 5 p.m.  
 Fri – Sat, 8 a.m. – 2 p.m.

Rental Fee: \$50/hour (2 hour minimum)  
 After hours room rental: \$100/hour



### Main Level Event Space

Main Level event space rental requires \$1,000 food and beverage minimum in addition to room rental charges. No outside food may be brought in.

- Total Capacity – 60-120 people
- 10-person round tables: 80 people
- Harvest Tables: 60 people
- High-tops: 120 people

Evening and weekends - Fri, Sat, Sun: \$2000  
 (with OAM conducting business as usual in kitchen from 8 a.m. – 2 p.m.)

- Minimum of 4 hours
- Access to space at 8 a.m., building closes at 10 p.m.
- Additional service charge may apply for events that end past 10 p.m.

Mon – Thu business hours (8 a.m. – 5 p.m.): \$1000  
 (with OAM conducting business as usual in kitchen)

- Minimum of 4 hours
- Event must end at 5 p.m. or evening rates will apply



For all event space use, a 50% deposit of the rental fee and a refundable \$500 damage deposit are due at the time of booking. In the event of cancellation, the damage deposit is non-refundable. Cancellations must be sent in writing. In the event of cancellation within 15 days of an event, a full payment of minimum charges shall be due.

Full payment for all catering and room rental charges is due within 30 days of the event.

\*Non-profit organizations may receive a discount on charges listed above. Please call for more details.

