

Maine Principals' Association
50 Industrial Drive
Augusta, ME 04330
Phone: 207-622-0217
E-Mail: mpa@mpa.cc ~ Website: <http://www.mpa.cc>

Conference Center Rental Fees – NON PROFIT

| Room | Capacity | Rates without Lunch Meal Catering | Rates with Lunch Meal Catering |
|----------------------------|------------------------------|--|---------------------------------------|
| Conference Room A | Classroom 40 Theater 50 | Full Day \$220 | Full Day \$175 |
| Conference Room B | Classroom 30 Theater 40 | Full Day \$175 | Full Day \$140 |
| Conference Room C | Classroom 30 Theater 40 | Full Day \$175 | Full Day \$140 |
| Conference Rooms A/B/C | Classroom 100 Theater 130 | Full Day \$450 | Full Day \$360 |
| Conference Rooms A/B/C/D/E | Classroom 100 Theater 130 | Full Day \$650 | Full Day \$525 |
| Meeting Room D | Rectangle 12 | Full Day \$135 | Full Day \$105 |
| Meeting Room E | Rectangle 12 | Full Day \$135 | Full Day \$105 |

Rental Rates: Rates are per day. No half day rates are available. A \$20 per hour surcharge will apply beyond eight hours of use per day.

Overnight Facility: Groups using our facility are eligible for a discounted sleeping room rate at a hotel within one to four miles of the MPA Meeting Center.

Confirmation Policy: Outside Party will receive written confirmation within seven (7) business days upon MPA receipt of completed Reservation Form and required deposit of \$100.

Cancellation Policy: If function is canceled within twenty-one (21) days of the event, full Room Rates and Food Costs will be charged. (Functions canceled more than twenty-one (21) calendar days prior to the Function will be subject to payment of expenses incurred by the MPA and the ability of MPA to re-book the facility on the dates canceled.