

The *Thomas Center*

302 Northeast Sixth Avenue
Gainesville, Florida



Thomas Center AND *Meeting Rooms*

The Thomas Center is a beautifully restored Mediterranean Revival-style facility that is listed on the National Registry of Historic Places. It contains 1920's period rooms, local history exhibits, two art galleries, banquet rooms, performance space and meeting rooms. The Thomas Center is surrounded by beautifully landscaped grounds and gardens.

The Thomas Center has various meeting rooms available. Room 102, the Sam Gowan History room, contains a conference table that seats twelve people. Room 105, the Lucille Maloney room, contains a conference table that seats eighteen people. The Spanish Court seats over a hundred people, auditorium style, while the adjoining Long Gallery seats sixty. Gallery A, located on the lower level, seats forty people; the kitchen is also available as a meeting space.



Room 105



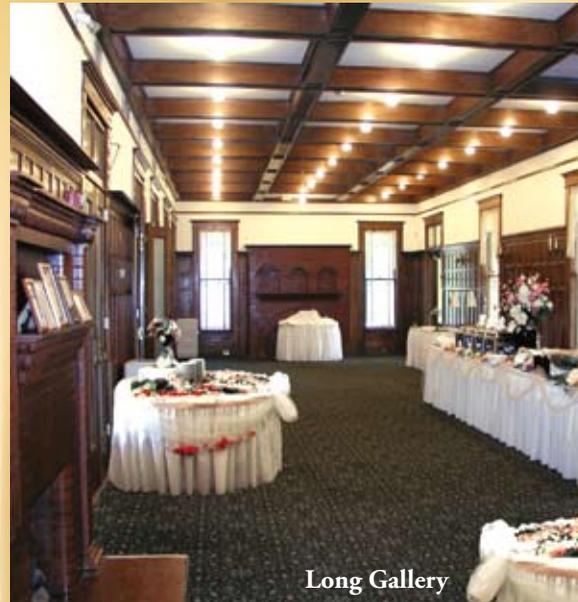
Turtle Court



Spanish Court AND Long Gallery

Situated at the heart of the Thomas Center, the Spanish Court rises two stories to a full skylight. It is surrounded by a colonnade and second story Mezzanine area. This room is perfect for events, meetings, luncheons or as a performance space.

Adjoining the Spanish Court with five sets of double doors on the south wall, the Long Gallery is fully paneled in walnut, has two fireplaces, and carpeting. This room is used for social events, luncheons and meetings.



Long Gallery



Spanish Court



Photo Courtesy of Photography 35



The Thomas Center provides a unique, historic and versatile space for memorable events of all types. A \$200 non-refundable deposit is required to reserve a date for an event. This deposit will be applied to the balance due and is non-transferable to other City departments. All fees, including a \$300 security deposit, must be paid in full one month prior to the event. Events scheduled in the gardens require a \$75.00 security deposit. Payment may be made by cash, check, MC or VISA.

Location/Room	Social		Meeting		Non-profit Meeting	
	Weekday (8am-5pm)	Evening/Weekend	Weekday (8am-5pm)	Evening/Weekend	Weekday (8am-5pm)	Evening/Weekend
Spanish Court	\$26.00/hr	\$47.00/hr	\$20.00/hr	\$35.00/hr	\$13.50/hr	\$20.50/hr
Long Gallery	\$22.00/hr	\$35.00/hr	\$14.50/hr	\$27.00/hr	\$9.00/hr	\$14.50/hr
Spanish Court & Long Gallery	\$41.00/hr	\$79.00/hr	\$27.00/hr	\$53.00/hr	\$17.00/hr	\$27.00/hr
Meeting Room 102	\$12.50/hr	\$22.00/hr	\$11.00/hr	\$19.00/hr	\$10.00/hr	\$12.50/hr
Meeting Room 105	N/A	N/A	\$13.50/hr	\$23.00/hr	\$12.50/hr	\$13.50/hr
Kitchen	\$18.00/hr	\$29.00/hr	\$7.00/hr	\$8.00/hr	\$6.00/hr	\$7.00/hr
Gallery A	\$8.00/hr	\$18.00/hr	\$7.00/hr	\$11.00/hr	\$7.00/hr	\$10.00/hr
Thomas Center West Gardens	\$34.00/hr	\$35.00/hr				
Theatre or Turtle Court	\$17.00/hr	\$29.00/hr				
Commercial Film Shoot	Daily Rate - \$340.00/day		Prep Days - \$170.00/day			
Photo Shoot	Inside facilities or gardens - \$56.00/hr					
Porches	All times - \$11.00/hr					
Period Room	All times - \$34.00/hr					
Hallway	If used for anything but access - \$17.00/hr					
Wedding Rehearsals	\$18.00/hr					

Rental and personnel fees must include the total duration of time for access required by caterer, florist, agent or user, etc. as well as sufficient time for complete clean up of the leased premises. 1½ hours set up and 1½ hours for clean up is required when using one room. 2 hours set up and 1½ hours for clean up is required when using multiple rooms.

State tax of 6.75% is charged on all fees. Non-profit organizations must present proof of tax exempt status when paying fees.

Smoking is not allowed in any part of the Thomas Center. Fires, candles, sparklers or other ignited objects are not permitted at the site, or anything which causes a high concentration of particulates i.e. (dust, vapor, smoke, snow, glitter, etc.) to be in the air, as this may activate the halon fire extinguisher system. If this regulation is disregarded and the fire extinguisher system is discharged, the lessee is liable for the cost of recharging the system.

Nothing is allowed to be thrown on the premises, including the outdoor gardens; i.e. rice, birdseed, confetti, silly string, glitter, bubbles, sparklers, flower petals etc. If this regulation is disregarded, a fee of \$80.00 will be assessed from the security deposit.

All decorations must be installed without defacing the building and are subject to prior approval. No kegs are allowed on the premises.

At the conclusion of the event, the lessee is required to clear the facility of all materials brought into the Thomas Center. Items left may be discarded and a charge of \$27.00 will be assessed from the security deposit. If arrangements are made for later pick-up a storage charge of \$53.00 will be assessed from the security deposit.

The Thomas Center facilities staff will be happy to answer any of your questions and also provide a tour of the facility. Please contact **Erica Chatman, Facilities Coordinator, at 352.393.8539 or email chatmanej@cityofgainesville.org.**

Equipment Rental	
Tables (round 48" or 60")	\$8.00 ea.
Tables (rectangular 6' or 8')	\$8.00 ea.
Brown padded chairs	\$1.00 ea.
White wedding chairs	\$2.00 ea.
Lectern podium	\$27.00 ea.
Overhead projector/screen	\$27.00 ea.
Slide projector/screen	\$27.00 ea.
25" TV & VCR	\$22.00 ea.
Grand piano	\$46.00 ea.
Upright piano	\$23.00 ea.

Personnel Fee \$18.00/hr.
One staff person is required for events accommodating up to 99 people; 100-200 people will require two staff persons; events over 200 will require three staff persons.