

# Van Buren Intermediate School District



## Conference Center

# Van Buren Intermediate

School District



## Conference Center

490 South Paw Paw Street  
Lawrence, Michigan 49064  
(269) 674-8091 Fax: (269) 674-8030

[www.vbisd.org](http://www.vbisd.org)

*The location of your event counts as much as who's attending.*

## Message from the Superintendent:

### *Jeffrey C. Mills*



*Welcome to the Van Buren Conference Center. This facility was opened in 1997, to provide not only for the meeting needs of the school districts of Van Buren County, but also for the needs of county residents and to meet those needs in an economical manner. Since its inception, the center has been used for a wide variety of purposes. These include weddings, receptions, showers, anniversary celebrations, college and university classes and meetings of various groups as well as other activities.*

*Professional development is very important for our schools and civic groups. The Van Buren ISD manages a conference facility available for use by our school districts, agencies, and others. Located in the heart of Van Buren County, the conference center is ideal for workshops, meetings, and large group presentations. Meals can be catered into the facility. Throughout the years, over 50,000 visitors have walked through the doors to take advantage of this beautiful facility.*

*It is a pleasure to be able to provide this service to our constituents. Our goal is to do the very best we can to make each meeting successful and each participant comfortable.*

*Please help us meet this goal by providing feedback, both positive and negative. Your comments are always appreciated and welcome.*

# Van Buren Conference Center



The Van Buren Conference Center in Lawrence, Michigan features a state-of-the-art conference facility that is available for use by various agencies, businesses, nonprofit community groups, and private citizens. The conference facility is ideal for an informal meeting, luncheon or dinner, training session, large group presentation, weddings, proms or many other functions. Free parking is available on-site.

## Conference Rooms

The Van Buren Conference Center is designed to accommodate groups of various sizes, up to 300 people (Chairs Only) 250 (Tables/Chairs). It has three meeting rooms that can be used Individually or in combination that can hold up to 72 people or more and a smaller room that holds up to 20. All

Three rooms are equipped for audiovisual presentations and can be arranged in a variety of ways depending upon the needs of the meeting and room capacity. It has a warming kitchen and is equipped to handle catering for

meals. The lobby & reception area can be used for registration or for greeting guests.



## Coordination Services:

Event Coordination is the backbone of the Conference Center. This is where each and every event and conference comes together. We are available to assist in planning and expediting all of the behind-the-scenes preparations that make for a successful conference or event. Whether you need to plan for 10 to 300, we are ready to meet and exceed your needs.

Here are just a few ways they will assist you in planning:

- Catering Referral
- Audio and Visual Equipment Support
  - Meeting/Function room setup
  - Paper Production
  - State-of-the Art Technology



# Catering Referrals

The Van Buren Conference Center has preferred caterers that are used for all functions held on-site. The caterers use the finest quality ingredients and feature salads, cold trays, and hot food items made from scratch. A standard menu is available. The Conference Coordinator will help you choose menus that are right for special dietary needs and your budget. All organizations wishing to provide their own food may do so. A buffet service area is available for food service.

## Some of our Catering Referrals:

### **Lawrence**

#### **Van Buren Technology Center**

Hospitality Department

Contact: Patti Kenworthy

250 South Street

Lawrence, MI 49064

(269) 539-5311 Patti Kenworthy

(269) 539-5310 Diana Stump

*\*October – May\**

#### **Acapulco Mexican Restaurant**

510 S. Paw Paw Street

Lawrence, MI 49064

(269) 674-3159

### **Hartford**

#### **Hope Center Catering**

57418 CR 681, Suite B

Hartford, MI 49057

269-621-6262

1-888-516-HOPE

#### **The Panel Room**

61116 CR 687

Hartford, MI 49057

269-621-3656

269-621-2559

### **Paw Paw**

#### **Cancun Mexican Restaurant**

37908 W. Red Arrow Hwy.

Paw Paw, MI 49079

269-539-0900 – Martin

*(Closed Dec. 22-Jan. 10)*

#### **Desserts Unlimited/ Premier Catering**

37864 52nd Avenue

Paw Paw, MI 49079

(269) 657-6539

#### **Gallaghers Eatery & Pub**

715 S. Kalamazoo Street

Paw Paw, MI 49079

269-372-3991 – Connie

#### **LaCantina Ristorante Italiano**

139 West Michigan Avenue

Paw Paw, MI 49079

269-657-7033

#### **Village Inn – South**

Catering by Tree Street

28640 M-40

Paw Paw, MI 49079 – Mike Leuw



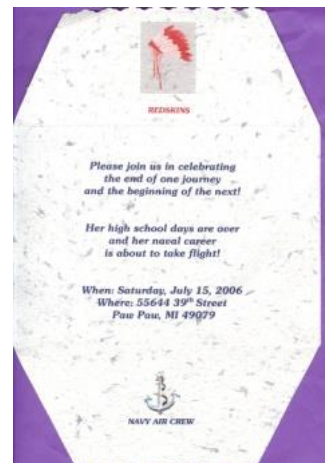
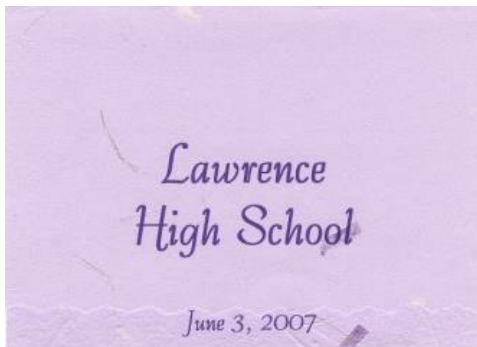
## *Audio/Visual Equipment:*

Our instructional technology professionals provide the audio/visual equipment and services needed for your program. It is important that you communicate to us your complete audiovisual needs so that we can help make your event successful.

Our Conference Center provides a wide range of audio and visual equipment such as Microphones, LCD Projectors, Laptop Computers and much more.

# Paper Production

The purpose of the Paper Production Program at the Van Buren Intermediate School District is to provide students with special needs an opportunity to acquire prerequisite skills that may assist them in obtaining future successful employment. The program makes use of recycled paper and various community donations to create a wide variety of paper products. Some of these products include; invitations, bowls, decorations, notepads, and greeting cards. When necessary, special adaptations are utilized so that each of the tasks can be completed by the students. Our goal is to provide all students with an opportunity to be able to participate in a meaningful manner and create a marketable product. For more information, please call (269) 674-8091 ext. 5226 or dial direct at (269) 539-5226.





# Fees and Deposits

## Monday – Thursday 8:00 a.m. – 10:00 pm & Fridays before 6:00 p.m.\*

The Conference Center does **NOT** charge a room rental fee during the weekdays **unless the meeting or event is being held for a profit.** **For Profit: A \$200.00 refundable deposit along with a \$200.00 rental fee will be required per room** (i.e., Tupperware, Pampered Chef, Mary Kay, other fund raisers, etc.)

Public events during the week such as funeral luncheons, birthdays, graduations, bridal/baby showers, and wedding parties will require a \$200.00 refundable deposit and there will not be any room rental fee charged. However, there will not be a \$25.00 Technology Fee should you need the use of the LCD Projector/Laptop Computer and a \$75.00 additional fee should you wish to have a dance floor. **If there is a Dance Floor requested, the refundable deposit will be \$500.00.**

## Friday Evening Events 6:00 p.m. – 10:00 p.m.\*

A fee of \$600.00 for Friday evening events will be charged along with a \$200.00 refundable deposit. *(If you or your group have violated the Conference Center contract in the past, a \$500.00 refundable deposit will be required).* There will also be an additional \$25.00 Technology Fee should your group need the use of the LCD Projector/Laptop Computer and a \$75.00 additional fee should you wish to have a dance floor.

## Saturday and Sunday 8:00 am – 11:00 pm\*

You are able to have an 8 hour day of your choosing during the hours of 8:00 a.m. – 11:00 p.m. During periods of time in which the building would normally be closed (*Saturday and Sunday*) for the general public there is a fee of \$200.00 per room or \$600.00 for the full facility to provide coverage by custodial staff. If you wish to have a Dance Floor the cost for the full center is \$675.00. If you also want Technology, the cost would be an additional \$25.00 bring the cost up to \$700.00 for the full use of the Conference Center. A **\$200.00 deposit** is due immediately at signing of the contract and is refundable after weekend event (depending on the week, please allow for 1 to 2 weeks for reimbursement). The cost for Non-Profit Organizations is \$80.00 rental fee along with a \$200.00 deposit which is due immediately upon the signing of the contract. *(Refundable deposits are refunded provided that there are not damages, extra clean up or violation of contract. If you or your group have violated the Conference Center contract in the past, a \$500.00 refundable deposit will be required).*

This fee includes:                      Custodian Open/Close of Building, Clean Up (garbage bins, vacuum) &  
Custodian Arrangement of room setup

*\*We recommend parties to start picking up their decorations and any other items you would like to save 1 hour before your ending time, otherwise they will be discarded.*

# Conference Center Pricing

## All Events Require a \$200.00 Refundable Deposit

A \$500.00 Refundable Deposit will be required when requesting a Dance Floor\*

### Full Conference Center – Weekend – Saturday/Sunday – 8 hr. Shift

Full Center ( <i>Does NOT include Dance Floor</i> ) .....	\$600.00
Full Center with Technology .....	\$625.00
Full Center with Dance Floor * .....	\$675.00
Full Center with Dance Floor * and Technology .....	\$700.00

### Individual Rooms at Conference Center – Weekend – Saturday/Sunday – 8 hr. Shift

Individual Room Rental .....	\$200.00
Individual Room Rental with Technology .....	\$225.00
Individual Room Rental with Dance Floor * .....	\$275.00
Individual Room Rental with Dance Floor * and Technology .....	\$300.00

### Friday Evening Events – 4:00 p.m. – 10:00 p.m.

*(Personal - Birthday, Wedding, Showers, Graduations, Retirements, etc.)*

Friday Evening .....	\$600.00
Friday Evening with Technology .....	\$625.00
Friday Evening with Dance Floor * .....	\$675.00
Friday Evening with Dance Floor * and Technology .....	\$700.00

### Personal Weekday Events

*(Birthday Party, Wedding Showers, Graduation, Retirements, etc.)*

Personal-Weekday Evening Events .....	\$200.00 Deposit
Personal-Weekday Evening Event with Technology .....	\$200.00 Deposit + \$25.00
Personal – Weekday Evening Event with Dance Floor * .....	\$500.00 Deposit + \$75.00
Personal – Weekday Evening Event w/Dance Floor * & Technology .....	\$500.00 Deposit + \$100.00

### Profit Weekday Events

*(Tupperware, Mary Kaye, Pampered Chef, etc.)*

Profit -Weekday Daytime/Evening Events Rental Fee – Full Center .....	\$600.00
Profit -Weekday Daytime/Evening Events Rental Fee – Per Room .....	\$200.00
Profit -Weekday Daytime/Evening Event with Dance Floor * .....	\$275.00
Profit -Weekday Daytime/Evening Event with Dance Floor * and Technology .....	\$300.00

# Conference Center Pricing (Continued)

**All Events Require a \$200.00 Refundable Deposit**

**A \$500.00 Refundable Deposit will be required when requesting a Dance Floor\***

## **Non Profit – Weekend – Saturday/Sunday**

<b>Full Center</b> ( <i>Does NOT include Dance Floor</i> ) or <b>Individual Room Rental</b> .....	<b>\$100.00</b>
<b>Full Center with Technology</b> .....	<b>\$125.00</b>
<b>Full Center with Dance Floor*</b> .....	<b>\$175.00</b>
<b>Full Center with Dance Floor* and Technology</b> .....	<b>\$200.00</b>

## **Miscellaneous**

<b>Coffee – Per 10 Cup Pot</b> .....	<b>\$5.00</b>
<b>Coffee – Per 80 Cup Urn</b> .....	<b>\$40.00</b>

## **Individual Pricing**

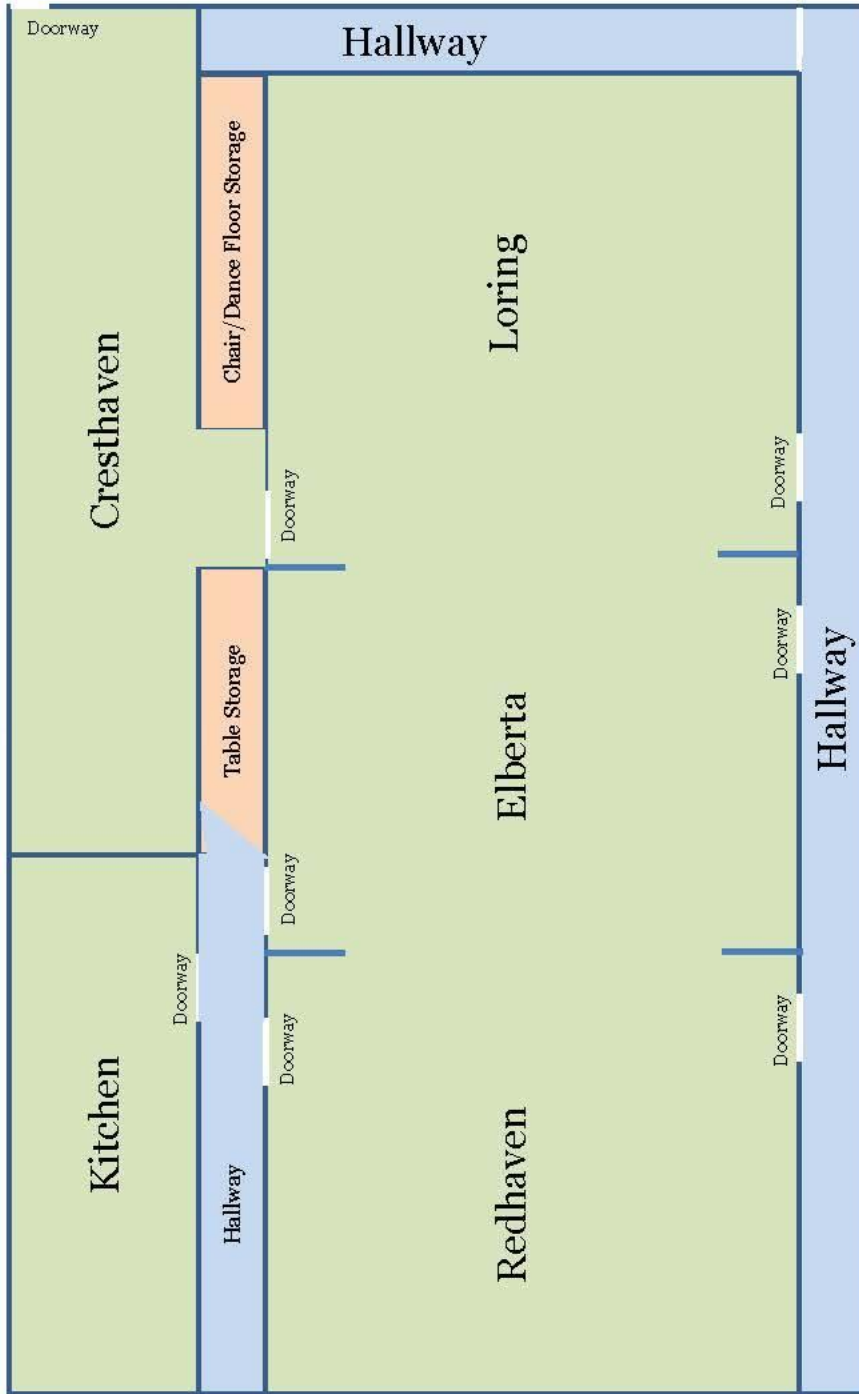
<b>Full Conference Center</b> .....	<b>\$600.00</b>
<b>Individual Room Rental</b> .....	<b>\$200.00</b>
<b>Dance Floor</b> .....	<b>\$75.00</b>
<b>Technology</b> .....	<b>\$25.00</b>



# Conference Center Layout



Van Buren Intermediate School District



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## FULL CENTER

### Room Capacity

### Banquet/Classroom Styles

*(Maximum of 300 People)*

<b>Full Center</b> <small>Small/Medium Dance Floor</small>	<b># Tables</b>	<b># People</b>	<b>#People</b>
<b>Round Tables</b>	<b>24</b>	<b>6 per table/<u>144</u> people</b>	<b>7 per table/<u>168</u> people</b>
<b>Rectangle Tables</b>	<b>72</b>	<b>2 per table/<u>144</u> people</b>	
<b>Full Center</b> <small>Large Dance Floor</small>	<b># Tables</b>	<b># People</b>	<b>#People</b>
<b>Round Tables</b>	<b>20</b>	<b>6 per table/<u>120</u> people</b>	<b>7 per table/<u>140</u> people</b>
<b>Rectangle Tables</b>	<b>66</b>	<b>2 per table/<u>132</u> people</b>	
<b>Full Center</b> <small>No Dance Floor</small>	<b># Tables</b>	<b># People</b>	<b>#People</b>
<b>Round Tables</b>	<b>27</b>	<b>6 per table/<u>162</u> people</b>	<b>7 per table/<u>189</u> people</b>
<b>Rectangle Tables</b>	<b>130</b>	<b>2 per table/<u>260</u> people</b>	

# Van Buren Conference Center

## INDIVIDUAL ROOMS

### Capacity

### Loring/Elberta/Redhaven/Cresthaven

(Maximum of 300 People)

<b>LORING</b>	<b># Tables</b>	<b># People</b>	<b>#People</b>
Round Tables	12	5 per table/ <u>60</u> people	6 per table/ <u>72</u> people
Rectangle Tables	24	2 per table/ <u>48</u> people	
<b>ELBERTA</b>	<b># Tables</b>	<b># People</b>	<b>#People</b>
Round Tables	12	5 per table/ <u>60</u> people	6 per table/ <u>72</u> people
Rectangle Tables	24	2 per table/ <u>48</u> people	
<b>REDHAVEN</b>	<b># Tables</b>	<b># People</b>	<b>#People</b>
Round Tables	9	6 per table/ <u>54</u> people	7 per table/ <u>63</u> people
Rectangle Tables	15	2 per table/ <u>30</u> people	
<b>CRESTHAVEN</b>	<b># Tables</b>	<b># People</b>	<b>#People</b>
Round Tables	5	6 per table/ <u>30</u> people	7 per table/ <u>35</u> people
Rectangle Tables	8	2 per table/ <u>16</u> people	

## To Schedule an Event

Rooms can be scheduled in advance. We will do our best to accommodate your requests; however, room reservations are based on availability. If you would like more information about using the Van Buren Conference Center for your next event, please contact the Conference Coordinator at (269) 674-8091 Ext. 5210, (269) 539-5210 or by Email: [ctruer@vbisd.org](mailto:ctruer@vbisd.org)

**SMOKING OR ALCOHOL IS PROHIBITED  
INSIDE BUILDINGS OR ON GROUNDS.**

***Smoke Free Environment***  
**Thank you.**

*Thank you*  
☺

*We hope to be part of your next event!*

**VBISD.org**