

THE VILLAGE CENTER-A ROOM WITH A VIEW

*Located in the Heart of Port Jefferson Village
in The Jeanne Garant Harborfront Park on the Water*

SERVING PRIVATE & CORPORATE FUNCTIONS

FOUR VENUES with Options

2 Large Rooms: Sail Loft or Wayfarer

2 Mid-Sized Rooms: Skip Jack or Harbor Cove

Meetings: No Food Served

Events: Food Served

Elevator and Handicap Accessible



SAIL LOFT ROOM

Elegant setting for almost any venue from private events to corporate presentations.

3rd Fl - Large, Approx. 2000 Sq Ft, 40' x 50'

Capacity: 100 Banquet, 135 lecture

Separate attached kitchen with warming oven, industrial sized refrigerator, separate freezer, microwave, and staging area. Furniture and furniture set-up included.

PRICING:

Resident/Nonprofit

Weekdays:

Meeting: \$75. per hour/ 3 hour min total \$225, no security deposit required

Event: \$100. per hour/ 5 hour min total \$500.

Weekend Events or Meetings: \$125 per hour/ 6 hour min total \$750.

Non-Resident/Corporate

Weekdays:

Meeting: \$100. per hour/ 3 hour min total \$300., no security deposit required

Event: \$125. per hour/ 5 hour min total \$625.

Weekend Events or Meetings: \$160 per hour/ 6 hour min total \$960.

Wedding Ceremonies: 3 hour package, \$450.

Security Deposit: \$500.



WAYFARER ROOM

Excellent venue for Exhibits, Fairs, & Fundraisers. No kitchen facilities.

1st fl- Large, Approx. 2400 Sq Ft, 40' x 60' Open Floor, no walls
Capacity: 100 Banquet, 150 Lecture. Furniture and set-up included
Available Mid March – Mid- November

PRICING:

Resident/Nonprofit

Weekdays:

Meeting: \$75. per hour/ 3 hour min total \$225, no security deposit required

Event: \$100. per hour/ 5 hour min total \$500.

Weekend Events or Meetings: \$125 per hour/ 6 hour min total \$750.

Non-Resident/Corporate

Weekdays:

Meeting: \$100. per hour/ 3 hour min total \$300., no security deposit required

Event: \$125. per hour/ 5 hour min total \$625.

Weekend Events or Meetings: \$160 per hour/ 6 hour min total \$960.

Security Deposit: \$500.



HARBORCOVE ROOM

Perfect for smaller private events or corporate meetings.

3rd Fl - Mid-Sized, Approx. 1100 Sq Ft, Galley kitchen.
Capacity: 50 Banquet, 70 lectures. Furniture and furniture set-up included

PRICING:

Resident/Nonprofit

Weekdays:

Meeting: \$50. per hour/ 2 hour min total \$100., no security deposit required

Event: \$75. per hour/ 3 hour min total \$225.

Weekend Events or Meetings: \$100 per hour/ 6 hour min total \$600.

Non-Resident/Corporate

Weekdays:

Meeting: \$75. per hour/ 2 hour min total \$150., no security deposit required

Event: \$100. per hour/ 3 hour min total \$300.

Weekend Events or Meetings: \$125 per hour/ 6 hour min total \$750.

Security Deposit: \$500.



SKIPJACK ROOM

Ideal venue for a classroom settings, meetings or exercise/craft programs.

1st fl- Mid-Sized, Approx. 1,100 Sq Ft
Capacity: 50 Banquet, 70 lecture, Furniture and furniture set-up included

PRICING:

Resident/Nonprofit

Weekdays:

Meeting: \$50. per hour/ 2 hour min total \$100., no security deposit required

Event: \$75. per hour/ 3 hour min total \$225.

Weekend Events or Meetings: \$100 per hour/ 6 hour min total \$600.

Non-Resident/Corporate

Weekdays:

Meeting: \$75. per hour/ 2 hour min total \$150. , no security deposit required

Event: \$100. per hour/ 3 hour min total \$300.

Weekend Events or Meetings: \$125 per hour/ 6 hour min total \$750.

Security Deposit: \$500.



ADDITIONAL INFORMATION

HOURS OF RENTAL

Sunday - Thursday: 9 am - 9 pm

Friday & Saturday: 9 am - 11 pm

Events on the weekend – 6 hour minimum. All decorating and clean-up is included in this time. Please plan carefully that caterers, planers and drop-offs are coordinated within this time frame.

Partial Hours are not pro-rated

The 100% of the rental fee is due 14 days prior to the event. If the rental fee is not paid at least 2 weeks before the event, it shall be deemed canceled and the security deposit will be forfeited.

Rooms: Table and chairs are included in the price and will be ready set up prior to your event.

Table covering must be used on all tables and are not included.

NO SWEET 16 PARTIES ALLOWED

FOOD AND ALCOHOLIC BEVERAGES

- Beer, Wine and Champagne may be served but not sold.
- Hard liquor may not be served under any condition

SECURITY DEPOSITS

Booked events are on a first come first serve basis. The security deposit and signed rental agreement is required at the time of booking.

Security deposits are returned only after the event and up to 4 weeks after the event.

CANCELLATIONS

The Village Center reserves the right to cancel an event if it conflicts with the operations of the Incorporated Village of Port Jefferson, refunding any money paid.

Renter may cancel at any time.

- Full refund of any money if made 2 months prior to the event
- No refund less than 60 days prior to an event

ADDITIONAL EQUIPMENT AVAILABLE:

- TV/DVD
- Digital Projector
- Podium
- Wireless mic and sound system
- Projection Screen

PORT JEFFERSON PARKING

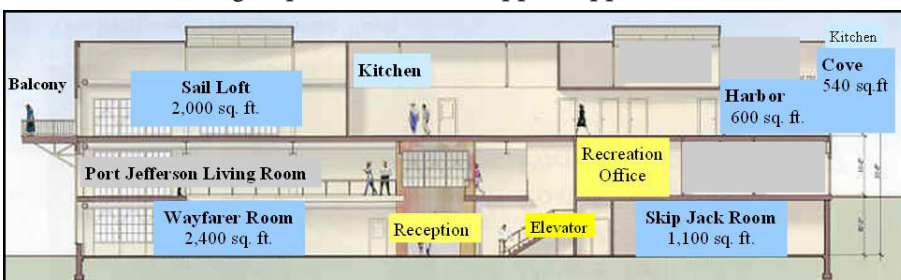
Parking Meters located conveniently throughout the Village

Rates: .50 per hour

10am – Midnight

Meters accept coin and credit cards

Recommended: Sign up for the mobile app at: app.mobile-now.com



THE VILLAGE CENTER

101-A East Broadway
Port Jefferson, NY

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