

Palm Healthcare Pavilion Request Form

TO RESERVE SPACE

The areas of the Pavilion described below are available and can be reserved by: E-mail or fax completed Space Reservation Request Form (page 3) to Victoria Castellano at victoriac@phfabc.org or fax (561) 833-0070. Please contact Victoria by phone at (561) 833-6333 with any questions you may have. Requests will be honored on a first come, first serve basis. Victoria will acknowledge your request and reply with the availability of space. If available, the space will be held for one week and confirmed once the signed Conditions of Use, security deposit and payment, if applicable, are received from the Applicant.

SPACE CAPACITY

- The Mosse Hvide Lobby and Quiet Room has a combined capacity of 134 people.
- The Board Room can seat up to 20 people.
- The Conference Room/Healthy Kitchen can seat up to 45 people theater style, 30 people classroom style.
- The bathrooms are located off the Second Floor Lobby.

AMENITIES

- Mosse Hvide Lobby and Quiet Room – The lobby is 661 SF and features terrazzo floors with a floridala design in the center. The visibility of the outdoor garden area and high ceiling promote an open and airy atmosphere. Up to ten round tables for ten fit nicely in the lobby. The adjacent carpeted Quiet Room is outfitted with living room furniture and artwork on loan from the ARC of Palm Beach County. Looking out the front window, one sees the fountain and garden area providing a tranquil setting. PHF can assist with arranging for a sound system if needed. The outdoor garden area highlights native Floridian flora surrounding a patio area in which high top tables could be placed. The serenity of the garden is augmented by the fountain.
- The Board Room is furnished with bamboo flooring, a board room table and chairs, and a side board with coffee maker, countertop for serving a light meal or snack, small refrigerator and a sink. Available audiovisual equipment includes a flat screen TV for presentations, DVD player and teleconferencing equipment. Only incoming calls are accepted for teleconferencing.
- The Conference Room and Healthy Kitchen are adjoining spaces. The conference room is carpeted and furnished with up to 6 - 2'x6' tables (or 4 - 5ft. round tables) and 45 cushioned chairs.
- Audiovisual equipment includes an overhead projector, screen, hand-held and wireless microphones, podium, VHS/DVD player, and teleconference equipment. Only incoming calls are accepted for teleconferencing. The amenities in the Healthy Kitchen make serving conference guests convenient and include: full size refrigerator, microwave oven, convection oven, dishwasher, serving dishes and utensils. Qualified guests may elect to conduct cooking demonstrations and make use of these additional amenities: conduction hotplates, assorted cookware, cutting boards, mixers, measuring tools, prep utensils and trays, and a mirror over the island to enhance audience visibility.