



Welcome to
The Catalyst Center

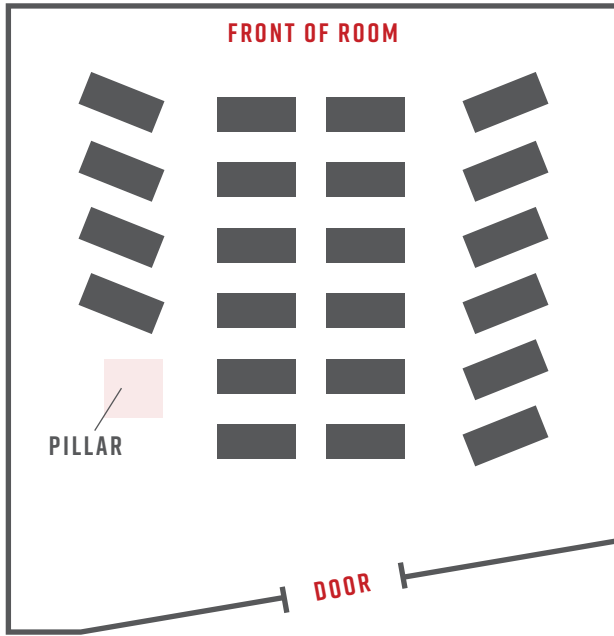
southwest michigan  **first**
THE GREATEST FORCE FOR CHANGE IS A JOB

OUR MISSION

Events at the Catalyst Center are intended to promote growth in leadership, build community and accelerate the mission of Southwest Michigan First — to fuel the creation of jobs.

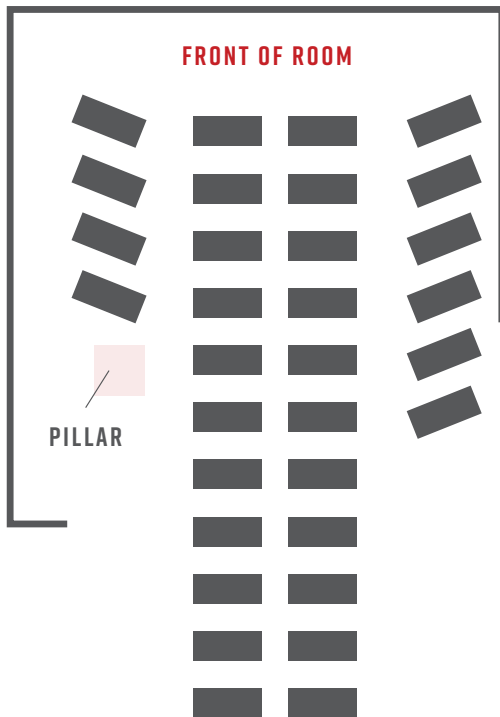
CAPACITY DETAILS

Layout	Event Format	Max Capacity
Classroom Style	Educational Sessions Workshops Learning Labs	50 (Closed partition) 75 (Open partition)
Conference Style	Educational Sessions Workshops Learning Labs	110 (Closed partition) 150 (Open partition)
Hollow Square	Facilitated Discussion Working Meetings	50
Board Room	Business Meetings Trainings Board Meetings	30
Speaker (U-Shaped)	Speaker Trainings Workshops Educational Sessions	55 (Two long banquet tables)
Seated Rounds	Meeting with a Meal Trainings Dinner Events	96
Cocktail Layout	Networking Receptions	300
Classroom Rounds	Business Meetings, Facilitated Discussion, Meetings with a Meal	64



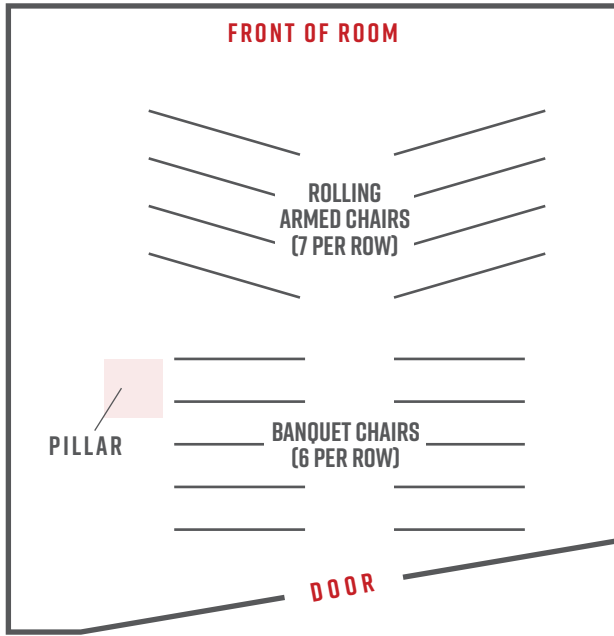
**CLASSROOM
(CLOSED PARTITION)**

Capacity:
50 individuals



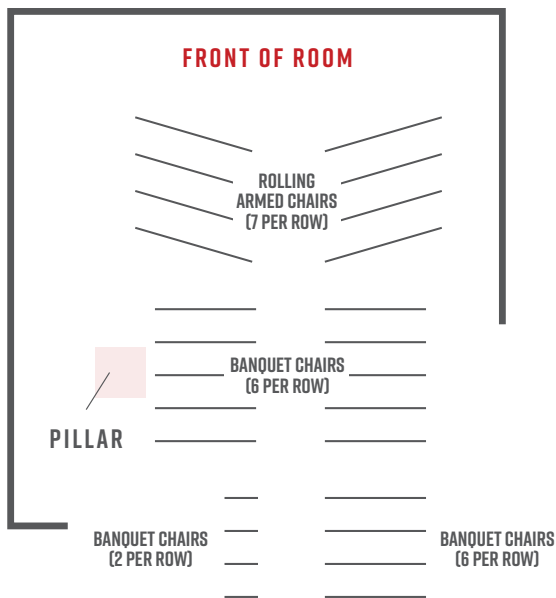
**CLASSROOM
(OPEN PARTITION)**

Capacity:
75 individuals



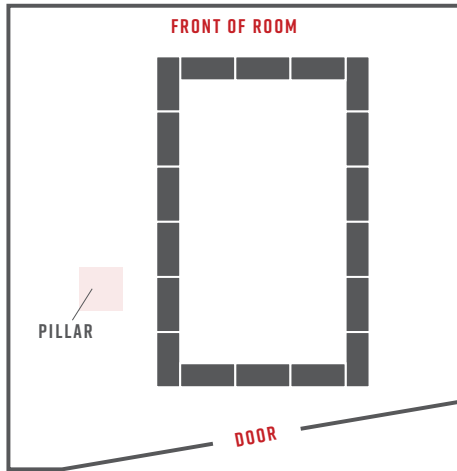
**CONFERENCE
(CLOSED PARTITION)**

Capacity:
110 individuals



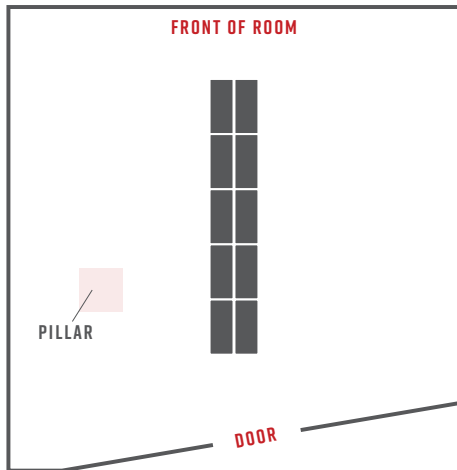
**CONFERENCE
(OPEN PARTITION)**

Capacity:
150 individuals



**HOLLOW SQUARE
(CLOSED PARTITION)**

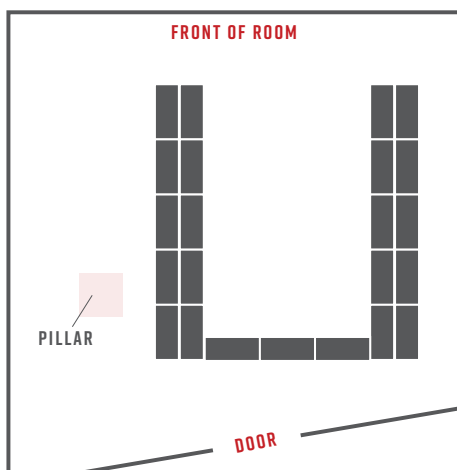
Capacity:
50 individuals



**BOARD ROOM
(CLOSED PARTITION)**

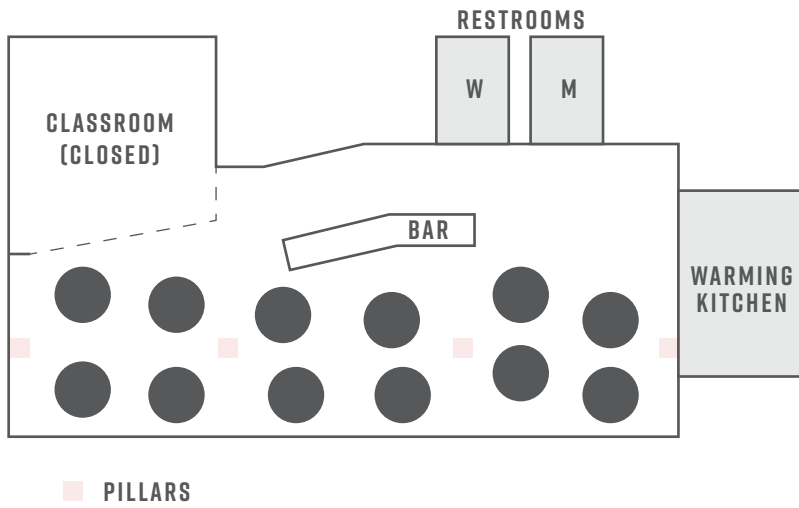
Capacity:
30 individuals

*SET-UP OPTIONS FOR
TWO BOARD TABLES*



**SPEAKER U-SHAPED
(CLOSED PARTITION)**

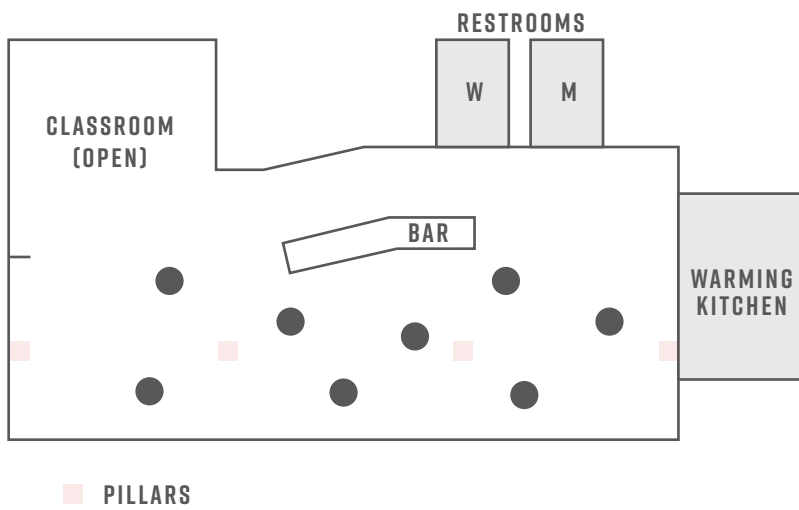
Capacity:
55 individuals



SEATED ROUNDS

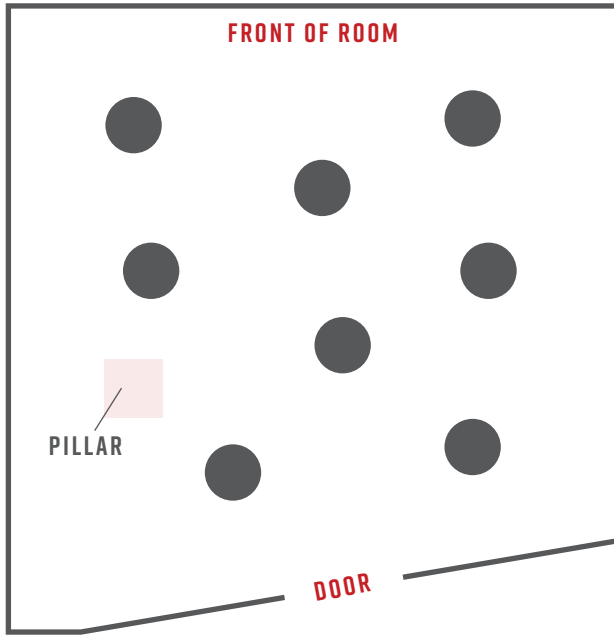
Capacity:
96 individuals

8 PER TABLE



COCKTAIL SET-UP

Capacity:
300 individuals



CLASSROOM ROUNDS

Capacity:

64 individuals

AMENITIES

- Audio Visual (AV) Capabilities:
 - Classroom has three projectors with drop-down screens
 - Event space has one 75-inch TV and seven smaller TVs on columns to maximize visibility
 - Surround sound connectivity via HDMI hook-up
 - Two wireless microphones
- Three full whiteboard walls in classroom
- Guest WIFI access
- Warming kitchen with direct access to the loading dock for caterers
- Retractable glass partition walls
 - Separates classroom from larger event space
 - Separates Catalyst Center from main lobby of 180 E Water Street
- Expansive coat rack near the restrooms
- Onsite concierge
- Bar with sink and mini fridge

PRICING*

Space Rental Rate (Minimum 4-hours):

Chamber/Council Members:	Non-Member Fees:	
\$600	\$800	≤ 4 hours
\$750	\$1,000	5 hours
\$900	\$1,200	6 hours
\$1,050	\$1,400	7 hours
\$1,200	\$1,600	8 hours
\$1,350	\$1,800	9 hours

After-Hours Surcharge**

(Weekdays before 8:00 am or after 5:00 pm and Weekends)

Members \$125/hour

Non-Members \$175/hour

Food & Beverage

- Non-alcoholic beverages (coffee, tea, water and pop) are included in the rental cost.
- Should you need a caterer for your event, we are happy to share a list of preferred caterers.

Technology

Room rental includes access to AV, but not an AV technician.

Deposit

50% is due upon execution of the contract to hold your date(s). Balance is due one week prior to the event with final head count.

**All pricing subject to change.*

***An after hours charge of \$125-\$175 per hour will be required for rentals, in addition to the rental rate, after 5 pm and before 8:00 am in the morning. Facilities are available for evening events until 10 pm.*

QUESTIONS?

For more information, please contact
Nikki Hackworth at **313.702.5095** or
nhackworth@southwestmichiganfirst.com.