



## ROOM RENTAL OVERVIEW

### What is Catapult?

Catapult is a 501(c)(3) nonprofit entrepreneur center that exists to increase the viability of startups and small businesses in Lakeland.

Catapult is home to a workspace, which includes an open coworking area, dedicated desks, and offices; a makerspace, which includes a wood shop, metal shop, textile room and electronics areas for rapid prototyping; and a kitchen incubator, which is a licensable commercial kitchen.

At Catapult, we primarily provide subsidized space, coupled with access to mentors, and discounted educational opportunities.

### How do room rentals work at Catapult?

As a nonprofit, Catapult's operations are subsidized by corporations, private donations, and room rentals. Renting a room at Catapult helps further our mission and community impact.

The room rental process includes:

- Fill out a [room rental request form](#) with meeting details
- Receive rental confirmation and an invoice from the Catapult staff
- Sign room rental agreement
- Pay the invoice with a check or credit card
- Use the room for your event

We are happy to host prospective room rental clients for a tour of Catapult to view the meeting rooms and to talk about their event. Book a meeting tour [here](#).

### What type of meetings can be hosted at Catapult?

As our room rental spaces are located within our professional workspace area, we are the best fit for business events such as meetings and seminars.

- **Team and All Hands Meetings:** Our spaces can host up to 200 attendees, and our downtown Lakeland location makes Catapult a central place to gather, either from around Lakeland, around Central Florida, or around the state.
- **Brainstorming Sessions:** Our space was intentionally designed with creativity and productivity in mind. A change of environment can inspire new ideas, and our ample stock of whiteboards and smartboards can help capture these thoughts.

- **Presentations and Trainings:** Rooms at Catapult are an excellent setting for classes, trainings, and lectures. With theatre-style seating, projectors, and microphones, we have ample equipment to make your presentation a success!
- **Team Retreats:** Purposeful time to reflect on the past and strategize for the future can be pivotal for teams and departments. Catapult's state-of-the-art space can provide an external location for teams of many sizes.

### **What types of events are not a fit for the Catapult Workspace?**

We are not a fit for life events, such as weddings, baby showers, and birthday parties. While these are all things worth celebrating, our space is a work environment and suited for business events. Local alternatives for venue and meeting space include:

#### **Small Events**

- COHatch
- Banquet61
- The Lakeland Room
- Terrace Hotel
- Union Hall

#### **Large Events**

- Haus 820
- RP Funding Center
- The Junior League Building
- The Peggy Brown Building
- Bonnet Springs Park

Additionally, the Visit Central Florida website can act as a resource for large meetings & events spaces in Polk County.

### **Which rooms are available to rent?**

We have a roster of signature meeting rooms and conference rooms available for rent. Photos of each room can be found online at [catapultlakeland.com/meeting-rooms](http://catapultlakeland.com/meeting-rooms).

### **Signature Meeting Rooms**

- **Assembly Room:** Our largest venue is a fit for presentations and meetings.
  - Amenities: 3 projectors, 4 wireless or lapel microphones
  - Capacity: 200 theater, 100 classroom seating
  - Price: \$250.00 per hour
- **Program Room:** This glass walled meeting room offers views of Lake Mirror.
  - Amenities: Projector
  - Capacity: 100 theater, 50 classroom seating
  - Price: \$150.00 per hour
- **Classroom:** This space is perfect for lectures, training, or brainstorming.
  - Amenities: Projector, wall-length whiteboard.
  - Capacity: 30 theater, 20 classroom seating
  - Price: \$75.00 per hour

## Conference Rooms

- **Irma Room:** This area offers views of Lake Mirror and ample natural light.
  - Amenities: TV with Bluetooth capability, conference phone
  - Capacity: 10
  - Price: \$50.00 per hour
- **Living Wall Room:** This room features a plant wall and bespoke table.
  - Amenities: TV with Bluetooth capability, conference phone
  - Capacity: 12
  - Price: \$50.00 per hour
- **Cash Feed Room:** This setting provides a private environment for meetings.
  - Amenities: TV with Bluetooth capability, whiteboard, conference phone
  - Capacity: 6
  - Price: \$30.00
- **Media Room:** This room is designed to capture photo and video content.
  - Amenities: Backdrops, pipe grid, overhead studio lights, tripods, seating
  - Capacity: 10
  - Price: \$75.00
- **Podcast Room:** This is an equipped studio to record audio content.
  - Amenities: 3 microphones, Focusrite interface
  - Capacity: 4
  - Price: \$30.00 per hour

## Rental Space Add-Ons

We also host two spaces that are available as add-ons to a booking in the Assembly Room or Program Room.

- **Lakeview Patio:** This space is a refreshing break area for meeting attendees.
  - Amenities: Outdoor table seating
  - Capacity: 48
  - Price: \$75.00 per hour
- **Foodservice Room:** This space is a finishing kitchen for event caterers.
  - Amenities: Food warmer, prep tables, refrigerator, three-compartment sink
  - Capacity: 4
  - Price: \$30.00 per hour

## Can the main Catapult Workspace be rented for an event?

Our workspace is the primary place of business for dozens of startups and small businesses. We do not rent out the workspace area, as it is meant to be the office setting for founders as they are growing their companies.

### **When are rooms available for rent?**

Rooms are available to rent during Catapult's business hours, 8:30 a.m. – 5:00 p.m., Monday through Friday. Weekend and after-hours bookings are only available for Catapult members and corporate sponsors.

### **Can my group get a tour and/or presentation from the Catapult team?**

We're happy to share our mission and vision with guests of our room rental clients. We offer a 15-minute presentation of Catapult that reviews the resources and amenities available in the workspace, makerspace, and kitchen incubator. Clients may also engage in a tour of the facility.

The [room rental request form](#) provides an opportunity to ask for a tour or presentation, and our event coordinator will follow up with all requests to finalize logistics and timing.

### **How does Catapult manage food and drinks for room rentals?**

**Food:** Room rental clients are welcome to enjoy the food of their preference during their meeting or event. As Catapult is home to a kitchen incubator, we have dozens of food businesses that operate in our facility and offer catering.

**Catapult Catering Guide:** [This guide](#) showcases the catering options offered by kitchen members. Our members rotate their menu often, so the guide is designed to act as a menu sample. Room rental clients are encouraged to ask the event coordinator for recommendations suitable for their event.

**Local Caterers:** As our food startups may have limited availability, we also recommend the following local businesses as event caterers.

- Black and Brew
- Blue Dog Barbecue
- Fresco's Southern Kitchen
- Palace Pizza

**Alcohol:** Room rental clients are permitted to serve complimentary beer and wine at their event to attendees over the age of 21. If a client wishes to serve liquor, they must hire a licensed alcohol caterer. When alcohol sales are present at an event, the client must have liquor liability insurance. More details can be found in the room rental agreement.

**Alcohol Caterers:** We have worked with the following alcohol caterers:

- Tuckers Southside Package and Lounge
- Cob & Pen

**Coffee Service:** Catapult offers coffee service as an event add-on, which can be designated through the room rental request form. Coffee service includes freshly brewed, locally roasted coffee, along with hot water, tea bags, half-and-half, sugars/sweeteners, stirrers, and cups.

- Small Coffee Service
  - \$35.00
  - Serves 10-25 guests
- Large Coffee Service
  - \$50.00
  - Serves 40-60 guests
- Additional Carafes
  - \$15.00
  - Serves 10-25 guests

### **What audio and visual equipment is available at Catapult?**

**Smartboard:** We stock an 86" AG Neovo Meetboard with an on-board whiteboard, built-in interactive apps, wireless connection, and an assistive menu, built for effortless collaboration. This is available as an add-on of \$75.00 per meeting. We also stock a 55" Vibe Board S1, which is an interactive smartboard with whiteboard and presentation capabilities, as an add-on of \$50.00 per meeting.

**Projectors:** Our Assembly Room, Program Room, and Classroom feature projectors for optimal screen sharing.

**Clickshare:** We utilize a software called Clickshare to allow room rental clients to screen mirror on the projectors and TVs located throughout Catapult.

**Microphones:** Our Assembly Room includes four wireless or lapel microphones.

### **How does parking work?**

As with most downtown locations, our parking is limited. Parking in the Catapult lot requires a parking permit.

For meetings in our small conference rooms, Catapult supplies a parking pass file for clients to print and distribute to their guests ahead of their meeting.

For meetings in our signature rooms, including our Assembly Room, Program Room, and Classroom, meeting guests will need to park offsite.

Most clients find that the Main Street Garage, which is located catty-corner to our building at 299 Cedar St, Lakeland, FL 33801, both convenient and affordable.

### **What should I bring to the meeting room?**

While Catapult can supply the venue, the A/V equipment, and even coffee service on request, we recommend that a room rental client bring the following items:

- Laptop computer for screen sharing
- PowerPoint or meeting presentation
- Printed materials: agendas, surveys, etc.

### **Can I see the meeting room before I book it?**

Yes! Our event coordinator is happy to show clients our suite of rental space and answer any questions about hosting meetings at Catapult. Schedule a tour [here](#).

### **Are children permitted at Catapult?**

To maintain a professional environment and for liability reasons, Catapult does not allow any children under the age of 13 onsite. Catapult room rental clients are responsible for ensuring their attendees do not bring children to the facility for their events.

### **What happens if the room rental is no longer needed?**

We offer complimentary cancellation up to 24 hours in advance of the booking. If the booking is cancelled within the 24-hour window, an invoice of 50% of the booking's value will be processed. If a client does not call or show for a booking, the full amount will be charged to their payment method.

### **Are there any additional fees required to utilize Catapult?**

Catapult charges a credit card convenience fee of 3% for bookings paid with a credit card. No fee applies to check payments.

We also have a cleaning fee of \$150.00 if the room requires service by professional cleaners after rental.

### **How do I learn more about Catapult room rentals?**

We would love to share more about our room rentals and our mission.

Website: [catapultlakeland.com/meeting-rooms](http://catapultlakeland.com/meeting-rooms)

Phone: (863) 940-9660

Address: 502 E. Main Street, Lakeland, FL 33801

Event Email [events@catapultlakeland.com](mailto:events@catapultlakeland.com)

Catapult is staffed Monday through Friday, 8:30 a.m. to 5:00 p.m., excluding major holidays.