



community sailing center
lake champlain : burlington vermont

Community Sailing Center Venue Rental Information



Enjoy your next celebration on the beautiful shores of Lake Champlain!

About Us

The Community Sailing Center, founded in 1994, is a lively hub on the shores of Lake Champlain, less than a mile from downtown Burlington, VT, where community members and visitors gather to laugh, learn, and play on the lake together. The CSC is a place for the community to connect with the lake and each other, where sailing and paddling are tools that enrich people's lives, teach valuable life lessons, offer a unique educational experience, and instill a sense of ownership in one of Vermont's most valuable natural resources - Lake Champlain.

The CSC opened its new facility in 2018. This beautiful building is available to the community to rent for gatherings and events. Come celebrate your special occasion in this purpose-built, Net Zero building and support our mission to provide lake access, recreation, and education for all.

COVID-19

Due to the Covid-19 crisis, there have been new rules and regulations in place for us to be able to host large events. As things progress, we will keep up to date with the recommendations of the state and city of Burlington regarding events. There is currently no limit requirement on the size of a party.

- Per the City of Burlington, masks are optional in indoor places.
- We recommend checking vaccination status of your own attendees, but do not require you to do so.

Our Spaces

Merrill Family Terrace (Third Floor Deck - Outdoor)

- 100 ft. by 25 ft. covered deck with Brazilian Ipe hardwood flooring (similar to teak) and 5 ft. overhangs to provide protection from the elements. Open on three sides (east, south, and west). Accessible via two staircases and an elevator.
- Includes access to additional Observation Tower (22 ft. by 10 ft.) for duration of venue rental.
- Capacity: 150 standing / 120 seated
- Availability: May 1st - October 15th



Big Ed Classroom (Second Floor - Indoor)

- 41 ft. by 20 ft. indoor, carpeted classroom-style meeting room with full wall of south facing windows.
- Accordion-style divider wall separates into 2 smaller spaces.
- *Can include access to adjoining Conference Room with kitchenette and 12-seat capacity for duration of venue rental.**
- Capacity: 60 standing / 50 seated
- Availability: Year-round



Conference Room (Second Floor - Indoor)

- 18 ft. by 12 ft. indoor, carpeted conference-style meeting room with kitchenette, central conference table, and south facing windows.
- Included with Big Ed Classroom or available separately by the hour.
- Capacity: 12 seated
- Availability: Year-round



2022 Rates

Weddings

Merrill Family Terrace (Third Floor Covered Deck - Outdoor)

Monday-Friday (4:30pm-10pm): **\$2,250**

Saturdays (9am-10pm): **\$3,400**

Sundays (9am-10pm): **\$2,250**

Wedding Packages

All inclusive pricing featuring Terrace rental, bar service, food service and amenities

Monday-Friday (4:30pm-10pm): **\$60 - \$125** per person

Saturdays (9am-10pm): **\$80 - \$145** per person

Sundays (9am-10pm): **\$60 - \$125** per person

Non-Wedding Events

Merrill Family Terrace (Third Floor Covered Deck - Outdoor)

Monday-Friday (4:30pm-10pm): **\$2,250**

Saturdays (9am-10pm): **\$3,400**

Sundays (9am-10pm): **\$2,250**

Evening Special *Sunday-Friday** (5 hours, after 5PM): **\$1,500**

Saturday Special* (any 5 hours): **\$2,000**

Big Ed Classroom (Second Floor - Indoor)

Full Day (8 hours): **\$550**

Half Day (4 hours): **\$275**

**(Access to the adjoining Conference Room must be requested at time of booking.)*

Conference Room (Second Floor - Indoor)

Hourly: \$55/hour

Nonprofit Rate: 25% discount on above rates

Nonprofit Partner Rate: 50% discount on above rates

Must include mention of Community Sailing Center as sponsor at events

***Special Rates are subject to the following conditions:** Total time of event not to exceed 5 hours, including setup and breakdown. Any additional time up to 1 hour will be subject to a \$300 charge. 6 hours or more will be considered a full day rental and charged at full price.

Early drop off of materials can be arranged in advance. Non-profit discounts are not applicable for the special rates.

Additional Amenities Pricing

- Mobile 75" HD monitor with HDMI and wireless hookups \$35
- Microphone and speakers, with audio streaming capability \$45
- Eight 36" round tables (*seated or cocktail height*) \$10 per table
- 30 White padded folding chairs \$3 per chair
- White Hanging Bistro Lights (*set up and taken down*) \$50

All other equipment or furniture must be rented from *Vermont Tent Company*

Included Amenities (no charge)

- Electricity and overhead dimmable lighting
- WiFi access throughout the building
- Climate control (AC, heat) in indoor spaces
- Restrooms on first and second floors of building accessible via stairs or elevator
- Parking: 9 spots directly in front of the building available on a first come first serve basis, 88 pay parking spots and 6 handicapped street parking spots near the building on Lake Street. Additional parking in nearby garages
- 14 white rectangular tables (5'x 2') for use in the Big Ed Classroom only
- 36 chairs for use in the Big Ed Classroom only
- Conference Room includes 1 fixed conference table with 12 chairs

Deposit + Cancellation Policy

Bookings are made on a first-come, first-serve basis of availability. A non-refundable deposit of 50% of the total payment and a signed facility rental contract secures your date of choice. The remaining 50% balance of the total payment is due 3 days prior to the date of the facility rental. Break down, clean up, and waste removal is the responsibility of the renter and must be completed before leaving the premises. Any additional clean up the Community Sailing Center must do the following morning will be documented and charged a fee of \$250.

The 50% deposit is not refundable. Cancellations must be made more than 10 days prior to the date of the facility rental in order to not incur payment of the remaining 50% balance. Within 10 days prior to the event, the total facility rental fee is not refundable.

Insurance

For any event serving food or alcohol, you must provide a certificate of insurance naming the Community Sailing Center as an additional insured and demonstrating that you have general liability insurance totaling a minimum of \$1 million. This is also known as event insurance.

Location

- Located on the beautiful shores of Lake Champlain, our campus is on the northern end of Burlington, VT's Waterfront Park, next to the A_Dog Skate Park, and right on the Burlington Bike Path. We are easily accessible by car, bike, foot, and boat.
- Our campus includes a 3-story building, a fenced in boatyard, and a lakeside promenade approximately 50 ft. by 200 ft. The lakeside promenade is public trust land and may not be exclusively reserved for a private event.
- The Community Waterfront Campus is a "green" facility that embodies our mission of cultivating the health and stewardship of Lake Champlain. The zero energy building is designed to be Net Zero with no fossil fuel usage. The building's efficient design allows the rooftop solar panels to produce enough energy to meet our needs. All of our facility partnerships and policies are designed to minimize our environmental impact, and your event at our facility will further support our efforts to be a sustainable and meaningful public community center on the Burlington Waterfront.

For more information, questions, or to book your event please contact Tilly Ettlinger at (802) 864-2499 or tilly@communitysailingcenter.org.

VENDORS

The CSC is pleased to work with local vendors to provide excellent catering, bar, rentals, audio visual, event planning, and other services. If you would like to work with a vendor not on this list, we welcome the opportunity to work with them, but we will ask that you put them in touch with us to learn about and familiarize themselves with the facilities and spaces.

Exclusive Vendors

Bar Service

Backyard Bistro Catering – Offering a hosted bar, an open bar, and a variety of other creative bar service options, Backyard Bistro will work with you to ensure your event is a success with local VT and other beer, fine wines, and cocktails.

jill@backyardbistrovt.com

Rentals

Vermont Tent Company – With 35 years of experience and a knowledgeable team of professionals, Vermont Tent Co is your trusted event rental partner committed to providing the highest level of client satisfaction. They offer the largest inventory of tents, tables, chairs, china, glassware, and more in the area.

vttent.com

Recommended Caterers

Backyard Bistro Catering – This family owned and operated restaurant in Charlotte offers a wide variety of customizable catering menus to fit every taste and budget. They also offer homemade small batch gelato right from their custom gelato cart.

jill@backyardbistrovt.com

Love Local Catering – Born out of local favorite creperie The Skinny Pancake, Love Local offers a variety of catering options from crepes, baked goods and coffee, to a more traditional menu of plated dinners with flank steak, sweet potato crusted salmon, or vegetarian lasagna. They can do anything you can think of!

lovelocalcatering.com

Café St. Paul Catering – Perfect for meetings and conferences. Specializing in breakfasts and lunches, Café St. Paul provides an assortment of breakfast sandwiches, soups, salads and sandwiches.

cafesaintpaulvt.com

New Moon Catering - Whether you're planning a business meeting or an office party, catering by New Moon is bound to elevate the mood of the group. They provide great food (organic and local whenever possible), superlative coffee, and their own original recipes and home cooking.

newmoonvt.com/catering

Sugarsnap – Comprised of a 3-acre farm, a full catering service, and a corporate delivery service, Sugarsnap offers farm-to-table catering for receptions, conferences, and weddings throughout Vermont

thesnapvt.com

Wilde Thyme Catering – Based in Stowe, VT, Wilde Thyme focuses on fresh, robust flavors and healthy dishes. They will come up with a menu for you or your party of 200 or more.

Find them on Facebook: *Wilde Thyme Catering & Events*

Farmhouse Group – With the belief that great food is made in the field and enhanced in the kitchen – Farmhouse Group menus elegantly highlight what's in season and available locally, allowing each ingredient to shine on its own.

farmhousegroupevents.com

Catering by Dale - Great taste is the name of the game and Catering by Dale is committed to stepping up to the plate. Their goal is to provide delicious, natural options and prepare their meals with fresh, locally sourced ingredients.

cateringbydale.com

Recommended Vendors

Advance Music – Vermont’s largest music store offers a wide range of small to mid-sized sound systems for events. Open 7 days a week, and rental rates are the lowest in the area.
Advancemusicvt.com

VT Audio Visual – A full-service audio visual rental and production company that rents, delivers, sets up and operates equipment for everything from corporate meetings to weddings. They can provide live sound, lighting and video projection for your specific needs big or small.
Vtaudiovisual.com

Ascent Photo and Video – Since 2018, Jamie has been photographing client's special moments through authentic connection, playfulness, and individuality. I like to get to know people before I work with them, especially if we are collaborating on a major life event. So please, tell me about yourself or your family when you reach out!
ascentphotoandvideo.com