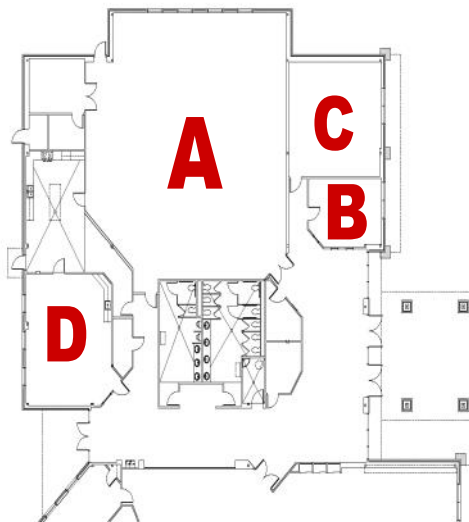


To tour these spaces and plan your perfect event, please call 254.953.5493.

Facility Amenities		
Tables based on availability	Equipment	Media Equipment
6 ft. x 2 ft.	Flat Screen TV	Projector (Room A & C)
5 ft. x 2 ft.	Podium	Sound (Room A & C)
4 ft. x 4 ft.	White Board and easels	Lapel mic, cordless mic, corded mic (Room A)



Harker
The Bright Star Of
Central Texas
Heights

Activities Center



Rental Fees

Entity	Room A	Room B	Room C	Room D	Media Equipment
Capacity	Up to 200*	Up to 15*	Up to 30*	Up to 35*	By request
	2,600 sq. ft.	300 sq. ft.	625 sq. ft.	660 sq. ft.	
Deposit	\$200 refundable deposit required on all room rentals				
Military & Non-Profit Organizations (Paperwork identifying Tax ID # Required)	\$50/hr.	\$15/hr.	\$25/hr.	\$25/hr.	Free
Community Serving Programs (Organization/business providing a free beneficial program or event that is open to the community.)	\$50/hr.	\$15/hr.	\$30/hr.	\$30/hr.	Free
For Profit Businesses	\$75/hr.	\$30/hr.	\$40/hr.	\$40/hr.	Free

*indicates maximum occupancy as a banquet/classroom setting.

400 Indian Trail

Harker Heights, TX 76548

(254) 953-5493

www.harkerheights.gov/activitiescenter

Civic organizations, government entities, non-profits, businesses, and community programs supporting Harker Heights are eligible to rent the rooms when they are available for activities such as meetings, retreats, trainings, workshops, conferences, interviews, fundraisers and displays. Priority will be given to City functions.

Reservations for rentals of rooms outside of office hours must be made at least ten working days prior to event. Reservations for rentals of rooms during office hours must be made at least three working days prior to event. Deposit and room rental fees are due at the time you reserve the room. Permits for alcoholic beverages must be requested through City Council at least thirty days in advance.

The time of your reservation must include set up and clean up time. Staff is not available to set up or tear down; this must be done by the renting group. Wi-Fi is available at no charge.

To reserve your space today, please contact the Activities Center at 254.953.5493.

Office Hours

Monday - Friday
8:00 am - 6:00 pm

Reservation Hours

Monday - Sunday
7:00 am - 9:00 pm

Conference Room A

Our largest space boasts class, convenience and capability with its state-of-the art media equipment, kitchen access, with maximum seating for 200 guests. This space is perfect for banquets, conferences, expos, fundraisers, mixers, gallery showings, and more. The use of this room is limited only by your creativity.



Kitchen

Conference Room B

An intimate space for 10-15; this room is ideal for quiet meetings, interviews, counseling, brainstorming sessions, etc.



Conference Room C

This private corner of the facility is the perfect location for workshops, trainings, presentations, board retreats, and more. Fully charged with all of your AV/Video and sound equipment needs, this room is available for groups up to 30.



Conference Room D

A room for utility and up to 35 guests, this space features tile floors, in-room sink & faucet, direct access to the kitchen and TV/Audio capabilities. This room is closest to our patio garden and is perfect for special interest classes, youth activities, event hospitality, and luncheons.

