

## OUR MISSION STATEMENT

Our mission is to find homes for abandoned, abused, and unwanted animals, promote Humane Education, and maintain a clean and safe environment for homeless animals awaiting adoption.

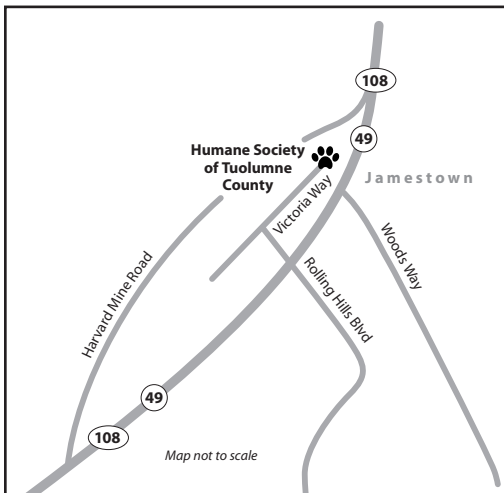
## HSOTC ROOM RENTAL FEES

HSOTC room rental fees vary and are represented below:

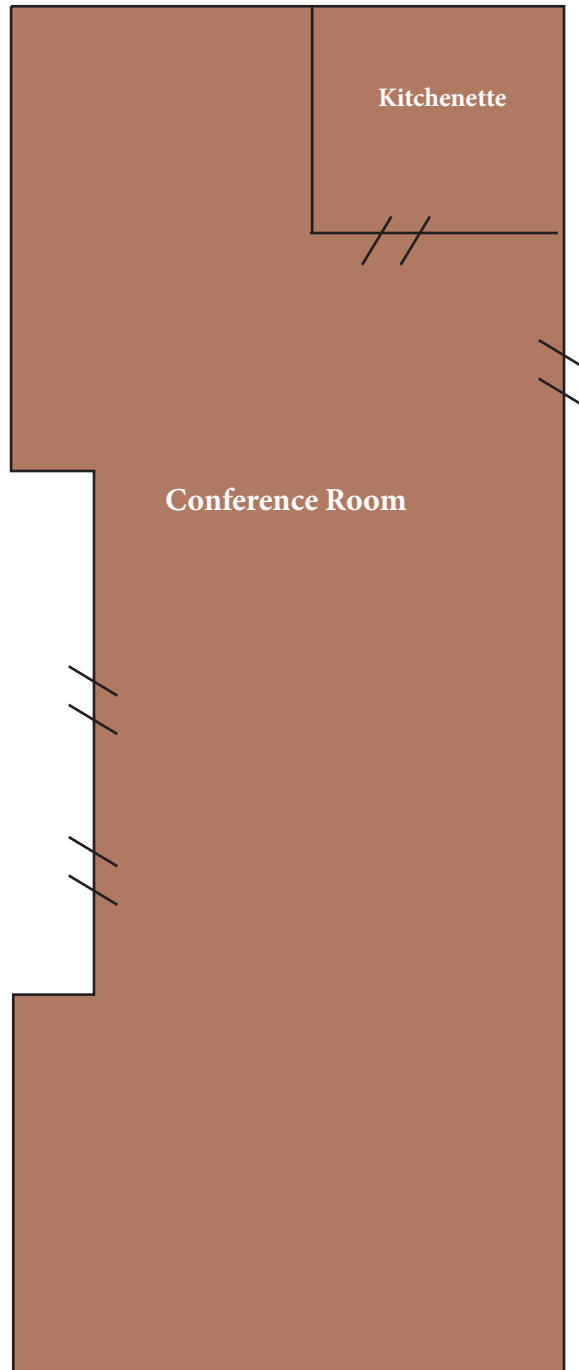
Time of Event	Cost Per Event
8:00 AM – Noon	\$ 75.00
Noon – 4:00 PM	\$ 75.00
4:00 PM – 9:00 PM	\$125.00
8:00 AM – 4:00 PM	\$150.00
Two hours per week	\$35.00
Four two-hour sessions per month	\$100.00

## VISIT US IN JAMESTOWN

10040 Victoria Way • Jamestown, CA 95327



## CONFERENCE ROOM LAYOUT



# CONFERENCE ROOM RENTAL INFORMATION

## MEETINGS AND MORE...



The Humane Society of Tuolumne County (HSOTC) welcomes you and your staff to view our conference room rental opportunities that are available for staff retreats, receptions, annual meetings, speaking engagements or small conferences. We are located in the heart of Jamestown at 10040 Victoria Way with easy access from Highway 108.

Since we opened the doors of our new home in 1996, we have served as a classroom setting, staff retreat area and a conference center for a variety of businesses located right here in Tuolumne County.

The next one could be yours!

## CONFERENCE MEETING ROOM LAYOUTS

Our 1829-square foot facility can accommodate a variety of meeting room styles and layouts. Here are a few of the standard layouts we offer:



**Theatre Style**

Chairs are arranged in rows facing a head table or speaker. This is the most efficient set-up when attendees will act as an audience.



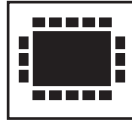
**U-Shape Style**

A series of conference tables set in the shape of the letter U with chairs around the outside. This layout is often used for Board of Directors meetings, committee meeting, training sessions or discussion groups where there is a speaker, audio-visual presentation or other focal point.



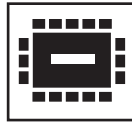
**Classroom Style**

This style includes rows of conference tables with chairs facing the front of the room where there is a speaker and provides writing space for each person. This room set-up is ideal for note taking, meetings requiring multiple handouts or reference materials, or other tools such as laptop computers. This is the most comfortable set-up for long sessions and allows refreshments to be placed within reach of each attendee.



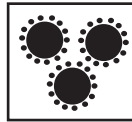
**Conference/Boardroom Style**

This style includes a rectangular table set up with chairs around all sides and ends. This style is often used for Board of Directors meetings, committee meetings and/or discussion groups.



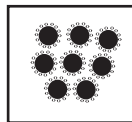
**Hollow Style**

Rectangular tables are arranged in an oblong square leaving the center open and chairs are placed around the outside of the tables. This is a useful layout that provides workspace for each person with good communication and visual lines for each person.



**Banquet Rounds Style**

A group of round tables, each seating 6 – 10 people set to facilitate serving food. This banquet-style setup is the choice for most meal functions. In addition it is also useful for small business meetings and breakouts or group sessions. Currently the HSOTC does not have round tables available but can accommodate set-up of renter-supplied tables.



**Reception or Cocktail Style**

Small, tall tables positioned uniformly to allow for even coverage of the banquet room and standing room only. This is a great layout for cocktail parties and receptions. Currently the HSOTC does not have tall round tables available but can accommodate set-up of renter-supplied tables.

## WANT TO LEARN MORE...

For more information or to reserve meeting space for your event, please contact us at 209-984-5489 or e-mail [marketing@hsotc.org](mailto:marketing@hsotc.org).

### Reply Card:

**Yes**, I would like more rental information about the HSOTC's Conference Room!

Please complete and return this form to:  
**Humane Society of Tuolumne County**  
P.O. Box 830  
Jamestown, CA 95327

Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Telephone \_\_\_\_\_

Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Event Name \_\_\_\_\_

Event Date \_\_\_\_\_

Estimated Attendance \_\_\_\_\_



P.O. Box 830 • Jamestown, CA 95327  
209-984-5489 • Fax 209-984-1259  
[www.hsotc.org](http://www.hsotc.org)