



# Looking for a meeting space?

We have a few

*51 Park Restaurant* - We do not charge for the room, but there is an expectation on the purchase of food & drinks. The large room can hold up to 40 and a smaller room that can accommodate 18-20. We have tables and chairs in the space. A large screen TV that can be used for presentations/videos from a computer or similar device. The meeting space is on the second floor of the restaurant and only accessible via stairs.

*Location:* 51 Park Street, Lee MA 01238

*Contact:* Rob at 413.243.2153, [info@51parkrestaurants.com](mailto:info@51parkrestaurants.com)

*Adams Community Bank* – Meeting room for 6 to 8 people; meeting table & 8 chairs, whiteboard, phone, tea and coffee station in lobby. Available: Monday-Friday, 9:00-4:00; requires at least 24-hour notice.

*Location:* 41 Park Street, Lee, MA 01238

*Contact:* Don Disbrow, 413.749.1119 [ddisbrow@adamscommunity.com](mailto:ddisbrow@adamscommunity.com)

*Black Swan Inn* - Varies in price depending on needs; can accommodate 70. Amenities: Chairs, Round Tables, Rectangular Tables, Screen, Projector, 50" Color TV, Telephone, Linens, Flip Chart. Any event taking place must be over by 8 pm to avoid any noise for hotel guests. Will provide a coffee bar, free of charge, for meetings/ events.

*Location:* 435 Laurel Street, Lee, MA 01238

*Contact:* 413.243.2700

*Café Triskele* – Private room available for meeting and/or dining; can accommodate up to 25 people. This room is handicapped accessible.

*Location:* 150 Main Street, Lee MA 01238

*Contact:* 413.243.6397 [info@cafetriskele.com](mailto:info@cafetriskele.com)

*Courtyard by Marriott Lenox* - Our conference space comfortably fits 64 people, the rental cost varies depending on the event and number of guests. Set-Up: Classroom, U-Shape, Hollow Square, Boardroom, Theatre, Round Tables. Equipment: WiFi, TV, DVD Player, LCD Projector, Projector Screen, Microphone, Phone. Food & Beverage: available for an additional fee.

*Location:* 445 Pittsfield Road, Lenox, MA 01240

*Contact:* Holly Green, 518.360.5171 [hgreen@waterfordhotelgroup.com](mailto:hgreen@waterfordhotelgroup.com)

*CTSB* – Small training room with 6 computers with full Adobe creative suite, overhead projector and large dry erase board. CTSB also has a large green screen television studio. Space is available weekdays 10-4 by appointment.

*Location:* 40 Limestone Road, Lee MA 01238

*Contact:* 413.243.8211

*Hampton Inn & Suites Lenox Conference Room Space* - Our conference space comfortably fits 42 people, the rental cost varies depending on the event and number of guests. Set-Up: Classroom, U-Shape, Hollow Square, Boardroom, Theatre, Round Tables. Equipment: WiFi, TV, DVD Player, LCD Projector, Projector Screen, Microphone, Phone. Food & Beverage: available for an additional fee.

*Location:* 445 Pittsfield Road, Lenox, MA 01240

*Contact:* Holly Green, 518.360.5171 [hgreen@waterfordhotelgroup.com](mailto:hgreen@waterfordhotelgroup.com)

*Lee Bank-* Marble House Community Room- Lee Bank Community Space is available for use by community groups, non-profit organizations, and customers of Lee Bank, maximum capacity is 15 people. Room usage hours: 8:00 a.m.–8:30 p.m. Reservation of the space must provide 14 days' notice. Reservations are subject to availability and will be granted on a first-come, first-served basis. A notice of 24-hours is requested if a reservation needs to be cancelled.

*Location:* 102 West Park Street, Lee MA 01238

*Contact:* Alison Brigham, Susie Brown or Brandy McKie at 413.243.9220

*Lee Congregational Church -* Community Room, 1540 square feet = \$50 per hour; capacity for large groups, tables and folding chairs are available. Parlor, 435 square feet = \$20 per hour, Includes three couches and chairs, dining table and four chairs. Chapel with altar, 243 square feet = \$25 per hour, includes 20 soft cloth covered chairs. The Sanctuary and Park are available by request. The church is also available for Weddings and Funerals.

*Location:* 25 Park Place, Lee MA 01238

*Contact:* Tari Roosa, uccleechurch@gmail.com or 413.243.1033

*Lee Library –* J. Peter Scolforo Gallery can be used for meetings. There is also space with a large table in the front reading room.

*Location-* 100 Main Street, Lee MA 01238

*Contact:* 413.243.0385

*Lee Public Schools-* Space is available at Lee Elementary School and Lee Middle High School (gymnasium, cafeteria, auditorium, and classroom). Use of space requires custodial services at a flat rate of \$45 per hour. If technology is needed there is an additional charge.

*Location-* Lee Elementary School, 310 Greylock Street, Lee MA 01238 Contact: Timothy Mertinooke at 413.243.0336

*Location-* Lee Middle High School, 300 Greylock Street, Lee MA 01238 Contact: Greg Brighenti at 413.243.2780

*Lee Town Hall-* Former Courtroom at Town Hall is available.

*Location-* 32 Main Street, Lee MA 01238

*Contact:* Sabrina Touhey, sabrina.touhey@lee.ma.us or 413.409.5975

*St. Mary's School -* An assortment of meeting spaces outside of school time. There is the large gym with attached industrial kitchen and stage for large gatherings (we fit 250 easily) and assorted small meeting rooms (the CCD Office holds 6-8 around a nice table) the Language Room holds 15-20 around several tables with overhead projection and white boards for presentations.

*Location:* 115 Orchard Street, Lee MA 01238

*Contact:* Jen Masten for details and availability and pricing: jmasten@stmaryslee.org or 413.243.1079