

Meeting Room Info Sheet

(First ask about date being requested and verify that it is available)

Do this by Looking in the Front Desk Binder Under Sales/Meeting Room

Half Day and Full Day Rentals

Half Day (4 Hours or Less) 125.00 + Tax

Full Day (4 Hours or More) 250 + Tax

Basic Information about Room:

- 600 Sq Ft (22ft by 25ft)
- 38 people max (tight fit)
- Phone and 50 inch TV included with *HDMI hook ups* available
 - **(Phone Must stay plugged in at all times- No exceptions)**
- Large Rec tables only/ 38 Chairs - No Table Covers
- Outside catering allowed (hotel does not cater) -- Catering can be organized at the discretion of Sales Manager and with a service fee.
- Allowed to bring any decorations they wish as long as they do not damage any walls or property of the hotel. (no nails to hang decorations or etc.)

Room Set Up:

- Theater style – 38 people
- Classroom style – 24 people (2x each table – 16 people)
- U-shaped style – 21 people (outside only)
- Hollow square – 30 people
- Banquet style – 38 people

Amenities:

- Coffee/tea service \$15.00 -- Service provided for duration of meeting
- Breakfast \$8.50 Per Person -- Required to purchase prior to arrival
- Drink Services \$2.00 Per Soda -- Size/20oz will stock the fridge prior to arrival
- Flip Charts \$15.00 Per Chart