



## Holiday Inn Express & Suites Peekskill Meeting and Event Services

The Holiday Inn Express & Suites Peekskill boasts two well-appointed function rooms with flexible floor plans to meet all of your event needs. Our function rooms are the ideal setting for corporate meetings and intimate social events. Corporate meeting planners also enjoy the benefit of IHG Rewards Event Planner Points.

The following hotel amenities are included with meeting room rental. An event service attendant is not provided by the Hotel. Our staff will not enter or interrupt during the scheduled start and end times.

- Complimentary Wi-Fi access
- Logo notepads and pens (business only)
- Free parking
- Candy dishes
- Access to 24-Hour Business Center
- Water service
- Projector screen
- Linen tablecloths

### AUDIO VISUAL EQUIPMENT

We have audio visual equipment available for your convenience. If you choose to provide your own equipment, you will be responsible for the set-up, tear down, operation and security of such items.

- Flat screen TV – \$125 per day
- LCD projector – \$100 per day
- Microphone and podium; DVD player; conference phone – \$50 each per day
- Adhesive flip chart/dry erase board with markers – \$25 per day

### FOOD & BEVERAGE

We offer the following options for food & beverage selections. No consumption of beer, wine or liquor is permitted in function space unless served by a licensed caterer. A certificate of insurance naming the Hotel as additional insured is required a minimum of five business days prior to scheduled event.

- Coffee & Cookies (2 dozen) – \$50 per day
- Express Start™ Breakfast - \$10 per person
- Coffee & Tea Service – \$35 per day
- Danish & Muffin Tray – \$3 per person
- Cookie Tray – \$10 per dozen
- Delivery/self-catered – 18% service charge

**\*\*All meetings and equipment are subject to local sales tax and applicable service charges.\*\***

### Function Room Capacity Chart

(may vary depending on group specifications for table set-up and audio visual use)



Space Calculator



Metric Converter



Total Sq Ft



Room Size  
L x W



Ceiling Ht



Classroom



Theater



Banquet 10



Conference



U-Shape



H-Square

Hudson Ballroom – \$450.00 <i>Plus tax and service charge</i>	800	32.00' x 25.00'	11	40 – 50	70 – 80	40 – 64	20 – 28	18 – 27	24 – 36
Meteorite Room – \$275.00 <i>Plus tax and service charge</i>	224	32.00' x 7.00'	11				10-15		