



Meet with Confidence

Holiday Inn Express by IHG
321 Center Street Ludlow, MA 01056
413-750-3101 • Sales@PVHG.com





700 square feet of meeting space.

	Reception	Classroom 2 per 6ft	U-Shape 2 per 6ft	Hollow Square 2 per ft	Theater	Rounds 8 per table
Capacity	50	16	12	16	40	32
Monday – Thursday up to 4 hours	\$125	\$125	\$125	\$125	\$125	\$125
Monday – Friday up to 8 hours	\$175	\$175	\$175	\$175	\$175	\$175
Friday night, Saturdays & Sundays	\$225	\$225	\$225	\$225	\$225	\$225

Capacities are based on the number of tables & chairs that can be placed in the room. This can vary depending on true set up and room requirements.

Pricing may vary depending on actual times contract and how extensive the set up.

Room Rental, Food/ Beverage & AV Rental charges are subject to all applicable taxes, gratuities and administrative fees.



Audio Visual Rentals

8 ft Screen	\$25 per day
LCD Projector	\$50 per day
Easel, Flipchart, Markers	\$20 each
Easel, Post-It Flipchart, Markers	\$30 each
Easel	\$10 each
Flatscreen TV & DVD Player	\$25 per day
Conference / Speaker Phone	\$20 per day
Speaker for AV	\$25 per day

HDMI, USB and VGA cords are included in any rentals.
Client is responsible for any other necessary adaptors.

General Information



Our menus are a general reference. We will be happy to propose customized menus to meet your specific needs. All prices listed are subject to change.

Bar Service

You are welcome to provide your own beverages. Alcohol may not leave the event space and you are 100% responsible for your event attendees. The hotel holds no liability. However, we reserve the right to stop service if we observe underage drinking or over-serving.

Payments, Service Charges, & Sales Tax

All Food, Beverages, & A/V will be assessed a 15% gratuity and 5% administrative fee. Sales tax of 6.25% is applied to all audio/visual and room rental. Sales Tax of 7% is applied to all food & beverage. Terms of payment will be established in your contract. Advance deposits and/or payment-in-full may be required.

Food & Beverage Policy

The hotel provides food & beverage services as requested or the event coordinator may choose to utilize outside vendors at their own discretion.

Event Guarantee

If using our catering, all menu selections are due no later than 14 (fourteen) days prior to the event. A final count of attendees is due 7 (seven) days prior to the event or the AGR (agreed) number located on the meeting contract will be used.



Breakfast Menu

Breakfast options are placed in the room prior to the beginning of the meeting unless otherwise requested. All food & beverage orders are required a minimum of one week prior to the date of the meeting. Any food & beverage requests after this time are subject to availability.

Pricing is per person. All Menus require a minimum of 15 people, or you are welcome to order from the [à la carte options menu](#)

Coffee & Donuts \$5.00
Fresh baked donuts & coffee station

Light Breakfast \$8.00
Assorted muffins & scones, sliced fruit, yogurt, granola bars, chilled orange & cranberry juices, freshly brewed regular, decaf & assorted teas

HIE Continental Hot Breakfast Buffet \$12.00
Access to Holiday Inn Express Continental Breakfast Buffet featuring a variety of hot & cold breakfast items, including scrambled eggs, waffles, fresh fruit and an assorted of cereals, juices and milk.
Coffee station provided in the meeting room.

à la carte options
Fresh Whole Fruit \$2.00 each
Assorted Yogurts \$2.50 each
Bagels with cream cheese \$2.50 each
Assorted Muffins \$2.50 each / \$15 per dozen
Assorted Fresh Donuts \$18.00 per dozen



Wake Up the Creativity

All break options are placed in the room based on the schedule described in the banquet event order (BEO).
If any adjustments are needed, please see the front desk.

Pricing is per person. All menus require a minimum of 15 people, or you are welcome to order from the [à la carte options](#)

Cookie Time \$5.00

Assorted fresh baked cookies & milk

Sugar Rush Wake Up \$6.00

Assorted candy bars and a variety of energy drinks & bottled water

Healthy Snack \$6.00

Assorted whole fruit, granola bars & trail mix and bottled water

Sweet & Salty Half-Time \$6.00

Assorted chips, pretzels, candy bars, trail mix & bottled water

à la carte options

Fresh Whole Fruit	\$2.00 each
Yogurt	\$2.50 each
Assorted Bags of Chips	\$1.50 each
Assorted Candy Bars	\$1.50 each
Assorted Granola Bars	\$1.25 each
Kind Bars	\$3.00 each
Fresh Baked Cookies	\$15 per dozen



Beverage Menu

All beverages are placed in the room based on the schedule described in the banquet event order (BEO).
If any adjustments are needed, please see the front desk.

Pricing is per person unless indicated. All Menus require a minimum of 15 people, or you are welcome to order from the [à la carte options](#)

Coffee Station

\$4.00

Regular and decaffeinated coffee, hot water and assorted teas.
Unlimited service for one hour. Additional hours \$2.00 per hour.
Unlimited 8 hours - \$9.00

Assorted Sodas & Water Station

\$7.00

Coke, Diet Coke, Sprite and Dasani Water – *unlimited for 4 hours.*
Unlimited 8-hours - \$12.00

Tart & Sweet Station

\$7.00

Lemonade and Iced Tea served with lemon wedges.
2-gallon dispensers

à la carte options

Assorted 20 oz. sodas and bottled water	\$2.00 each
San Pellegrino Sparkling Water	\$2.50 each
Gold Peak Iced Tea	\$2.50 each
Regular Coffee	\$28 per gallon
Decaffeinated Coffee	\$28 per gallon
Hot Water with assorted teas	\$20 per gallon



AN IHG HOTEL

We look forward to working with you and hosting your next event.



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Book your next meeting or event with confidence and earn IHG Rewards.

— IHG[®] REWARDS —