



Seminar / Meeting Room

NAME _____

EVENT DATE _____

Please choose from the following selections:

Room Charges

Weekday

- Large - \$400.00
- Small - \$200.00
- Conference Seminar - \$200.00

Saturday

- Large - \$450.00
- Small - \$250.00
- Conference Seminar - \$250.00

Multi-Day Discount

- Day 1 - \$400
- Day 2 - \$250.00
- Day 3 - \$150.00
Must be out of space by 3:00 PM on Day 3.

Room Needs

- 2 Registration Tables (\$10 each additional)
- 2 Display Tables (\$10 each additional)
- Easel
- Podium
- Raised Platform
- Microphone (2 Free)
- AV Cart
- Vendor Tables

Rentals

- Piano - \$50
- Flipchart with Markers - \$10
- Wireless Handheld Microphone - \$35
- Wireless Lapel Microphone - \$35
- Digital Projector with Screen
 - 1 - \$75
 - 2 - \$110
 - 3 - \$145
 - 4 - \$175
 - 5 - \$200
- Raised Platform (\$25 per section)

Set Up Style

- Theater
- Round Tables (\$100 per room)
- Long Tables
- Seminar

Snack Options

- Coffee \$1
- Milk \$1
- Chocolate Milk \$1.29
- Soda \$1
- Coffee & Donuts \$2.49
- Meeting Break Snacks \$3.29
Pretzels with Dip, Cookies & Brownies
- Continental Breakfast \$7.99
Fruit Bowl, Donuts, Yogurt, Granola, Coffee & Juice

- 1) Set up needs and menu selections 6 weeks in advance.
- 2) Final count 7 days in advance.

Rooms will be available one hour prior to reservation time. Alcoholic beverages are not permitted within the complex. Outside food and beverages may not be brought in without prior approval. Program of events must be submitted or communicated in advance. Lost or stolen items will not be our responsibility. Terms of final payment will be arranged at the discretion of the Banquet office. Payment accepted as cash, check, or accepted credit cards (additional 2% service fee for credit card transactions).

All pricing and menu options are subject to change.