



# Seminar / Meeting Room

NAME \_\_\_\_\_

EVENT DATE \_\_\_\_\_

Please choose from the following selections:

<i>Room Charges</i>	<i>Room Needs</i>	<i>Rentals</i>	<i>Set Up Style</i>	<i>Snack Options</i>
<p><b>Weekday</b></p> <input type="checkbox"/> Large - \$400.00 <input type="checkbox"/> Small - \$200.00 <input type="checkbox"/> Conference Seminar - \$200.00	<input type="checkbox"/> 2 Registration Tables (\$10 each additional) <input type="checkbox"/> 2 Display Tables (\$10 each additional) <input type="checkbox"/> Easel <input type="checkbox"/> Podium <input type="checkbox"/> Raised Platform <input type="checkbox"/> Microphone (2 Free) <input type="checkbox"/> AV Cart <input type="checkbox"/> Vendor Tables <input type="checkbox"/> Skirting - \$10 (per table)	<input type="checkbox"/> Piano - \$50 <input type="checkbox"/> DVD Player - \$10 <input type="checkbox"/> CD Player - \$10 <input type="checkbox"/> Flipchart with Markers - \$10 <input type="checkbox"/> Wireless Handheld Microphone - \$35 <input type="checkbox"/> Wireless Lapel Microphone - \$35 <input type="checkbox"/> Digital Projector with Screen <input type="checkbox"/> 1 - \$75 <input type="checkbox"/> 2 - \$110 <input type="checkbox"/> 3 - \$145 <input type="checkbox"/> 4 - \$175 <input type="checkbox"/> 5 - \$200 <input type="checkbox"/> Raised Platform (\$25 per section)	<input type="checkbox"/> Chevron <input type="checkbox"/> Theater <input type="checkbox"/> Classroom <input type="checkbox"/> Round Tables <input type="checkbox"/> Long Tables <input type="checkbox"/> U-Shape <input type="checkbox"/> Square <input type="checkbox"/> Seminar	<input type="checkbox"/> Coffee \$1 <input type="checkbox"/> Milk \$1 <input type="checkbox"/> Chocolate Milk \$1.29 <input type="checkbox"/> Soda \$1 <input type="checkbox"/> Coffee & Donuts \$2.49 <input type="checkbox"/> Meeting Break Snacks \$3.29 <p style="text-align: center;"><i>Pretzels with Dip, Cookies &amp; Brownies</i></p> <input type="checkbox"/> Continental Breakfast \$7.99 <p style="text-align: center;"><i>Fruit Bowl, Donuts, Yogurt, Granola, Coffee &amp; Juice</i></p>
<p><b>Saturday</b></p> <input type="checkbox"/> Large - \$450.00 <input type="checkbox"/> Small - \$250.00 <input type="checkbox"/> Conference Seminar - \$250.00				
<p><b>Multi-Day Discount</b></p> <input type="checkbox"/> Day 1 - \$400 <input type="checkbox"/> Day 2 - \$250.00 <input type="checkbox"/> Day 3 - \$150.00 <i>Must be out of space by 3:00 PM on Day 3.</i>				

- 1) Set up needs and menu selections requested 6 weeks in advance.
- 2) Approximate count requested 14 days in advance.
- 3) Final count requested 3 weekdays 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.