

MEETING PACKAGES

HALF-DAY MEETING

\$250

POWER STRIP

PROJECTOR

NETWORK/VGA CABLES

PODIUM WITH MICROPHONE

CHOICE OF SEATING STYLE:

THEATRE

U-SHAPE

CLASSROOM

4 HOURS USAGE OF SELECTED SPACE

UNLIMITED FOUNTAIN BEVERAGES

FULL-DAY MEETING

\$500

POWER STRIP

PROJECTOR

NETWORK/VGA CABLES

PODIUM WITH MICROPHONE

CHOICE OF SEATING STYLE:

THEATRE

U-SHAPE

CLASSROOM

MAXIMUM OF 12 HOURS USAGE OF SELECTED SPACE

UNLIMITED FOUNTAIN BEVERAGES

ADDITIONAL PROVISIONS

20% SERVICE CHARGE AND 7% SALES TAX ADDITIONAL

MEETING OVERTIME

\$5.00 PER GUEST / PER HOUR

(BASED ON GUARANTEED GUEST COUNT)

MINIMUM GUARANTEE

THE MINIMUM GUARANTEE IS 80% OF YOUR CONTRACTED NUMBER OF GUESTS.

THE EXACT NUMBER OF GUESTS IS REQUIRED THREE (5) BUSINESS DAYS PRIOR TO YOUR EVENT

PAYMENT SCHEDULE

DEPOSIT/PAYMENT AMOUNT:	TIME FRAME
\$150.00	AT TIME OF SIGNED AGREEMENT
50% OF ESTIMATED CHARGES	(3) MONTHS PRIOR TO EVENT
REMAINING ESTIMATED BALANCE	(5) BUSINESS DAYS PRIOR TO EVENT

NOTE: ALL DEPOSITS ARE NON-REFUNDABLE.