



Holiday Inn Express Park 100 Meeting Room Information

Meeting Room Specifications

Square Footage: 396 Sq. Ft.

Dimensions: 22' X 18'

Meeting Room Set-ups:

Classroom	24 people
Theater	35 people
U-Shape	18 people
Hollow Square	24 people
Reception	40 people
Conference	18 people

Room Amenities:

Wireless Internet
 Free local phone calls
 Free Speaker Phone
 White Board available upon request

Meeting Room Pricing

Room Rental Charge \$150.00 standard**

****Negotiated discounts may apply.
 Contact Brandy McClaren for details
 on our Summer Special for returning
 customers!**

Food and Beverage Pricing

Coffee \$10 *

* Coffee is served in airpots. A full
 airpot serves 2 pots of regular coffee.

Bottled Water	\$1/Bottle
Apple Juice	\$8/carafe
Orange Juice	\$8/carafe
Soda	\$1/can

Audio Visual Pricing

Flipchart	\$10/chart
Overhead Projector	\$25/day
TV/DVD/VCR	\$50
Screen (6' x 6')	Complimentary
Screen (7' x 7')***	\$40
Screen (8' x 8')***	\$50

*****Delivery fee \$30**

Prepared by: _____



Today's Date: _____

Meeting Room Reservation Sheet
Contact Information

Contact Name & Title: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone: _____ Email: _____

Meeting Information

Name of Meeting: _____

Event Day(s): _____ Event Date(s): _____

Start Time: _____ End Time: _____

Room Set-Up & Rental Fee

Set-Up (please check one)

_____ Classroom--max 24 ppl

_____ Theater--max 35 ppl

_____ U-Shape--max 18 ppl

_____ Hollow Square--max 24 ppl

_____ Reception--max 40 ppl

_____ Conference--max 18 ppl

_____ Other

Daily Room Rental is \$_____ plus tax .

Number of People: _____

Food & Beverage and Audio Visual Requirements

<u>Item</u>	<u>Quantity</u>	<u>Price</u>	<u>Item</u>	<u>Quantity</u>	<u>Price</u>
Coffee	_____	\$10	Flipchart	_____	\$10/day
Bottled Water	_____	\$1/bottle* (B.O.C.)	TV/VCR/DVD	_____	\$50/day
Iced Water	_____	Comp.		_____	
Juice	_____	\$8/carafe		_____	
Soda	_____	\$1/can* (B.O.C.)		_____	
Cinnamon Rolls	_____	\$7.50/tray of 8		_____	
Muffins	_____	\$10/dz.		_____	
Cont. Bkst.	_____	\$7.95/person		_____	
Other	_____			_____	

LCD Projectors and speaker phones are subject to a \$30 delivery/pickup fee from Audio Visual Equipment Supplier. All items are priced per day and are subject to change without notice.

* B.O.C. = Based on Consumption
** \$30 extra fee for same day delivery
***Starting price-please see the Sales Department

Billing Information & Cancellation Policy

Guarantee Method

_____ Direct Bill (Available only previously approved direct bill accounts)

_____ Credit Card

Exp. Date: _____

Payment Method

_____ Cash

_____ Check

_____ Credit/Debit

_____ Direct Bill



MEETING REQUIREMENTS - Page 2

Company Name: _____

Event Name: _____

Event Date(s): _____

1. Meeting room will provide standard lighting and electrical outlets. Requests for additional lighting and power will be needed three (3) weeks in advance and additional charges may apply.

2. The function beginning time indicates the time the room will be ready for your use. Please advise if additional set-up time is required.

3. The Hotel does not assume responsibility for the damage or loss of any merchandise brought into the Hotel. Contact the Hotel's Sales Manager to arrange security of exhibits or merchandise prior to the planned event.

4. No alcoholic beverages may be brought into the property without prior consent of the Sales Manager and/or General Manager of the hotel. The Hotel reserves the right to limit amount and type of alcohol. Gambling or other illegal acts are strictly prohibited.

5. Client shall assume full responsibility for payment of damages incurred to the Holiday Inn Express while setting up, during the function or tearing down the function.

6. Packages for the functions may be delivered to the Hotel two (2) working days prior to the function date with notification and approval from the Hotel. Packages for functions, which arrive more than two (2) business days prior to your function may not be accepted due to storage limitations. The following information should be included on all packages: function, contact, group name, Hotel address and hold for arrival (date of function).

7. Unless pre-arranged, no booking has meeting room on a 24-hour basis. If meeting requires usage of meeting room for 24 hours, additional fees may apply.

CANCELLATION

This agreement may be terminated without charge to the Organization only upon written notice received by the Hotel no later than **72 hours**. After this date, 100% of the meeting room rental fee will apply.

Approved and authorized by:

Name: (Print) _____ Signature: _____

Title (Print) _____ Date: _____

Approved and authorized by HOLIDAY INN EXPRESS NORTHWEST

Name: _____ Signature: _____

Title: _____ Date: _____