



Conference Fee Schedule

Rooms can be reserved from 8am to 4pm, Monday through Friday. Weekend conferences may be available depending on our event schedule. Please allow 15 to 30 minutes both at the beginning and end of your meeting for preparations, arrivals, breakdown, and departures. This time should be included in the 8am to 4pm timeframe.

Room	Rate	Maximum Capacity*
Fireside Room	\$600 - 8am to 4pm \$100 - Outdoor patio setup	100
Carriage House	\$300 - 8am to 4pm \$50 - Outdoor patio setup	40
Aspen/Meadow Suite	\$300 - 8am to 4pm	4-12
Pine Room	\$200 - 8am to 4pm	12
Columbine Room	\$150 - 8am to 4pm	8
Extended Hours	\$100 per hour (Extended hours beyond 8:00 am to 4:00 pm can be purchased, if available, but must be arranged in advance.) Extended hours can be purchased in ½ hour (\$50) increments.	

*Please see our Meeting Room Capacity Chart for more information.

Audio/Visual Services

Dry Marker Board	No Charge (includes markers and eraser)
Flip Chart Paper	No Charge
Flip Chart Stand	No Charge
Podium (Fireside Room Only)	No Charge
Projection Screen (Client MU/T bring projector)	No Charge
Conference Phone (VOIP)	No Charge
Conference Phone (VOIP) w/long distance capabilities	\$25 per day
WI-FI	No Charge
52" Flat-screen TV (Fireside Room Only)	No Charge
42" Flat-screen TV	No Charge
DVD Player	No Charge
Extension Cord	No Charge
Portable PA System w/Wired Microphone (Fireside only)	\$250 per day

Business Center Services

Copy	\$.15 per page (black/white), \$.75 per page (color)
Fax	\$1 per page (local), \$2 per page (long distance)

Food & Beverage Services

Coffee & Tea (unlimited)	\$3 per person per day
Coffee Urns	No Charge
Ice Water	No Charge

Soda and vending machines are available near the lobby.