

Meeting Space Fees

Rooms can be reserved from 8am to 4pm, Monday through Friday. Saturday and Sunday meetings can be reserved 30 days in advance. Allow 30 minutes at both the beginning and end of your meeting for preparations, arrivals, breakdown, and departures. This time is included in the 8am to 4pm timeframe.

Room	Rate	Capacity
Fireside Room	\$600 - 8am to 4pm \$100 - Outdoor patio setup	72
Carriage House	\$400 - 8am to 4pm \$50 - Outdoor patio setup	24
Columbine Room	\$300 - 8am to 4pm	6
Extended Hours	\$100 per hour (Extended hours beyond 8 am to 4 pm can be purchased, if available, and must be arranged in advance.) Extended hours can be purchased in ½ hour (\$50) increments.	

Audio/Visual Services

Projector Rental	\$50 per day
Conference Phone (VOIP) w/long distance capabilities	\$25 per day

Food & Beverage Services

Fireside Room - Coffee & Tea (unlimited)	\$100 per day
Carriage House - Coffee & Tea (unlimited)	\$50 per day
Columbine Room - Coffee & Tea (unlimited)	\$30 per day
Coffee Urns	No Charge
Ice Water	No Charge

Business Center Services

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