



Conferences, Banquets and Events

SpringHill Suites by Marriott, Lake Charles provides the ideal location for your meeting, banquet or special event. Complimentary wireless internet, state of the art audio and video equipment, detailed professional service and delicious catering services are available to ensure your event is flawless.



		Theater	Classroom	Banquet	Rental
Cajun Ballroom	3,300 square feet	300	150	220	\$1000.00
Magnolia Room	1,400 square feet	135	70	100	\$500.00
Pelican Room	1,600 square feet	165	80	120	\$500.00
Bayou Board Room	319 square feet	*conference table with 12 ergonomic chairs			\$125.00

*One time set up of tables and chairs are included in rental cost.

*Discounts are available when sleeping rooms are included

SpringHill Suites by Marriott Lake Charles, LA
337.474.1112 office 337.474.1113 fax



Catering

No food or alcohol is allowed to be brought in and served. Alcohol can be purchased from SpringHill Suites for your use, or a cash bar can be placed in the meeting space for a \$10.00/hour charge, per bar tender, with a 4 hour minimum.

A list of approved caterers will be provided for your event. All catering service payments are made directly to the caterer and are not handled by SpringHill Suites.

Danish Breakfast Buffet	\$5.95/person
Hot Breakfast Buffet	\$7.95/person
Coffee Station	\$3.95/person
Tea Station	\$3.95/person
Candy Dishes	\$5.00/ filled dish
Water Pitchers	Complimentary

Linens

Rectangular tablecloths	\$8.00/tablecloth
Round tablecloths	\$8.00/tablecloth

Technology

Projector	\$45/day
Microphone	\$10.00/day per microphone
Flip Charts with markers	\$20.00/day
Podium	Complimentary

Music/Band Policy

No bands allowed

Music may be played on our sound system at no charge

A Disc Jockey may play on a case by case scenario and must be discussed prior to event

Meeting Space Agreement

A signed contract is required to secure meeting and event space with 50% deposit. The remaining balance is due the day of the event.

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