



No matter the occasion, theme, budget, or number of guests, with our preferred caterer and venue set-up, you will be able to make your event truly memorable. Our spacious event room can accommodate a large number of people and our beautiful hotel will provide the perfect setting for any occasion. Thank you for considering the Residence Inn by Marriott in Idaho Falls to be a part of your event.



Hotel Features

- 108 Rooms
- Kitchens in every room
- Free High Speed Internet
- Complimentary full Breakfast Buffett
- Complimentary Evening Social three day a week
- Guest BBQ on secluded outdoor patio
- Large Fitness Room
- On-site Guest Laundry
- Large pool
- 20-person hot tub
- Airport Shuttle
- Close to Downtown, locally owned restaurants, and Wal-Mart

Featured Amenities: Spread out in a spacious studio, one or two bedroom suite or stroll down and relax next to our fire pit in our secluded courtyard. Traveling with your family? Let the kids release some energy in our state of the art all-season indoor pool, while you unwind in our 20 person hot tub. Feel exhilarated as you work out in our exceptional exercise facility. End your day firing up our BBQ grill for a home cooked meal.

Purpose built for extended stay: Every suite includes a fully appointed kitchen. Breakfast is served hot every morning with rotating menus, to keep the selections fresh. The complimentary Residence Inn Mix Evening Event is served Monday to Wednesday. Several great locally owned and nationally recognized restaurants are within a five minute walk.

Location! Location! Location! We are literally on the scenic Greenbelt and a stone's throw from Historic Downtown Idaho Falls. Shopping, airport and downtown attractions are right within your reach.



3 event rooms with 3,161 total sq. ft. includes large event space that can accommodate up to 200 guests. This space can also be divided into 2 smaller spaces. There is also a boardroom for breakouts or smaller meetings.

These rooms offer high-speed fiber internet, A/V equipment including LCD panel and projector, microphone, and drop-down projector screen.



Setup Arrangements & Room Dimensions

Taylor Crossing is a large event space that can be divided into two halves – East and West. While different setup arrangements will either enable more or less guests than normal, here are a few examples of typical capacities with various setup styles:

	Dimensions	Area				
	L x W x H	Sq. Ft	Theater	Classroom	U-Shaped	Reception Style Banquet Rounds
Meeting Rooms						5 ft rounds with 8 guests 5 ft rounds with 6 guests
Taylor Crossing East and West	47 x 63 x 13	2961	200 guests	6 ft. Table 120 guests		22 Tables 176 guests 22 Tables 132 guests
Taylor Crossing East	47 x 36 x 13	1690	110 guests	6 ft. Table 75 guests	25 guests	13 Tables 104 guests 13 Tables 78 guests
Taylor Crossing West	47 x 27 x 13	1269	90 guests	6 ft Table 45 guests	25 guests	9 Tables 72 guests 9 Tables 54 guests
Eagle's Nest Board Room	22 X 14 X 9	200	12 guests			

Meeting Room Pricing

Eagle's Nest Boardroom 200 sq. ft.

\$250 Full / \$150 Half Day (4 hours or less)

Taylor Crossing East 1690 sq. ft.

\$600 Full / \$450 Half day (4 hours or less)

Taylor Crossing West 1269 sq. ft.

\$500 Full / \$350 Half Day (4 hours or less)

Taylor Crossing East & West 2961 sq. ft.

\$1000 Full / \$800 Half Day (4 hours or less)

A 20% taxable gratuity and sales tax will be added to all prices

Snack Options

The hotel can provide some Food and Beverage options. These are customizable to accommodate budget as well as preferences. Different F & B options will affect price. While the hotel can provide snack options the hotel does not cater full meals. If a full meal is desired licensed caterers are permitted to provide meals. Details below.

Food & Beverage Example Option 1: \$7/Guest

Coffee, tea, water, juice in AM, soda pop in PM

AM – Muffins, yogurt, fresh fruit

PM – Cookies, trail mix, whole fruit

Food & Beverage Example Option 2: \$9/Guest

Coffee, tea, water, juice in AM, soda pop in PM

AM – Muffins, assorted pastry, yogurt, fresh fruit

PM – Cookies, veggie tray *or* cheese & cracker tray, assorted candies

Food & Beverage Example Option 3: \$12/Guest

Coffee, tea, water, juice in AM, soda pop in PM

AM – Muffins, assorted pastry, yogurt, granola, fresh fruit

PM – Veggie tray, cheese & cracker tray, assorted desserts

Other snack options include but are not limited to:

Pretzel bites, chips and salsa, cinnamon rolls, apple crumb cake, lemon bars, granola bars, brownies, Danishes

Catering

All food related events must be provided by a licensed caterer. To ensure the safety of our guests and compliance with Bonneville County Board of Health food handling regulations, licensed caterers *and/or* in-house services are the sole provider of all food and beverages served in the Residence Inn meeting facilities.

There are various caterers that are licensed in Idaho and diverse restaurants that offer catering. Any caterer that you would like to work with we would be happy to coordinate with. If you would like additional guidance on what is available for you please feel free to contact our sales department.

Some Preferred Caterers:

- Catered Your Way. 208-716-2463, cateredbydave.com
- Arugula Deli. 208-656-7784, aruguladeli.com
- Del Monte. 208-234-2061, delmontemeats.com

Parties are not permitted to bring outside food without approval from the Director of Sales or Event Planner (sales coordinator.) Please do contact the hotel if you have any questions or require additional details.

Audio/Visual

The hotel has audio/visual equipment that can be rented. This equipment includes but is not limited to:

- Drop down projector screens
- Short-range projector capabilities
- Microphone options
- Podium
- Flip chart/easels*
- Power cords and extension chords
- Internet hook-up and Wifi capabilities
- Conference phone

Full Audio/Visual Rental Access - \$50

Parties are not allowed to bring in personal audio/visual equipment unless previously approved by the Director of Sales or Event Planner (sales coordinator.) Please see hotel for additional details.

There is no live music permitted in our event space.

Because we are a hotel there are some volume control restrictions that may impact your event such as a mandated quiet time.

Guest is responsible for any damage to equipment.

* Additional fees may apply for specific items.

Contract Details

Contract

When you are ready to reserve our event space the hotel will send you a contract to be signed. This form outlines the details of what the hotel is providing for you, what you will be bringing yourself (if anything,) and a breakdown of the costs. A signed contract is required to reserve our event space.

Payment

A deposit is not required, but permitted. Additionally, advanced payment is permitted, but it is possible for additional costs to be accrued during the event. Therefore, no advanced payment is final until the event space is vacated.

A debit or credit card is required to guarantee the space. There is no charge placed upon the card until the day of the event. A receipt will always be available upon request.

Applicable taxes and a 20% service fee will be added to your total bill.

Cancellation Policy

Guest may cancel a meeting room reservation one week prior to the event without penalty.

Any cancellations after this time are subject to a cancellation fee of up to 50%.