



MEETING AND CONFERENCE SPACE

	<u>BAY ROOM</u>	<u>MEZZANINE</u>
ROOM SIZE:	756 Square Feet 26'10" x 28'3" x 10'2"	Not Private Opens to lobby
ROOM CAPACITY:		
Classroom seating	20 people	50 people max
Theater seating	40 people	Great for
U-Shape style	20 people	Breakout Lunch
Hollow Square style	22 people	please ask
Rounds of 8	32 people	about setup
ROOM FEE:	<u>BAY ROOM</u>	<u>MEZZANINE</u>
Weekdays:	\$100.00	Call about
Weekends:	\$100.00	price and availability

*Fee Deposit due 2 weeks prior to event – Deposit based on room

<u>Refreshments</u>	<u>Cost</u>
Coffee	\$ 12.00 per pot (approx 12 cups)
Fruit Juice	\$ 11.00 per carafe (approx 10 glasses)
Assorted Pop / Bottled Water	\$ 1.50 per soda
Danish/Rolls	\$ 14.00 per dozen
Cookies	\$ 12.00 per dozen
Bagels w/ Cream Cheese / Butter	\$ 15.00 per dozen
Fresh Fruit (whole fruit)	\$ 20.00 per basket

You may choose your own caterer or bring in your own food & beverage

<u>Audiovisual Equipment</u>	<u>Rental Costs</u>
Screen	Free
White Board / Markers	Free
Podium	Free
Flip Chart / Paper / Markers	\$ 5.00/ day
TV/VCR/DVD	\$ 10.00/day
Projector	\$ 175.00/day
Microphones / Speakers	\$ 130.00/day

(Equipment must be ordered 3 days prior to function; additional Audiovisual Equipment is available via rental)

For more information regarding meeting space or for a site tour of the facility, please contact Cindy Graves at (218) 727-4663

WE LOOK FORWARD TO BEING YOUR HOST!