



COURTYARD[®]
Marriott[®]

Courtyard by Marriott[®]

Middletown, New York

Meeting Package Proposal



Meeting Room Package Features

High Speed Wireless Internet Access	Complimentary
On Site Catering Options	Additional Fee
Overnight Accommodations	Discounted Rates Available
Water Service, Pads, Pens & Candy	Complimentary
All Day Beverage Options available	Coffee Break - \$4.95pp+ Beverage Break - \$7.95pp+
Use of our Executive Center <i>featuring two computers, Copy Machine and Fax Machine</i>	Complimentary
Meeting Planner Points <i>Marriott Rewards</i>	3 points per dollar spent
Clean, Comfortable Surroundings, Temperature Control within Meeting Space, Walk-Out Access to courtyard area	
Customer Service and Guest Satisfaction	Award Winning

Meeting Room Information

Our Crystal Room features 700sq. ft. of deluxe meeting space

<i>U-Shape</i>	<i>24</i>
<i>Classroom</i>	<i>36</i>
<i>Hollow Square</i>	<i>24</i>
<i>Banquet</i>	<i>48</i>
<i>Theater</i>	<i>50</i>
<i>Conference</i>	<i>30</i>

Crystal Room Rental Fee is \$350*

***Plus applicable NYS Taxes & 18% Service Charge**

A/V Options

LCD Projector with Screen	Complimentary
Flip Chart with Markers	\$10.00/Per Chart/Per Day
Microphone with Speakers	\$50.00/Per Day
<i>Polycom Conference Phone</i>	\$50.00/Per Day
<i>Podium</i>	Complimentary

Meeting Room Details:

- Included in the rate:
 - Set up & Break down
 - Water Service with glasses
 - Pads, Pens, and Candy
 - High-Speed Internet Access
 - LCD Projector with Screen (VGA Compatible. Adapters Available.)
 - Black Table Linen
 - Onsite Bar available from 5:00pm – 11:00pm
- Please See attached menu for onsite catering options; Outside food and beverages are not permitted on property.
- A 50% non-refundable deposit will be charged to the desired credit card upon contract signing. Remaining balance is due 14 days prior to event start date. Additional attendees above final numbers will be charged on event date if applicable.

Please feel free to contact me with any questions that you may have regarding this proposal. I will be happy to assist you. I am in my office Monday through Friday and I can be reached at my direct number (845)695-6202 or via email at jeurich@highhotels.com

Thank you for your interest in our Hampton Inn meeting facilities and please let me know if you would like to move forward with a function agreement to secure your date(s) of interest.

Sincerely,

Jasmine Eurich

| **Courtyard by Marriott** |
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