



Meeting/Banquet Room Information

Audiovisual Equipment Prices

(Prices are for each item, per day*)

LCD Projector w/ Remote	\$100.00
Podium w/ wired Microphone	\$50.00
Conference Speaker/Polycom	\$30.00
Flipchart/Easel & Markers	\$20.00
Coffee Station	\$2.95 per attendee
A/V Cart	Complimentary
Internet/Wi-Fi	Complimentary

*The sales department will be pleased to rent any equipment you may require for your meeting or program. Please order this equipment at least 72 hours prior to your function.

Sales/Conference & Meeting Services

We offer comfortable meeting spaces at competitive rates. We excel in accommodating the unique needs of each client, whether it is for a small business meeting or mid-size banquet. Water and/or Coffee Station available upon request at least 72 hours prior to your function.

Plymouth Ballroom

1300 Square Feet. \$350 flat fee day rental. (Includes Dropdown Screen)

The Plymouth Ballroom can be divided in half...

Plymouth 1

650 Square Feet. \$250 flat fee day rental. (Includes Dropdown Screen)

Plymouth 2

650 Square Feet. \$250 flat fee day rental. (Includes Dropdown Screen)

Meeting Room	Square Feet	Theater	Conference	Rounds	Classroom	U-Shape	Hollow Square
Ballroom	1300	100	30	80	60	38	46
Plymouth 1	650	40	14	40	30	20	28
Plymouth 2	650	40	14	40	30	20	28



General Information

Room & Rental

Function rooms are assigned according to the anticipated number of attendees. If there are fluctuations in this number, the hotel reserves the right to reassign the banquet or function room accordingly. Access to meeting room is guaranteed only during contracted times. Please note that other events may be going on at the same time, prior to, or directly following your event. All equipment and decorations must be removed from the property immediately following the event.

Alcoholic Beverages

No outside alcohol is permitted in any function room or public area of the hotel. Alcohol is to be purchased from the Hotel's Pavilion Lounge or Pavilion Pantry. For private events, a Hotel Bartender is available for hire for a flat fee of \$75.00 for up to four (4) hours. After four hours the fee will be \$50.00 per hour.

Food Service

The Hilton Garden Inn Plymouth allows outside catering to be brought into the function space. The hired outside caterer is responsible for all food, handling of food and all materials needed to serve the food. Hotel will provide tables and linens. The hotel service staff is responsible for the set up and breakdown of the banquet room.

Policies

Advance payment or credit card guarantee is required.

Please adhere to your scheduled end time as other groups may be using the room following your function.

All entertainment must conclude by the end time specified on the contract. No exceptions.

All function rooms are non-smoking.

At the conclusion of your function the hotel reserves the right to charge additional cleaning/repair charges should excessive cleanup be required or if damage is assessed to the room.

No confetti is permitted in meeting rooms.

Nothing is to be stapled or affixed to walls without prior consent from the sales office.