

Conference Center Pricing Information

- All spaces include chairs, tables, head table, registration table, cake table, buffet tables, and white table linens.
- White chair covers are \$2 per chair.
- White chair covers with sashes are \$3 per chair.
- Set up is \$100 per hour.
- Tear down is \$100 per hour.
- Additional raised stage or stage changes is \$250.
- Clearing Breakout Room space requires a week's advance notice and a \$250 fee.
- Catering menus are available through Comfort Inn and Suites; Per person pricing will include a 20% service fee and applicable taxes.
- Outside catering is allowed with a signed liability waiver.
 - If using outside catering you must provide your own servers.
- All alcohol must be purchased through Comfort Inn and Suites.
- Cash or Hospitality bar service in the Banquet room will require a Bartender
 - Less than 4 hours is \$80.
 - 4-8 hours is \$100.
 - 8 or more hours is \$200.
- Decorating the day before an event is based on room availability.
- Rehearsal Dinners are a separate event with separate room rental agreements.
- All spaces (except outside patio) have speakers to which you can connect any device.
- AV equipment is available at an additional cost and must be operated by the guest. We do not have an AV person on site to help troubleshooting. Cannot guarantee AV availability unless advance notice is given.
- Projector screen is \$25
- Projector with HDMI cord and remote is \$50
- Microphone with speakers is \$50
 - Other AV equipment is available to rent from our vendor.
 - We can quote prices after we know specific requests.
 - You are welcome to rent from your own vendor.
- Group room block contracts are available on ChoiceHotels.com and through the Sales Department.
- A non-refundable deposit of **\$250** is required to secure your date in the **Grand Ballroom** or **Lincoln Room**.
- For rental of the **Outdoor Patio, Reagan Room, Washington Room, and Jefferson Room** a non-refundable deposit of **50% of the room cost** is required to secure your date.
- Final Payment is due **3 days** prior to your event.
- Final Catering numbers are due **1 week** prior to your event.
- Cancellations of Conference Center Space must be 72 hours in advance. Deposits will not be refunded.
- Credit Card must be on file for any damages or cleaning fees after event.

