

EVENT PLANNER'S GUIDE

With the room rental, all events automatically include the room set of your choice (including linens, serveware, silverware, audio-visual equipment (subject to availability), ice water service, dance floor, and stage with podium.



	BANQUET 5'	RECEPTION	THEATER	U-SHAPE	CLASSROOM	CRESCENT	HOLLOW SQUARE	BOARDROOM	CONVENTION 8'
Big Four Ballroom & Wabash Cannonball Room	180	275	120	25	80	77	30	30	24
Big Four Ballroom	90	125	50	24	24	28	24	22	11
Wabash Cannonball Room	90	150	80	25	80	77	30	30	13
Cloud Club	32	40	50	24	24	28	24	22	--
The Courtyard	56	125	75	--	--	--	--	--	--
Richard E. Ford Dining Room	24	30	30	--	15	21	--	20	--
Ridenour Conference Room	--	--	--	--	--	--	--	10	--
Virginia Ford Mezzanine Lobby	--	40	--	--	--	--	--	--	--
Gatsby Room	20	--	--	--	--	--	12	12	--

Event Room Rental Fees*

	HALF-DAY** (<4 HOURS)	FULL-DAY (>4 HOURS)	FRIDAY & SATURDAY (EVENING EVENTS)
Big Four Ballroom & Wabash Cannonball Room	\$500	\$1,000	\$1,000
Big Four Ballroom	\$350	\$750	\$750
Wabash Cannonball Room	\$225	\$450	\$450
Cloud Club	\$125	\$250	\$250
The Courtyard	\$350	\$750	\$750
Richard E. Ford Dining Room	\$125	\$250	\$250
Ridenour Conference Room	\$60	\$120	\$120
Virginia Ford Mezzanine Lobby	\$60	\$120	\$120
Gatsby Room	No charge	No charge	No charge

*Rental fees include all tables, chairs, linens, skirted tables, in-house audio visual equipment, and set-up; rental fees will be taxed Indiana sales tax of 7%
 **Half-day rentals must conclude on or before 3 PM
 ***There is no charge for the Virginia Ford Mezzanine Lobby if it is being used for a meeting/conference's break service
 ****The Gatsby Room may only be reserved if breakfast, lunch, or dinner will be ordered from the Twenty Restaurant Menu
 *****Non-for-profits receive 50% off room rental fees



VENUES & ADDITIONAL INCLUSIONS



Big Four Ballroom
1,775 SQ FT
LOWER LEVEL

- Ceiling mounted projector with 50' corded VGA hook-up and wireless Apple TV projector capability
- Ceiling mounted projection screen
- (5' x 8')
- Pandora background music with genre of your choosing
- iPhone / iPod male jack hook-up for personal music
- Baldwin Grand Piano (circa 1900) (*tuning fee may apply*)



Cloud Club
486 SQ FT
ROOF LEVEL

- Pandora background music with genre of your choosing
- iPhone / iPod male jack hook-up for personal music
- Ceiling mounted projection screen
- (5' x 5.5')
- Upright Chase Bros. – Hackley Piano (circa 1918) (*tuning fee may apply*)
- Outdoor patio seating for 10 guests (*weather permitting*)



Wabash Cannonball Room
2,128 SQ FT
LOWER LEVEL

- Pandora background music with genre of your choosing
- iPhone / iPod male jack hook-up for personal music



Ridenour Conference Room
360 SQ FT
SECOND FLOOR

- 55" high definition wall mounted smart television with HDMI and USB hook-ups
- Ceiling mounted projection screen (4' x 5')



Gatsby Room
400 SQ FT
FIRST FLOOR

Due to its semi-private design and proximity to restaurant Twenty, the Gatsby Room is available for breakfast, lunch, and dinner events only.



Richard E. Ford Dining Room
425 SQ FT
FIRST FLOOR

- Pandora background music with genre of your choosing
- iPhone / iPod male jack hook-up for personal music



The Courtyard
2,200 SQ FT
FIRST FLOOR

- Pandora background music with genre of your choosing
- iPhone / iPod male jack hook-up for personal music
- Raised dais (platform for ceremonies, entertainment, speakers, or head table)



Virginia Ford Mezzanine Lobby
900 SQ FT
SECOND FLOOR

- Lounge and table seating for 12 people
- Wet bar

Available upon request at NO additional cost:

- Tabletop projector with VGA input (no audio capacity)
- Flat screen 37" television with HDMI or USB hook-ups and DVD/Blu-Ray player
- Speaker's table-top or standing podium
- Table-top conference speaker phone
- Dry erase board
- Wireless handheld microphone(s)

EQUIPMENT LIST

Available for use by advance request

Chairs:

- 230 – Banquet Upholstered Chairs
- 50 – Wicker Chairs
- 10 – Ridenour Boardroom Chairs (chairs remain in-room only)
- 75 – Courtyard Iron Outdoor Chairs

Tables:

- 12 – 48” Rounds (seats 4-6)
- 25 – 60” Rounds (seats 6-8)
- 2 – 68” Rounds (seats 10)
- 2 – 72” x 60” Ovals (seats 10)
- 10 – 30” Tall Cocktail/Bistro Rounds
- 8 – 36” x 36” Courtyard Iron Outdoor Umbrella Tables (seats 4)
- 6 – 30” Courtyard Iron Outdoor Tall Cocktail/Bistro

Rounds:

- 17 – 6’ x 30” Banquets
- 15 – 8’ x 30” Banquets
- 11 – 6’ x 18” Classrooms
- 19 – 8’ x 18” Classrooms
- 4 – Serpentes
- 1 – Half Round
- 2 – 6’ x 30” Portable Bars (w/service shelf)

All tables are dressed with appropriate sized cloth and/or skirting.

Other:

- Portable Dance Floor – 20’ x 20’ maximum
- 2 – Portable Stage – 4’ x 8’ each 2 – Podiums (1 standing, 1 tabletop)
- Audio Visual
- 2 – Microphone Floor Stands
- Miscellaneous
- United States Flag
- State of Indiana Flag
- 2 – Flip Chart Stands (flip chart paper not included)
- 3 – Easels
- 1 – Dry Erase Board

AUDIO VISUAL DISCLAIMER

Charley Creek Inn’s complimentary equipment is available on a ‘first come, first serve’ basis. Please request equipment upon booking your event to ensure its availability.

CCI does not provide laptop computers or tablets for guest use; laptop devices for presentation or audio-visual purposes must be provided by guests. All computers differ with regard to input/output capability, individual settings, and installed programs; as such, CCI does not provide technical assistance for operation of your personal device or files. Please be aware if your computer requires specific setting changes to export or duplicate your screen to a projector or connected device.

For projector use, limited conversion adapters are available for computers without VGA ports. CCI highly recommends visiting the hotel in advance to test your equipment for compatibility and/or bringing back-up equipment.



CHARLEY CREEK INN
BORN IN 1920. REBORN IN 2010