

 **BANQUET ROOM CHARGES 2023**

**RENTAL COSTS:**

* 6 to 8 hours $1,500.00
* 3 to 6 hours $950.00
* 2 hours or less $425.00 (not available on Saturdays)
* Time allotted **includes** set-up and clean-up
* To reserve the banquet room a $500 ***refundable*** security deposit is required at time of booking.
* 50% of the balance of the rental due 60 days prior to the event.
* The remaining balance is due in full 30 days prior to the event.

**RENT INCLUDES:**

* 1600 sq. ft Banquet Room and 600 sq. ft Foyer.
* Navy, White, or Gray tablecloths.
* 18 x 72 tables & 2- 24x 72 tables, banquet chairs set up & take down.
* On Site Coordinator

**AUDIO VISUAL AND OTHER EQUIPMENT AVAILABLE*: \* fees apply***

* Projector and screen.
* Microphone handheld (stand available) or Lapel Microphone.
* Flip Charts and Easel (including markers).
* Conference call device.

**NUMBER OF GUESTS:**

* By law, the maximum number of guests allowed in the room is 100 for a sit-down event and 150 for theatre style. (Without tables)
* Set ups are available classroom style, cocktail style, theater style and sit-down dinner.

**WHEELCHAIR LIFT:**

* The lift is to be used STRICTLY for handicapped access ONLY.
* Use of the lift for any other service is strictly prohibited.

**CATERING:**

* You can bring your own caterer, or the hotel on-site coordinator can assist with this. 20% service charge will be applied.
* The banquet room has a commercial refrigerator & freezer available to store your food items before & during the event.
* Ample countertop available as well.
* The kitchen area can be separated from the banquet room by a convenient accordion door.

**ALCOHOL:**

* Alcohol may be served at your event. You must present a valid Certificate of Insurance (COI), naming Palmera Inn and Suites as additional insured during the time of the event.
* ***All events providing alcohol must have security staff at the renter’s expense. Hotel will provide staff.***

**SECURITY DEPOSIT:**

* Security Deposit of $500 (refundable provided there are no damages) will be required at the time of contract signing. An additional deposit will be required as well, this deposit will be credited toward your balance.