



MEETING AND CONFERENCE SPACE

	<u>BAY ROOM</u>	<u>LAKE ROOM</u>	<u>MESSANIE</u>
ROOM SIZE:	756 Square Feet 26'10" x 28'3" x 10'2"	1620 Square Feet 54" x 30" x 8"	Not Private Opens to lobby
ROOM CAPACITY:			
Classroom seating	24 people	65 people	40 people max
Theater seating	42 people	125 people	Great for
U-Shape style	24 people	40 people	Breakout Lunch
Hollow Square style	28 people	46 people	*please ask
Rounds of 8	32 people	88 people	about setup
ROOM FEE:	<u>BAY ROOM</u>	<u>LAKE ROOM</u>	<u>MESSANIE</u>
Weekdays:	\$100.00	\$200.00	Call about
Weekends:	\$100.00	\$300.00	price and availability

*Fee Deposit due 2 weeks prior to event – Deposit based on room

<u>Refreshments</u>	<u>Cost</u>
Coffee	\$ 11.00 per pot (approx 12 cups)
Fruit Juice	\$ 10.00 per carafe (approx 10 glasses)
Assorted Pop	\$ 1.50 per soda
Danish/Rolls	\$ 13.00 per dozen
Cookies	\$ 11.00 per dozen
Fresh Fruit	\$ 2.50 per person

The Suites Hotel preferred caterers are Timberlodge and Old Chicago
You may choose your own caterer or bring in your own food & beverage

<u>Audiovisual Equipment</u>	<u>Rental Costs</u>
Screen	Free
White Board / Flip Chart/ Markers	Free
Podium	Free
TV/VCR/DVD	\$ 10.00/day
Projector	\$ 100.00/day
Microphones / Speakers	\$ 130.00/day

(Equipment must be ordered 3 days prior to function; additional Audiovisual Equipment is available via rental)

For more information regarding meeting space or for a site tour of the facility, please contact the sales department 9:00am to 5:00pm M-F at 218-727-4663

WE LOOK FORWARD TO BEING YOUR HOST!