

## **AUDIOVISUAL EQUIPMENT PRICES**

27" Television Monitor with DVD/VCR Combo_____	Free
Overhead Projector_____	\$15.00
Flipchart with Markers_____	\$20.00
Whiteboard_____	Free
Speakerphone_____	Free
6' Projection Screen_____	Free
Extension Cord(s) & Power Strip(s)_____	Free

*The above are standard prices per day.*

*Your Meeting Planner will be happy to arrange for any additional equipment you may need.*

## **FOOD & BEVERAGE PRICES**

Continental Breakfast (Per Person) - <i>Donuts, Muffins, Fresh Fruit, Toast, Yogurt, Bagels with Cream Cheese, Coffee, Juice and Water</i>	\$ 5.95
Assorted Bakery – Donuts & Muffins (Dozen)	\$ 15.00
Bagels and Cream Cheese (Each)	\$ 1.75
Whole Fruit Basket (Per Fruit)	\$ 1.00
Popcorn (Bowl)	\$ 10.00
Cookies (Dozen)	\$ 9.00
Coffee (Pot)	\$ 6.00
Assorted Soft Drinks (Can)(Billed on consumption)	\$ 1.50
Juice (Pitcher)	\$ 7.00
Bottled Juices (Billed on consumption)	\$ 3.00
Bottled Water (Billed on consumption)	\$ 2.00

## **GENERAL INFORMATION**

1. **Room Rental:** Image or Trasino Room is available for a rental fee of \$75.00 per day. Image/Trasino Room (combined) is available for a rental fee of \$150.00 per day.
2. **Service Charge:** A 20% service charge is added to all food and beverage from hotel and The Seasons Asian-American Bistro.
3. **Payment / Billing Arrangements:** Direct billing applications may be obtained from the sales department and must be received two weeks prior to the event. Without direct billing approval, advance payment or credit card guarantee is required.
4. **Guarantee:** All events with food and beverage from the hotel and Johnathan's Italian Bistro require a final guaranteed count no less than seventy-two (72) hours prior to arrival. This guarantee will be the minimum number for which fees will be charged.
5. **Cancellation:** Cancellation of any event less than ten (10) working days prior to event will be subject to a cancellation fee.
6. **Meeting Room Assignments:** All meeting room assignments are subject to change. Please refer to the daily schedule of events in the lobby upon arrival for verification.
7. **Food and Beverage:** All food and beverage must be supplied and coordinated by the hotel and/or The Seasons Asian-American Bistro. Exceptions, such as outside caterers, will be allowed with permission from management. Any Food & Beverage brought into a meeting room from an outside caterer other than The Seasons Asian-American Bistro will need to sign a liability waiver.
8. **All Prices are Subject to Change.**