



WEDDING/RECEPTION CONFERENCE ROOM BOOKING

Please read and fill out form completely

Conference Room Rates

*rates do not include tax

	Small Rm	Large Rm	Both Rms
2hrs	45.00	75.00	95.00
4hrs	65.00	100.00	135.00
8hrs	100.00	150.00	200.00
Full Day	125.00	200.00	300.00

*Rates include coffee, water, ONE set up & ONE tear down, and use of linens. A \$50 refundable deposit is required for linen use if food will be served.

Our conference room sizes are as follows:

SMALL: 450 square feet, 30 person capacity theatre style

LARGE: 1,150 square feet, 90 person capacity theatre style

BOTH ROOMS: 1,500 square feet, 120 person capacity theatre style

We have 13 60" round tables, 130 chairs, and 6 5' rectangular banquet tables.

Any extra time needed for decorating or setup by guest must be included in the time the room is reserved for. Example: A wedding reception will be held from 7pm to 9pm, but the guest would like to setup and decorate at 6pm and will tear down decorations starting at 9pm. The room would need to be reserved for 4 hours.

One setup and one tear down will be provided in the rate. If an additional setup needs to be done, there will be an additional \$50.00 charge. A set time must be given for new setup in order for us to staff accordingly. Example: The wedding is over at 5pm and the reception starts at 7pm. If a different room configuration is needed and we are to set that up, it will be done for an additional \$50.00 and we must be informed that new set up is to be done at XX:00.

We have linens available at no additional charge. Currently we have white linens. Although we do our best to avoid wrinkled linen, we do not iron linens.

We do not provide catering and our staff is unable to set up food/beverages or serve at your catered event.



Lodge & Suites
1098 Golden Beauty Drive
Rexburg, ID 83440
Phone 208.356.5333
Fax 208.356.7503

Group Name _____ Contact Name _____

Phone # _____ Fax # _____

Address _____ City _____ State _____ Zip _____

DATE OF USE _____ Day of the Week _____

Start Time _____ End Time _____

Requested Time for initial setup _____

Will you need more than one setup? (circle one) YES NO

If yes, what time _____

Will you need linens? (circle one) YES NO

Estimated Attendance _____

Room Requested (circle one) SMALL(200) LARGE(201)

Rate Quoted _____

Included in price: Coffee Ice Extension TV/VCR Marker
(circle requested) Water Cords Board

\$60.00 _____ LCD Projector

Set up Request _____ Please fill out attached floor plan

Special Requests _____

Credit Card Type: _____ Card # _____ Exp Date _____

Reservation Taken By _____ Date _____ Conf # _____