



## CONFERENCE ROOM BOOKING

Please read and fill out form completely

### Conference Room Rates\*

\*Rates *do not* include tax or linens. Rates include coffee, water, ONE set up & ONE tear down. Linen is \$2.00 + tax per piece.

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

### 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 not be finished tearing down decorations until 9:30pm; the room would need to be reserved for 4 hours.

One setup and one tear down will be provided in the rate. We will setup the room for the initial start time of room reservation. Example: The room is reserved from 6pm to 10pm. We will provide initial setup and will have it completed by 6pm. We must be provided with completed floor plan 24 hours prior to event. If an additional setup needs to be done, there will be an additional \$50.00 charge. A set time must be given for additional 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 \$2.00 + tax per piece. Currently we have white linens.

Alcohol can be served at your event, provided you are not selling it. If alcohol is to be served, please keep in mind we do not allow the alcohol to leave the conference rooms. Attendees will not be permitted in the pool, lobby, or any other public areas with alcoholic beverages.

Smoking is not permitted in any location within the hotel, except for designated smoking guest rooms. Smoking is permitted outside of the building. All of our theme suites are NON-smoking, as is the conference room. You will be asked to leave and charged a \$100.00 cleaning fee for smoking in a non-smoking room.

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

Decorations may be brought in for your event. We do ask that you **do not use nails, pins, tacks or anything else that may damage the walls/trim** to hang your decorations.

**By signing below, you are acknowledging that you have read and understand this form in its entirety.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Group Name \_\_\_\_\_ Contact Name \_\_\_\_\_

Type of Event \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

DATE OF USE \_\_\_\_\_ Day of the Week \_\_\_\_\_

Start Time \_\_\_\_\_ End Time \_\_\_\_\_

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

Rate Quoted \_\_\_\_\_

Requested Time for initial setup \_\_\_\_\_ AM/PM

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

IF yes, what time \_\_\_\_\_ AM/PM (this must be an exact time, as we will be bringing in additional staff)

Will you need linens (linen is not included in the rate)? (circle one)                      YES                      NO

IF yes, how many for rounds \_\_\_\_\_ how many for rectangles \_\_\_\_\_

Each will be billed at \$2.00 + tax per piece.

Estimated Attendance \_\_\_\_\_

Included in price: Coffee      Ice      Extension      TV/VCR      Marker      Projection      Easel  
(circle requested)                      Water      Cord                      Board                      Screen

\$60.00 \_\_\_\_\_ LCD Projector

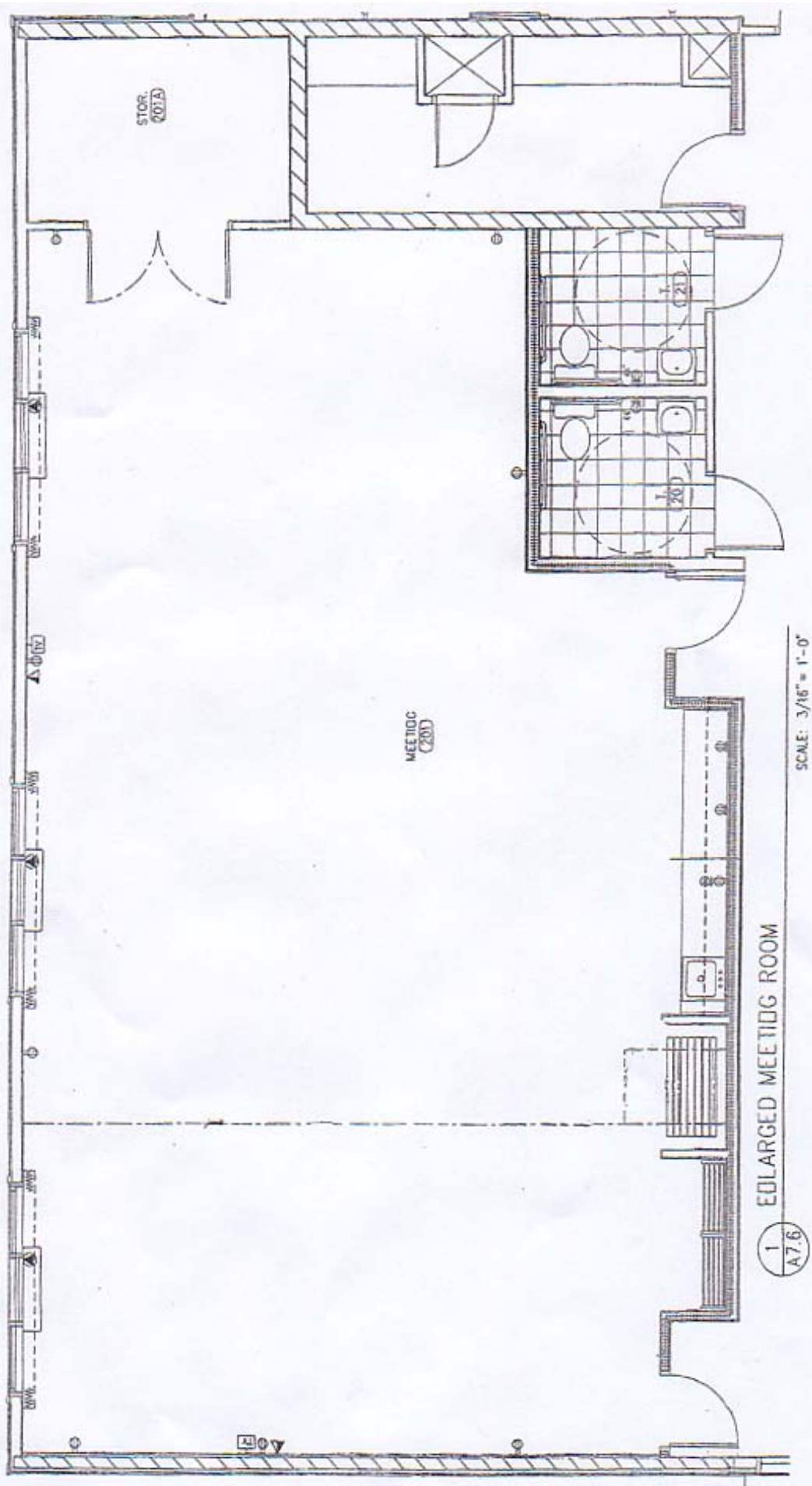
Set up Request \_\_\_\_\_ Please fill out attached floor plan  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Credit Card Type: \_\_\_\_\_ Card # \_\_\_\_\_ Exp Date \_\_\_\_\_

FOR OFFICE USE ONLY

Reservation Taken By \_\_\_\_\_ Date \_\_\_\_\_ Conf # \_\_\_\_\_





Please map out how you would like the room(s) set up for your event.

If you have any questions, please contact the hotel.

Thank you for choosing AmericInn!