

# Meeting Planner



## Banquet Room Information & Seating Capacities

	U-Shape	Conference / Open Square	Crescent	Theater	Banquet	Reception
Kent Atrium	30	36	40	125	80	100
Sussex Atrium	20	24	35	75	80	100
New Castle Room	30	34	40	100	72	90
Ballroom at the "D"	n/a	n/a	240	800	350* / 500	650

*\*with dancing*

### Room Rental

Ballroom at the "D" - \$1,000.00

Kent Atrium - \$250.00

Sussex Atrium - \$250.00

New Castle Room - \$250.00

### Service Charge

All food and beverage is subject to a 20% service charge unless otherwise indicated.

### Vendor / Auction Tables

Deerfield is pleased to provide up to (10) vendor/auction tables for your event. A fee of \$25 per table (with linen) will apply to any additional vendor/auction tables.

### Entertainment

Entertainment needs are to be provided by the client. All vendors must be approved by Deerfield prior to the event. Vendors must provide details of their service/product, delivery, set-up and breakdown arrangements where applicable. The Sales Managers are happy to assist you by providing names of vendors previously worked with.

### Decorations

Decorations must be approved before the event. Items may not be affixed to walls, ceilings, fixtures or furnishings. Confetti of any kind is not permitted. Please review your requirements prior to your function.

### Audio Visual

Deerfield is able to accommodate your audio visual needs. Please discuss availability and pricing with your Sales Manager. Some basic options include but are not limited to:

LCD Projector	\$275/day	VCR or DVD with TV Rental	\$100/day
Wireless or Lavalier Microphone	\$125/day	Wired Microphone	\$40/day
Traditional Flip Chart Pads w/Easel	\$25/ea	Phone Line	\$50/day
Post-it Note Flip Chart Pads w/Easel	\$35 / ea	(long distance charges not included)	
High Speed Internet Access	\$50/day	Polycom Conference Call Unit	\$150/day
Podium	n/c	Standard Screens	n/c
AV Tech (only as needed)	\$115/hr		

06/09