



**All-Inclusive Meeting Package Plan:**

Meeting Room	Rental Rate										
		Total Sq Ft	Room Size	Ceiling Ht	Classroom	Theater	Banquet 10	Reception	Conference	U-Shape	H-Square
Conference Room	*	361	19' x 19'	8	14	28	N/A	N/A	12	12	12

*\*Actual capacity of rooms is contingent upon the final set for the room. All occupancies are maximum room sets allowable for space, local and state codes. Occupancies may decrease depending upon additional service items in the room, e.g., audio visual equipment, head table, etc. Rental rate determined with Sales Associate.*

**Discounts may apply when guest rooms are reserved!**

**Meeting Room Rental includes the following complimentary amenities:**

- ❖ Set up of meeting room with tables and chairs
- ❖ Wireless high-speed internet access
- ❖ TV & DVD
- ❖ One White Board/Flip Chart with Markers (24x36)
- ❖ Pens & Notepads
- ❖ Ice water and hard candies

Items such as projectors, screens, etc. are not provided by the hotel and can be brought in without a fee being charged by the hotel. Copy and fax service is available in the Guest House at no charge.

**Tax & Gratuity:**

Hyatt Summerfield Suites upholds a “No Gratuity” policy; therefore, there will be no service charges or gratuity fees. Sales tax will apply to your meeting room rental (currently 6 %.) All prices are subject to change. Meeting room is subject to availability for events more than 30 days out.