

MEETING SPACE CAPACITY CHART

Room	Sq. Ft.	Conference	Hollow Square	U-Shape	Classroom	Theater	Banquet	Reception
Beacon	986	30	40	35	60	110	80	125
Beacon Alcove	300	15	NA	NA	NA	20	20	20
Overlook	936	30	25	20	40	50	50	75/100*
Overlook Patio (outdoor venue)	372	NA	NA	NA	NA	30	NA	40
State	1325	25	30	25	40	75	70	100
Cabinet	795	30	30	25	30	50	50	75
Ballroom (State/Cabinet)	2120	50	50	40	70	120	110	150/200
Embassy 108	340	12	NA	NA	NA	20	NA	30/60*
Embassy 110	340	12	NA	NA	NA	20	NA	30
Embassy (Board 108/110)	700	20	20	20	25	40	32	60
Embassy Patio (outdoor venue)	588	NA	NA	NA	NA	NA	30	40*
Capital Room	765	35	30	25	40	75	50	75
Capital Foyer	233	NA	NA	NA	NA	NA	NA	20
Capital Boardroom	170	8	NA	NA	NA	NA	NA	NA
BBG Private Dining	490	20	NA	NA	NA	50	35	50
Rooftop Sky Bar (outdoor venue)	N/A	NA	NA	NA	NA	NA	NA	30/100*

*Outdoor Patio Weather Permitting



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Inclusive Meeting Packages
SUCCESSFUL MEETINGS MADE EASY

Platinum

MEETING PACKAGE

House Continental Buffet

Assorted Danish, Croissants, and Muffins,
Slice Fruit Display

Coffee, Tea, Decaf, Assorted Individual Fruit Juices

*Upgrade to Full American Breakfast Buffet for \$10 per person additional

Morning Refresh

Coffee, Decaf, and Assorted Hot Teas

Working Lunch

(Choose One)

1) Our Assorted **Gourmet Sandwiches Display**

Includes Three Varieties and is Served with
Pasta Salad and Potato Chips

2) The **South of the Border** Lunch Option Includes
a Platter of Beef, Chicken and Vegetarian Tacos
with Assorted Toppings, Vegetarian and Chicken
Quesadillas and Tortilla Chips with Salsa

3) Our **Build a Burger** with Angus and Veggie Burgers
and Assorted Toppings/Condiments,
Garden Salad, Potato Salad

4) The **Pasta Pasta** Lunch Includes Chef's Choice
Two Different Pastas with One Vegetarian and One Meat
Sauce, Romaine Caesar Salad with Croutons, Parmesan,
and Caesar or Ranch Dressing, Assorted Italian Breads
All of the above buffets are served with Cookies,
Brownies, and an Iced Tea & Lemonade Station

Afternoon Break

Nutrigrain Bar and Rice Crispy Treats, Assorted Soda
and Bottled & Sparkling Water

Number of Attendees	Per Person - Day Rate
20-30 people	\$91 per person
31-40 people	\$89 per person
41-50 + people	\$86 per person

Gold

MEETING PACKAGE

House Continental Buffet

Assorted Danish, Croissants, and Muffins,
Fresh Fruit Display

Coffee, Decaf, Assorted Hot Teas, Individual Fruit Juices

*Upgrade to Full American Breakfast Buffet for \$10 per person additional

Morning Refresh

Coffee, Decaf, and Assorted Hot Teas

Afternoon Break

Freshly Baked Cookies, Brownies or Blondies
with Assorted Soft Drinks, Bottled & Sparkling Water

Number of Attendees	Per Person - Day Rate
20-30 people	\$60 per person
31-40 people	\$57 per person
41-50 + people	\$54 per person

Silver

MEETING PACKAGE

Morning Beverage Service

Coffee, Decaf, Assorted Hot Teas, Individual Fruit Juices

*Upgrade to House Continental with Fruit and Assorted Danish,
Croissants and Muffins for \$10 per person additional

Afternoon Break

Freshly Baked Cookies, Brownies or Blondies with
Assorted Soft Drinks, Bottled & Sparkling Water

Number of Attendees	Per Person - Day Rate
20-30 people	\$34 per person
31-40 people	\$31 per person
41-50 + people	\$28 per person

Audio Visual Equipment Price List (Extensive AV List Available upon request)

Flipchart Package	\$ 45 per day
Stand & Microphone	\$ 60 per day
Podium & Microphone	\$ 100 per day
Wireless Lavalier Microphone	\$195 per day
LCD Projector	\$400 per day
Wireless Handheld Mic	\$195 per day
Projection Screen (6x6)	\$ 50 per day
Polycom Sound Station	\$ 150 per day
Telephone	\$ 25 per day
Outside Phone Line	\$ 50 per day
Wireless Internet Access* in Meeting Room	
– 10 Hour Access	\$150 per day

prices subject to tax and delivery

*Wireless Internet with 13MB of download speed capability and
5MB of upload speed capability with redundant systems

Package Requirements

- Meeting packages are inclusive of room rental and gratuity
- Menu items cannot be substituted or changed
- Upgrade options are available on full current catering menu and upon request
- Packages available for daytime meetings 8:00am-5:30pm
- Food and beverage attained in these packages are served in the same room as the meeting



All Meeting Rooms are supplied with water service,
writing pads and pens.