

# Social Event 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
The Grille	n/a	n/a	n/a	n/a	80	125
Ballroom at the "D"	n/a	n/a	240	800	350* / 500	650

*\*with dancing*

### Room Rental

Ballroom at the "D" - \$750.00

Kent Atrium - \$250.00

Sussex Atrium - \$250.00

New Castle Room - \$250.00

Grille At The "D" - \$250.00

Any combination of two rooms including the Atriums and New Castle Room - \$350.00

### Service Charge

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

### 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.

### Baby Grand Piano

Deerfield is proud to own and offer a player Baby Grand Piano located in the Sussex Atrium for use by our clients. There is a \$100.00 rental for use of the piano. *(Based on availability)*

### Dance Floor

A 15'x15' Wooden Tile Dance Floor available for rent in the New Castle Room or the Kent or Sussex Atrium for \$600. The 27'x30' dance floor in the Ballroom is included in the Ballroom rental.

### 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.

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