

Meeting Planner



Banquet Room Information & Seating Capacities

	U-Shape	Conference / Open Square	Crescent	Theater	Banquet	Reception
Kent Atrium	30	36	40	125	90	120
Sussex Atrium	20	24	35	75	80	120
New Castle Room	30	34	40	100	72	100
Delaware Room	20	24	35	75	80	100
The Ballroom	n/a	n/a	240	800	350* / 500	650

**with dancing*

Room Rental

The Ballroom - \$1,000.00

Kent Atrium, Sussex Atrium, New Castle Room or Delaware Room - \$275.00 (ea)

Service Charge

All food, beverage, audio visual, rentals and special order linens are subject to a 22% 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 \$30.00 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 you may wish to consider.

Golf

Please ask your Sales Manager how you can include tee times, golf clinics, golf-themed contests, or any other golf-related activities for your guests.

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.

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	\$275.00/day	Wired Microphone	\$40.00/day
Wireless or Lavalier Microphone	\$130.00/day	Phone Line (long distance charges may apply)	\$55.00/day
Traditional Flip Chart Pad/easel	\$25.00/each	Polycom Conference Call Unit	\$150.00/day
Post-it Note Flip Chart Pad/easel	\$35.00/each		
High Speed Internet Access	\$55.00/day	Standard Screens	\$40.00/day
Podium	n/c	Mixer (presentations w/audio)	\$45.00/day
AV Tech (only as needed)	\$115.00/hour		

07/14