

Meeting Planner

Room Rental

The Ballroom – \$1,000.00
Kent Atrium, Sussex Atrium, or New Castle Room – \$325.00 each
Delaware Room – \$250.00

Service Charge

All food and beverage is subject to a 22% service charge unless otherwise indicated

Vendor/Auction Tables

Deerfield is pleased to provide up to ten vendor/auction tables for your event on a complimentary basis
A fee of \$30.00 per table will apply to any additional vendor/auction tables required (linen included)

Audio Visual

Deerfield is able to accommodate your basic audio visual needs. Please discuss availability and pricing with your Sales Manager. Events and/or meetings requiring an extensive audio visual set up may be referred to a preferred vendor. Please review your requirements with your Sales Manager prior to your function. 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	Complimentary	Mixer (presentations w/audio)	\$45.00/day
AV Technician (as required)	Price upon request	Additional Power Strips	\$15.00/day



Meeting Planner continued

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. Your Sales Manager will be 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

Deerfield does not permit the affixing of anything to the walls, floors, furnishings or ceilings with nails, staples, carpet tape, hooks, screws, glue or any other unapproved substances. Decorations must be approved before the event. Deerfield does not allow glitter, confetti, and fireworks (including sparklers). Some open flame and other elements are at the Club's discretion. Please review your requirements with your Sales Manager prior to your function.

