



**Rates, Room Capacity and Amenities**

**Catering Hours:** Monday - Friday 7:00am - 5:30pm

**Room Capacity**

Room Size: 30' x 19'

Capacity: 30 chairs, 6 tables

**Amenities:**

**Lighting:** Fluorescent overheads, pot lights on dimmers for projection

**Phone:** 1 digital phone, with speaker phone. Compatible with Samsung accessories.

**Microphone:** No

**Projector:** NRC- no sound

**Screen size:** 96" w x 68" h

**Wireless LAN Card NWL-100a:** 5 pin serial port

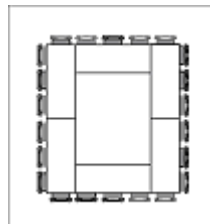
**Whiteboard:** 4'x8', with markers

<i>ROOM RATES AND FEES</i>	
Meeting (1-2 hours)	\$25.00
Half Day (3-5 hours)	\$37.50
Full Day (6-8 hours)	\$70.00
Cleaning surcharge (if any spillage)	\$35.00
China plates & rentals (minimum; dependent on number of people)	\$25.00
Linens (each)	\$18.00

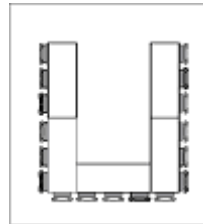
**Room Setup Options** (Please indicate setup option 48 hours prior)



Classroom



Conference



U-Style

**Access to Boardroom**

Access to the TechTown Boardroom is permitted through the use of a key card. Access Cards are available at the Front Desk of Columbia Lake Health Club. Cards not returned will be charged a fee of \$25.

**Parking**

Guests of TechTown are permitted to park free of charge in the parking lots located beside and behind the TechTown facility.

**Damage**

Loss or damage to any equipment (projector and accessories, white boards, credenza will be the responsibility of the guest.

Guests are required to remove all personal items at the termination of their use, the lights and projector to be turned off and the key returned. TechTown is not responsible for any material left over by the guest.