

*The Oxford Suites Meeting Rooms are located on the lower level of the hotel. They are well lit and have an individually controlled heating and air conditioning unit.*



**TOWN MEETING ROOM I \$299<sup>+TAX</sup>**  
(1,377 sq. ft.) 27'x51' with 9' ceiling

|           |                 |
|-----------|-----------------|
| Theatre   | seats up to 100 |
| Classroom | seats up to 60  |
| U-Shape   | seats up to 35  |

Room has two entrances and features a Wet Bar, Presentation White Boards enclosed in Mahogany Cabinets on each end of the room & a Projection Screen.

**AUDIO VISUAL EQUIPMENT AVAILABLE**

- Wireless Internet
- Overhead Projector
- Screen 8' x 8'
- LCD Projector
- Flip Chart Easel
- Flip Chart Paper
- TV/DVD/VCR
- Podium

**ADDITIONAL AUDIO VISUAL**

Oxford Suites will gladly assist with rental arrangements for any additional audio/visual equipment.



**TOWN MEETING ROOM II \$165<sup>+TAX</sup>**  
(253 sq. ft.) 11.5'x22' with 9' ceiling

10-12 Executive Chairs

Room features Presentation White Board enclosed in a Mahogany Cabinet & a Projection Screen.

**BOOKING/BILLING**

Direct Bill status, Prepayment or Credit Card reservation is required. To avoid forfeiture of any deposit paid or payment of penalties, the hotel must receive notification of cancellations no later than (5) days prior to the event (not including Saturday or Sunday). Rates are per day and are inclusive of set up and cleaning charges.

**CATERING SERVICES**

Oxford Suites offers a variety of catering services. Catering menus and rates are available upon request.

**For more information on meeting room and catering services contact Amy Swanstrom at 509-847-1000 x116.**