

Springhill Suites – Meeting Space Quick Reference Guide

Basic Information

Meeting Rooms	Capacity (sq. ft.)	Rental Fee*	Meeting Space Set Up (people)				
			Theatre	Classroom	Conference	Ushape	Banquet
Elmwood (I & II)	1500	\$600	150	80	68	60	100
Elmwood I	750	\$300	75	40	34	30	50
Elmwood II	750	\$300	75	40	34	30	50
Conference Room A		\$175	n/a	n/a	12	n/a	n/a

*Additional 22% service charge is added to rental fee

Meeting Space Highlights

- Three Meeting Rooms
- 1,500 + Conference Room A sq. ft. of total meeting space
- Largest meeting room is Elmwood I & II with maximum meeting space of 1,500 sq. ft. and maximum seating capacity of 150
- Maximum of three breakout meeting rooms

Selling Points

- Natural lighting
- Full catering
- Audio visual service
- On site sales to assist with your meeting needs

Equipment & Services – available either onsite or upon request

Business Services

- Copy service
- Fax service
- Messenger service
- Network/Internet printing
- Overnight delivery/pickup

Meeting Equipment

- AV equipment
- Flat Screen 48" HDTV
- Film projector
- LCD projector
- Microphone
- Overhead projector
- Portable PA system

Other Notes

- When booking 10+ rooms guests are eligible to rent the meeting space for social events