

# MEETING & EVENT PLANNING

## Equipment and Services

### Business Equipment

- Computers
- Printers
- High-Speed Internet (wired & wireless access)

### Business Services

- Copy service
- Fax service
- Overnight delivery/pickup

### Meeting Equipment

- AV equipment
- LCD projector
- TV screen
- TV production service provider

### Meeting Services

- AV technician

### Meeting Packages

- Coffee Service
- All-Day Beverage Service
- AM & PM Breaks
- Full & Half-Day Meeting Packages



**728 FT<sup>2</sup> OF EVENT SPACE**

**50 PEOPLE MAX. CAPACITY**



## Configuration Capacity Chart

Theater	Schoolroom	Conference	U-Shape	Reception	Banquet
32	21	30	18	50	32

Contact Amy Reiss at 804-412-9727 or [reissa@guestservices.com](mailto:reissa@guestservices.com) for more information on availability & booking