



COURTYARD BY MARRIOTT BOULDER MEETING PLANNER'S GUIDE & INFORMATION

MEETING SPACE: Meeting space will be assigned by the hotel to accommodate the anticipated number of guests and room set up requested. The hotel may substitute equally acceptable alternate space within the hotel if it deems necessary. Cancellation policy for meeting space is 7 days prior to the function date.

There are two meeting rooms, Antero Peak and Blanco Peak. Each room is 637 square feet (24.5' by 26'). Suites can also accommodate a meeting for up to 6 people.

Meeting Room seating capacities:

Classroom	27
U- Shape	18
Conference	18
Theatre	40
Hollow Square	24

FOOD & BEVERAGE: To ensure the success of your function, the sales department must be notified of the exact number of guests attending the function 72 business hours prior to the scheduled function. If no changes are received within that time period, we will consider the number indicated on the original contract forms to the correct guarantee of guests. Food and beverage is subject to applicable taxes and a 20% gratuity. A 48 hour cancellation notice is required on all food and beverage services.

BILLING PROCEDURES: A personal or company credit card is required at the time of booking to secure the meeting space. Payment is due at the start of the function unless credit has been established with the hotel at least 2 weeks prior to the scheduled event. For other billing arrangements, please contact the sales department.

AUDIO VISUAL: The following audio visual equipment is included with the meeting room rental.

White board with markers	Projection Screen
Podium	Easels
Flipchart with markers	High Speed Internet Access

The following equipment can be rented at an additional cost:

Extra Flipcharts	\$10.00 each
LCD Projector	\$150.00 per day
Overhead Projector	\$25.00
VCR/DVD Monitor	\$60.00