

Events

by Residence Inn



Santa Fe



Welcome to Events by Residence Inn

When you're organizing a business meeting or planning a special event for your family and friends, Residence Inn Santa Fe makes you feel like you are planning in your own home. With flexible meeting spaces, customized Outside catering and reliable outside audio-visual services, you can hand select the options to make your event a success. Our devoted sales staff will be there to help you with your choices along the way.

I have enclosed sample menus, pricing and space plans to help you get started. If you are looking for something special, please do not hesitate to ask. Our team is dedicated to making your event a success.

Looking forward to seeing you soon,

The Residence Inn Team



Santa Fe





AM break

break | \$7

whole fruits

bottled water and soft drinks

coffee and tea service

enhancements | \$3

high energy cereal bars

roasted nuts, individual packets

enhancements | \$2

muffins or donuts

cookies

fruit yogurt

orange and cranberry juice

iced teas

coffee



Relax



Renew



Recharge

Santa Fe





PM break

break | \$8

whole fruits

bottled water and soft drinks

coffee and tea service

enhancements | \$4

energy drinks

enhancements | \$3

roasted nuts, individual packets



enhancements | \$2

brownies

cookies

potato chips / salsa

candy bars

iced teas



Santa Fe





lunch

catered options available

new mexican

american

mexican

bbq

cheese platter | \$35

pepper jack

swiss

american

crackers/ salt water chips



Relax



Renew



Recharge

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audio visual equipment

19" TV monitor VCR/DVD player | \$100

10' screen | \$100

speakerphone | \$30

Post-It® flipchart | \$30

CD player | \$40

additional AV equipment available from outside
source



Santa Fe



considerations

General Information and Policies

Food and beverage must be purchased and served by the hotel. Menu pricing is subject to change. Catered food costs vary depending on menu. AV pricing is listed on a per day basis.

Guarantees

In order to make your meeting a success please confirm your guaranteed number of guests 3 days (72 hours) prior to your event. The expected number will act as the final guarantee number if the guarantee number is not received.

Service Charge and Tax

All food and beverage are subject to a 20% service charge and 6% State Sales Tax.

Shipping

If shipping materials to the hotel, please include the company/ group name, event manager and date of meeting on the outside of the package. The hotel cannot assume responsibility for the damage or loss of merchandise sent for storage.

