

AUDIO VISUAL AT THE DURHAM

Priced individually per day unless otherwise noted

INTEGRATED PROJECTION PACKAGES

MEZZANINE ROOM

200

(1) 9'x12' drop down screen
(1) Integrated projector
computer input to projector

THE BOARDROOM ROOM

150

65" high resolution LCD monitor
computer interfacing to monitor
audio & video conferencing capabilities

THE OFFICE ROOM

150

55" high resolution LCD monitor
computer interfacing to monitor
audio & video conferencing capabilities

PROJECTOR SUPPORT PACKAGE

150

(1) 8' skirted tripod screen
(1) skirted projector table
power cords as needed

MEETING ESSENTIALS

FLIPCHART WITH MARKERS (1) REFILL	40	8' SKIRTED TRIPOD SCREEN	75
WHITEBOARD WITH MARKERS	40	LCD DATA PROJECTOR	200
PRESENTATION LASER POINTER	20	CONFERENCE PHONE & CONNECTION	120
EASELS	10	WIRELESS LAVALIER MICROPHONE	100
POWER STRIP	15	WIRELESS HANDHELD MICROPHONE	100
POWER CORD	15		

EVENT INFORMATION & POLICIES AT THE DURHAM

SERVICE CHARGE | TAX

A 20% service charge and 7.5% state sales tax will be charged on food, drink and audio/visual items. State sales tax will also be applied to function room rental fees.

FOOD AND DRINK

All food and drink items must be supplied and prepared by the hotel. Host or guests may not remove any food or drink from the hotel.

MENU SELECTION

All menu selections are required (10) ten business days prior to event date. Your hotel contact will create banquet event orders for your review and signature, confirming all details are agreed upon.

GUARANTEED GUEST COUNT

A guaranteed guest count is required (5) five business days prior to event date. The guaranteed guest count or actual attendance, whichever is greater, will be charged to the master account. If a guaranteed guest count is not provided, then the agreed contracted number of guests or actual attendance, whichever is greater, will be charged to the master account.

MENU PRICING

All food and drink prices are subject to change and will be communicated to host.

FOOD MINIMUMS

Required food minimums will be detailed in the catering agreement.

CANCELLATIONS

Cancellation of any event will result in cancellation fees and will be detailed in the catering agreement.

INCLEMENT WEATHER

The hotel reserves the right to make the final decision on all outdoor events in the event of inclement weather and will be communicated to host.

PARKING

Valet parking is available for all events. Your hotel contact can provide you with the current pricing. Valet parking charges will be posted to the master account.