

# Holiday Inn Express Meeting Facility Information



Holiday Inn Express Hayden offers three meeting options to accommodate from 6 to 60 people. Minimum 24 hour advance reservations are requested.

## **Boardroom**

Seating Capacity: 10 people

Room Information: The Boardroom offers a complete meeting space with private bath, couch, wet bar, TV and DVD player. 10 Person boardroom table and plush office chairs provide a professional and comfortable place to meet or gather. Located on the second (lobby) level of the hotel.

*Rental Information: \$75 per use plus tax*

## **Coho Room or Chinook Room**

Seating Capacity: 30 People (theatre style)

Room Information: Each space has its own beverage and food service bar, cupboard space, and one whole wall of windows. Lighting is a mixture of fluorescent and dimmer controlled white light with independent switches to control lighting needs for a speech or projected presentation. The room is 19 feet by 18 feet 4 inches (348 sq feet). Both rooms are located on the first (ground) level of the hotel. Elevator access is available.

*Rental Information: \$125 full day (more than 4 hours), \$95 half day (less than 4 hours)*

## **Combined Coho Chinook Room**

Seating Capacity: 60 people (theatre style)

Room Information: 700 sq feet of meeting space for a variety of room arrangements. The dimensions of the space are 19 feet by 36.6 feet.

*Rental Information: \$200 full day (more than 4 hours), \$125 half day (less than 4 hours)*

## **Food and Refreshments available:**

Water Service is always provided complimentary! We are a limited service hotel but can provide the following upon request

Coffee (regular or decaf) \$7.50 per airport

Juice (Apple or Orange) \$6 per pitcher

Soda \$1 per can

Assorted Danish/Doughnuts \$6/doz

Express Start Cinnamon Rolls \$1.25 each

Cookies \$5 / doz

## **Audio Visual Equipment:**

10 by 10 projector screen Complimentary

AV Cart Complimentary

Flip Chart/ Dry Erase \$10

Overhead Projector \$15

TV with VCR/DVD \$25