

Special Event Packages

All packages are subject to a 23% service charge and are dependent on number of attendees and food and beverage minimums.

Package # 1, \$1,500 (\$2,750 value) 50-100 guests, \$2,600 food and beverage minimum

- *Dance floor up to 24' x 24'*
- *Champagne or Cider Toast*
- *Cake Cutting and service*
- *Events space (atrium and 3 ballroom salons)*
- *Round or Rectangular tables and padded chairs*
- *Rectangular tables for gifts, cake, guestbook etc.*
- *Table cloths and Napkins in White, Black, or Ivory*
- *Dinner and serve ware (including glassware and silverware)*
- *Staff for Setup, Cleanup, throughout entire event*
- *Staging*
- *Wired Microphone*
- *(1) Jr. Suite*
- *Discounted guestroom rates for out of town guests*

Package # 2, \$3,500 (\$5,500 value) 100-200 guests, \$5,200 food and beverage minimum

- *Dance floor up to 24' x 24'*
- *Champagne or Cider Toast*
- *Cake Cutting and service*
- *Events space (atrium and 4 ballroom salons) or (Willamette)*
- *Round or Rectangular tables and padded chairs*
- *Rectangular tables for gifts, cake, guestbook etc.*
- *Table cloths and Napkins in White, Black, or Ivory*
- *Dinner and serve ware (including glassware and silverware)*
- *Staff for Setup, Cleanup, throughout entire event*
- *Staging*
- *Wired Microphone*
- *(1) Jr. Suite*
- *Discounted guestroom rates for out of town guests*
- *Cotton or Stretch chair covers with sash (multiple colors available)*
- *Polyester colored napkins (multiple colors available, (1) per place setting)*

Package # 3, \$5,000 (\$7,150 value) 200-300 guests, \$7,800 food and beverage minimum

- *Dance floor up to 24' x 24'*
- *Champagne or Cider Toast*
- *Cake Cutting and service*
- *Events space (Willamette or Columbia)*
- *Round or Rectangular tables and padded chairs*
- *Rectangular tables for gifts, cake, guestbook etc.*
- *Table cloths and Napkins in White, Black, or Ivory*
- *Dinner and serve ware (including glassware and silverware)*
- *Staff for Setup, Cleanup, throughout entire event*
- *Staging*
- *Wired Microphone*
- *(2) Jr. Suite*
- *Discounted guestroom rates for out of town guests*
- *Cotton or Stretch chair covers with sash (multiple colors available)*
- *Polyester colored napkins (multiple colors available, (1) per place setting)*

Package #4, \$7,000 (\$12,000 value) 300-500 guests, \$13,000 Food and beverage minimum

- *Dance floor up to 24' x 24'*
- *Champagne or Cider Toast*
- *Cake Cutting and service*
- *Events space (entire Columbia Conference Center)*
- *Round or Rectangular tables and padded chairs*
- *Rectangular tables for gifts, cake, guestbook etc.*
- *Table cloths and Napkins in White, Black, or Ivory*
- *Dinner and serve ware (including glassware and silverware)*
- *Staff for Setup, Cleanup, throughout entire event*
- *Staging*
- *Wired Microphone, Mixer, and House sound*
- *(3) Jr. Suite*
- *Discounted guestroom rates for out of town guests*
- *Cotton or Stretch chair covers with sash (multiple colors available)*
- *Polyester colored napkins (multiple colors available, (1) per place setting)*
- *Fire Marshall Permit*