



BY CHOICE HOTELS

Comfort Suites – Lexington, SC 325 West Main Street Lexington, SC 29072 Tel: 803-996-2000/Fax: 803-996-2001

www.comfortsuiteslexington.com

Meeting Room Layouts

The Comfort Suites - Lexington offers meeting facilities that are perfect for corporate meetings and private events, large and small. Our professional staff is dedicated to providing exceptional service with impeccable attention to detail.

Palmetto Room Full - \$375.00

Dimensions	Square Feet	Classroom	U Shape	Hollow Square	Theatre	Banquet
50 x 26.5 x 16	1325	70	40	46	90	60

Magnolia Room - \$250.00

Dimensions	Square Feet	Classroom	U Shape	Hollow Square	Theatre	Banquet
25 x 13.25 x 16	663	35	20	23	45	30

Board Room - \$100.00

Dimensions	Square Feet	Board Room
24 x 22 x 16	528	15

Depending on your event, our meeting room rates are subject to change. Should you provide overnight rooms, the management will be happy to work with you on pricing. For all meetings, there is a one time clean up fee of \$25.00, and if table cloths are provided, there is a \$15.00 dry cleaning fee.

Meeting Rooms

Room Name	Room Size	Room Area	High Speed Internet	WiFi Internet	Classroom	Theater	Banquet	U-Shaped	Reception	Conference/ Boardroom
PALMETTO	25 ft x 25 ft	625 sq feet			43	66	52	22	69	30
MAGNOLIA	25 ft x 25 ft	625 sq feet			43	66	52	22	69	30
Executive Boardroom	25 ft x 10 ft	250 sq feet	Yes	Yes	N/A	N/A	N/A	N/A	N/A	16

Menus

Snacks

	Quantity	Price Each	Total
• Muffins \$10.00 per dozen	_____	_____	_____
• Assorted Cookies \$15.00 per dozen	_____	_____	_____
• Doughnuts \$10.00 per dozen	_____	_____	_____
• Bagels with Cream Cheese \$2.00 each	_____	_____	_____
• Whole Fruit (serves 10) \$15.00 per bowl	_____	_____	_____
• Yogurt \$1.00 each	_____	_____	_____
• Snack Basket (serves 15-20) \$25.00	_____	_____	_____

Beverages

• Regular/Decaf Coffee \$10.00 per pot	_____	_____	_____
• Fruit Juice \$12.00 per carafe	_____	_____	_____
• Hot Tea/Cocoa \$1.00 per serving	_____	_____	_____
• Soft Drinks \$1.50 each	_____	_____	_____
• Milk \$10.00 per carafe	_____	_____	_____
• Bottled Water \$1.50 each	_____	_____	_____

Breakfast:

Full Hot Breakfast Buffet (6:00am – 9:30am)	_____	_____	_____
---	-------	-------	-------

\$8.25 per person

TOTAL _____

Prices do not include the taxable service charge or applicable tax on food and beverage. Items are subject to change. All prices are subject to change. All food and beverage items must be ordered at least one week in advance. Please call for more details.

Catering Services

Lunch can be accommodated with outside catering services. We will be happy to provide recommendations for preferred caterers.

Audio/Visual Services

	Price Each	Days Needed	Total
• LCD Projector and screen	\$75.00	_____	_____
• TV/DVD package	\$25.00	_____	_____
• Wireless Microphone	\$25.00	_____	_____
• Flip Chart package	\$45.00	_____	_____

We will be happy to arrange for the rental of any additional equipment with at least two weeks advance notification.