

CHARLEY CREEK INN

111 West Market Street • Wabash, Indiana 46992 • 260-563-0111 • www.charleycreekinn.com

Meeting Planners Guide

MEETING ROOM AMENITIES

With the room rental, all meetings automatically include the room set of your choice, audio-visual equipment (subject to availability), and ice water service.

Executive Beverage Service

Freshly brewed coffee, iced tea, and assorted sodas

Half-Day \$4 Full-Day \$6

Priced per guest, plus 7% tax and 20% gratuity

VIP Meeting Package

Executive Beverage Service

CCI Signature Bottled Water

Polished Granny Smith Apples

Select Hard Candies from the Ice Cream & Candy Shoppe

\$12

With a CCI deluxe leatherette embossed folder & pen

\$25

Priced per guest, plus 7% tax and 20% gratuity

EVENT ROOM CAPABILITIES

Cloud Club (roof level, 486 sq.ft.)

Included with room rental

- ❖ Pandora background music with genre of your choosing
- ❖ iPhone / iPod male jack hook-up for personal music
- ❖ Ceiling mounted projection screen (5' x 5.5')
- ❖ Upright Chase Bros. – Hackley Piano (circa 1918) (tuning fee may apply)
- ❖ Outdoor patio seating for 10 guests (weather permitting)

Available by advance request

- ❖ Tabletop projector with VGA input (no audio capacity)
- ❖ Flat screen 37" television with HDMI or USB hook-ups and DVD/Blu-Ray player
- ❖ Speaker's table-top or standing podium
- ❖ Table-top conference speaker phone
- ❖ Dry erase board

Ridenour Conference Room (second floor, 360 sq.ft.)	
<p><i>Included with room rental</i></p> <ul style="list-style-type: none"> ❖ 55" high definition wall mounted smart television with HDMI and USB hook-ups ❖ Ceiling mounted projection screen (4' x 5') 	<p><i>Available by advance request</i></p> <ul style="list-style-type: none"> ❖ Tabletop projector with VGA input (no audio capacity) ❖ Flat screen 37" television with HDMI or USB hook-ups and DVD/Blu-Ray player ❖ Speaker's table-top podium ❖ Table-top conference speaker phone ❖ Dry erase board

Virginia Ford Mezzanine Lobby (second floor, 900 sq.ft.)	
<p><i>Included with room rental</i></p> <ul style="list-style-type: none"> ❖ Lounge and table seating for 12 people ❖ Wet bar 	<p><i>Available by advance request</i></p> <ul style="list-style-type: none"> ❖ Bistro cocktail tables ❖ Portable bar

Richard E. Ford Dining Room (first floor, 425 sq.ft.)	
<p><i>Included with room rental</i></p> <ul style="list-style-type: none"> ❖ Pandora background music with genre of your choosing ❖ iPhone / iPod male jack hook-up for personal music 	<p><i>Available by advance request</i></p> <ul style="list-style-type: none"> ❖ Flat screen 37" television with HDMI or USB hook-ups and DVD/Blu-Ray player ❖ Speaker's table-top or standing podium ❖ Dry erase board

Gatsby Room (first floor, 400 sq.ft.)
<p>Due to its semi-private design and proximity to restaurant Twenty, the Gatsby Room is available for breakfast, lunch, and dinner events only.</p>

The Courtyard at Charley Creek Inn (first floor, 2,200 sq.ft.)	
<p><i>Included with courtyard rental</i></p> <ul style="list-style-type: none"> ❖ Raised dais (platform for ceremonies, entertainment, speakers, or head table) ❖ Pandora background music with genre of your choosing ❖ iPhone / iPod male jack hook-up for personal music 	<p><i>Available by advance request</i></p> <ul style="list-style-type: none"> ❖ Speaker's table-top or standing podium ❖ Wireless handheld microphone(s)

Big Four Ballroom (lower level, 1,775 sq.ft.)	
<p><i>Included with room rental</i></p> <ul style="list-style-type: none"> ❖ Ceiling mounted projector with 50' corded VGA hook-up and wireless Apple TV projector capability ❖ Ceiling mounted projection screen (5' x 8') ❖ Pandora background music with genre of your choosing ❖ iPhone / iPod male jack hook-up for personal music ❖ Baldwin Grand Piano (circa 1900) (tuning fee may apply) 	<p><i>Available by advance request</i></p> <ul style="list-style-type: none"> ❖ Flat screen 37" television with HDMI or USB hook-ups and DVD/Blu-Ray player ❖ Speaker's table-top or standing podium ❖ Wireless handheld microphone(s) ❖ Dry erase board

Wabash Cannonball Room (lower level, 2,128 sq.ft.)	
<p><i>Included with room rental</i></p> <ul style="list-style-type: none"> ❖ Pandora background music with genre of your choosing ❖ iPhone / iPod male jack hook-up for personal music 	<p><i>Available by advance request</i></p> <ul style="list-style-type: none"> ❖ Flat screen 37" television with HDMI or USB hook-ups and DVD/Blu-Ray player ❖ Speaker's table-top or standing podium ❖ Wireless handheld microphone(s) ❖ Dry erase board

EVENT ROOM CAPACITIES

	Banquet	Reception	Class Room	Theater	Board Room	Hollow Square
Cloud Club	32	40	24	50	22	24
Ridenour Conference Room	--	--	--	--	10	--
Virginia Ford Mezzanine Lobby	--	40	--	--	--	--
Richard E. Ford Dining Room	24	30	15	30	20	--
Gatsby Room	20	--	--	--	--	--
The Courtyard at Charley Creek Inn	48	125	--	75	--	--
Big Four Ballroom	90	125	80	120	30	30
Wabash Cannonball Room	90	150	80	80	30	30
Big Four & Wabash Rooms	180	275	--	--	--	--

EVENT ROOM RENTAL FEES *

	Half-Day ** (< 4 hours)	Full-Day (> 4 hours)	Friday & Saturday (evening events)
Cloud Club	\$125	\$250	\$250
Ridenour Conference Room	\$60	\$120	\$120
Virginia Ford Mezzanine Lobby ***	\$60	\$120	\$120
Richard E. Ford Dining Room	\$125	\$250	\$250
Gatsby Room ****	No charge	No charge	No charge
The Courtyard at Charley Creek Inn *****	\$350	\$750	\$750
Big Four Ballroom	\$350	\$750	\$750
Wabash Cannonball Room	\$225	\$450	\$450
Big Four & Wabash Rooms	\$500	\$1,000	\$1,000

* Rental fees include all tables, chairs, linens, skirted tables, in-house audio visual equipment, and set-up; rental fees will be taxed Indiana sales tax of 7%

** Half-day rentals must conclude on or before 3:00 PM

*** There is no charge for the Virginia Ford Mezzanine Lobby if it is being used for a meeting/conference's break service

**** The Gatsby Room may only be reserved if breakfast, lunch, or dinner will be ordered from the restaurant **TWENTY's** menu

***** Available beginning in Autumn 2016

EQUIPMENT LIST

Available for use by advance request

Chairs

230 – Banquet Upholstered Chairs

50 – Wicker Chairs

10 – Ridenour Boardroom Chairs (chairs remain in-room only)

75 – Courtyard Iron Outdoor Chairs

Tables

- 12 – 48” Rounds (seats 4-6)
- 25 – 60” Rounds (seats 6-8)
- 2 – 68” Rounds (seats 10)
- 2 – 72” x 60” Ovals (seats 10)
- 10 – 30” Tall Cocktail/Bistro Rounds
- 8 – 36” x 36” Courtyard Iron Outdoor Umbrella Tables (seats 4)
- 6 – 30” Courtyard Iron Outdoor Tall Cocktail/Bistro Rounds
 - 17 – 6’ x 30” Banquets
 - 15 – 8’ x 30” Banquets
 - 11 – 6’ x 18” Classrooms
 - 19 – 8’ x 18” Classrooms
 - 4 – Serpentine
 - 1 – Half Round
- 2 – 6’ x 30” Portable Bars (w/service shelf)

All tables are dressed with appropriate sized cloth and/or skirting.

Portable Dance Floor – 20’ x 20’ maximum

2 – **Portable Stage** – 4’ x 8’ each

2 – **Podiums** (1 standing, 1 tabletop)

Audio Visual

See *Event Room Capabilities*

2 – Microphone Floor Stands

Audio Visual Disclaimer

Charley Creek Inn’s complimentary equipment is available on a ‘first come, first serve’ basis. Please request equipment upon booking your event to ensure its availability.

CCI does not provide laptop computers or tablets for guest use; laptop devices for presentation or audio-visual purposes must be provided by guests. All computers differ with regard to input/output capability, individual settings, and installed programs; as such, CCI does not provide technical assistance for operation of your personal device or files. Please be aware if your computer requires specific setting changes to export or duplicate your screen to a projector or connected device.

For projector use, limited conversion adapters are available for computers without VGA ports.

CCI highly recommends visiting the hotel in advance to test your equipment for compatibility and/or bringing back-up equipment.

Pianos

See *Event Room Capabilities*

(piano tuning charge is typically \$250)

Miscellaneous

United States Flag

State of Indiana Flag

2 – Flip Chart Stands (flip chart paper not included)

3 – Easels

1 – Dry Erase Board