








## ROOM SIZE AND CONFIGURATIONS

							TENANT RATE	NON TENANT RATE
SPACE	U-SHAPE	CLASS ROOM	THEATER	BOARD ROOM	BANQUET	MAX CAPACITY		

	SPACE	U-SHAPE	CLASS ROOM	THEATER	BOARD ROOM	BANQUET	MAX CAPACITY	TENANT RATE	NON TENANT RATE
<b>THE PARAMOUNT ROOM</b>	1,410 Sq. Ft.	35	50	100	32	60	100	\$550 Half \$700 Full	\$750 Half \$900 Full
<b>THE FOX ROOM</b>	780 Sq. Ft.	20	30	48	20	40	48	\$375 Half \$550 Full	\$575 Half \$750 Full
<b>THE PARKWAY ROOM</b>	576 Sq. Ft.	18	25	35	16	30	35	\$375 Half \$550 Full	\$575 Half \$750 Full
<b>THE GRAND ROOM</b>	260 Sq. Ft.	-	-	-	10	-	12	\$325 Half \$500 Full	\$525 Half \$700 Full

- A half day is considered less than 4 hours (includes set-up time)
- A full day is more than 4 hours (includes break-down time)
- Cancellation notices less than 48 hours will result in a cancellation fee of half the amount of the original reservation. Less than 24 hours or 'no shows' will result in full reservation amount
- Event/Set-up time is no earlier than 8am.
- An additional fee of \$150.00 will be added for usage after 5:00 p.m.

## AVAILABLE EQUIPMENT

The OCC Conference Center will offer the following in all of the meeting spaces:

- Smart Board Technology
- Complementary WiFi
- Projectors & Screens
- 2 laptops equipped with Microsoft Office 2010
- Conference Call Phone Pods

The Paramount Room offers:

- Two large drop down screens
- Surround sound
- Wireless Microphone & Lapel
- Podium w/ Smartboard Screen
- Comcast Cable

The Grand Room offers:

- Video Conferencing
- Comcast Cable