



The Meeting Place

Our professional meeting spaces are ideal for small to mid-sized business meetings or seminars. Located right off our lobby, they are easily accessible to our overnight guests and local attendees.

Our "Meeting Place" is approximately 700 square feet and can be set up to suit your needs as either:

- Class Room
- Theater
- U-Shape
- Hollow Square

Meeting Room Charges

Full Day	\$150.00
Half Day	\$100.00

Our small and affectionately labeled "Fish Bowl" is also available with comfortable seating for eight people. **Not handicapped accessible.*

Conference Room Charges

Full Day	\$ 75.00
Half Day	\$ 50.00



Catering Needs

We offer a variety of food & beverage options for your next successful event.

Breakfast Favorites

Coffee Break: Keurig Coffee Maker with assorted K-Cups: \$20

Bakery Basket: \$3.00 per person
Assorted muffins & Danish

Breakfast: \$7.50 per person
Fresh, hot, "Your Morning Breakfast"

Afternoon Breaks:

Assorted sodas & bottled water:
\$1.25 per person
Choice of cookies or brownies:
\$1.50/per person

Lite Fare

All of the above breaks may be specialized with the addition of one of the following:

Crudit  Platter: \$3.00 per person
Cheese & Cracker Basket: \$3.00 per person
Fresh Fruit Platter: \$3.50 per person

Luncheon Menu Available Upon Request
Prices are subject to change



Technical Support

Audiovisual Equipment and Business Services are available at your request

Audiovisual Equipment

Multimedia projector	\$25.00
Overhead projector	\$15.00
Flip Chart Pad	\$15.00
Note pads & pens	\$1.50 per person
High speed internet	Complimentary
Television	Complimentary
VCR/DVD	Complimentary
Podium	Complimentary
Projection Screen	Complimentary
Dry Erase Board*	Complimentary
Cork Board*	Complimentary
Easel	Complimentary
Telephone	Cost of calls

Photo copies and fax services are available

*Available in our "Meeting Place only.

Comfort Inn & Suites at:



**213 Paine Turnpike North
Montpelier, Vermont 05602**

Phone: 802-229-2222

Fax: 802-262-6117

Email: info@comfortinnsuites.com