



Homewood Suites by Hilton, Mahwah  
375 Corporate Drive  
Mahwah, NJ 07430  
Phone (201) 760-9994 Fax (201) 760-9996  
[www.homewoodsuites.com](http://www.homewoodsuites.com)

## **MEETING SERVICES**

Don't forget the Homewood Suites by Hilton for all of your future meeting needs! We specialize in those smaller, more intimate meetings that usually come up at the last minute. Our professional Sales staff can assist you in planning any type of event. No need to worry about the small details, our innovative Sales professionals will attend to everything from catering to audio visual equipment. It's our pleasure!

Not only will the Sales staff oversee every facet of the set-up of the meeting, they will personally greet your facilitator in the morning to go over any last minute needs. This is your assurance that your meeting will be perfect.

Our five meeting rooms range in size to accommodate 2 – 70 people.

### **The Rockland A & B**

- ❖ This is the Homewood Suites by Hilton's largest meeting room. The Rockland A & B is great for business meetings, seminars and staff meetings. The Rockland is also great for celebration showers, employee luncheons and welcome receptions. The Rockland A & B can be discretely divided into two separate meeting spaces by using a specially designed Air Wall.

### **The Ramapo**

- ❖ The Ramapo is conveniently located on the 2nd Floor of the hotel. This is a perfect setting for smaller seminars and training classes. The Ramapo is tucked away from the common area of the hotel; it is a distraction-free learning environment!

### **The Bergen**

- ❖ The Bergen is one of the most intimate meeting spaces. Located right off of Homewood Suites signature Lodge, this is a perfect setting for small meetings.

### **The Executive Boardroom**

- ❖ This is one of Homewood Suites by Hilton's coziest meeting spaces. Ideal for brainstorming, depositions, interviews and conference calls. Located right off of the Front Desk area, it is a most convenient location.

# Homewood Suites by Hilton Meeting Room Guide

<u>Meeting Rooms</u>	<u>Square Footage</u>	<u>Theatre Style</u> Seats	<u>Class Style</u> Seats	<u>U-Shape Style</u> Seats	<u>Conf Style</u> Seats	<u>Rounds</u> Seats
The Rockland A & B	1400	96	54	26	28	66
The Rockland A or B	700	48	24	20	22	30
The Ramapo	360	24	12	12	14	18
The Bergen	264	16	X	X	8	12
Executive Board Room	242	X	X	X	8	X

<u>Room</u>	<u>Rates*</u>	<u>Dimensions</u>		
		L	W	H
The Rockland A & B	\$ 600.00 per day	70'	20'	8'
The Rockland A or B	\$ 300.00 per day	35'	20'	8'
The Ramapo	\$ 300.00 per day	24'	15'	8'
The Bergen	\$ 200.00 per day	22'	11'	8'
The Executive Boardroom	\$ 200.00 per day	24'	11'	8'

\*We offer a 50% discount off of the daily meeting room rate when 10 or more suites are booked per night within the group.

## Audio Visual Needs:

All meeting rooms are equipped with a whiteboard, markers, flip charts and a 3' screen. Rental of additional Audio Visual equipment can be arranged through our Sales Department. We can arrange for the need of laptops, computer terminals for training classes, LCD projectors and overhead projectors, and TV & VCRs.

*All meeting room rentals are subject to a \$25.00 set up fee. There will be an additional \$75 Service Charge per hour of event for all events taking place on Friday evenings, or Saturdays or Sundays requiring catering or A/V equipment. Pricing subject to change.*



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# Homewood Suites by Hilton

## Audio/Visual Pricing

### Audio Visual Needs:

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Please be sure to arrange your A/V needs with your sales manager to ensure availability. All rates are per day as follows:

<b>TV/VCR</b>	<b>\$150</b>
<b>Speakerphone</b>	<b>\$125</b>
<b>Standard Telephone</b>	<i>no charge for telephone, only for all calls made out</i>
<b>Flip Chart</b>	<b>\$10</b>
<b>Overhead Projector</b>	<b>\$75</b>
<b>6' Projector Screen</b>	<b>\$75</b>
<b>LCD Projector</b>	<b>\$300</b> (call for rates for multiple day use)
<b>Laptops</b>	please call for pricing
<b>Computer Terminal</b>	please call for pricing

Prices subject to change.