



Thank you for considering The Broyhill Inn & Conference Center as the site for your future event. Our team of Coordinators, backed by a top notch hotel and culinary staff, aim to make your time with us, whether a week or an afternoon, as memorable and stress-free as possible.

Nestled in the mountains of Western North Carolina, The Broyhill Inn & Conference Center provides a location of scenic beauty and solitude, yet is still walking distance to quaint downtown Boone and the energy of the Appalachian State University campus. Whether you opt to leave your car in the parking lot, not venturing far, or if you prefer to take in all the scenery and activity the High Country provides, we offer the best of both worlds.

Our comfortable rooms, fine dining in the Jackson Dining Room and event space for groups of five to over five hundred make us the obvious choice for events in the High Country. In addition to 20 function rooms, and two reception halls, we offer a beautiful, landscaped lawn, two patios and two courtyards for any outdoor function.



# Important Information

## Meeting Room Capacities

	Daily	1/2 Day	Room Size	Banquet	Reception	Classroom	Theatre	U-shape	Conference Square
Helen A. Powers Grand Hall	\$2,500	\$1,500	68'x94'	450	1000	350	600	80	90
Powers North	\$1,000	\$600	68'x38'	100	250	100	250	40	50
Powers South	\$2,000	\$1,200	68'x56'	250	500	200	450	60	70
Broyhill Ballroom	\$1,000	\$600	42'x46'	120	275	100	200	40	50
Broyhill East	\$600	\$360	42'x23'	60	125	56	100	32	40
Broyhill West	\$600	\$360	42'x23'	60	125	56	100	32	40
Amber	\$200	\$120	18'x24'	30	25	16	30	12	16
Brass	\$125	\$75	14'x22'	20	25	16	25	12	16
Crystal	\$125	\$75	13'x22'	20	25	12	25	12	16
Southwest	\$125	\$75	10'x10'	10	n/a	n/a	12	n/a	n/a
Alumni Hall	\$500	\$300	33'x83'	120	450	n/a	250	60	n/a
Cannon Hall	\$500	\$300	24'x70'	80	125	n/a	150	50	n/a
Boren	\$150	\$90	18'x18'	10	25	16	25	12	12
Burris	\$300	\$180	19'x32'	36	80	32	60	20	24
Burris A or B	\$200	\$120	19'x16'	16	40	16	30	12	16
Jefferson	\$300	\$180	19'x27'	30	80	32	60	20	24
Jefferson A or B	\$200	\$120	19'x13'	20	40	12	35	12	16
Northwestern	\$360	\$220	17'x42'	40	50	36	70	36	40
Bernhardt	\$600	\$360	26'x50'	70	150	60	125	40	50
Integon	\$400	\$240	22'x35'	48	60	48	70	28	32
Rankin-Daniel	\$200	\$120	22'x27'	32	50	32	60	20	24
Duggins Club Room	\$200	\$120	15'x25'	n/a	50	n/a	20	n/a	n/a

**Banquet Room Pricing:** With any plated meal or buffet banquet from this planning guide, we will gladly comp an appropriate sized private dining space. Any request for a larger space will incur a charge of the difference in price between the appropriate space and the larger space.

**Reception Space Pricing:** All receptions will be charged the listed room rental prices above. That rate will be discounted by 25% of the planned food and beverage cost of the reception.

## Outdoor Function Space

	Daily	1/2 Day	Banquet	Reception
Courtyard Patio (outside Alumni Hall)	\$400	\$220	150	350
Lower Lawn & Patio	\$450	\$300	200	500
Upper Patio (outside Jackson Dining Room)	\$250	\$150	80	180

In addition, we require an indoor back-up space of appropriate size to be reserved & rented for all outdoor functions, in case of inclement weather.

## A/V Equipment

	<b>Popular Packages:</b>	<b>Per Day</b>	<b>1/2 Day</b>
LCD Projector, a/v cart, projection screen, all necessary cables & extension cords		\$200	\$150
Television, VCR, a/v cart, all necessary cables & extension cords		\$75	\$40
Television, DVD player, a/v cart, all necessary cables & extension cords		\$110	\$60
Elmo, LCD Projector, a/v cart, projection screen, all necessary cables & extension cords		\$250	\$165
Slide projector, remote, a/v cart, projection screen, all necessary cables & extension cords		\$60	\$35
Podium with microphone & room sound system			
Microphone			
Handheld (wired) .....		\$110	\$65
Handheld (wireless) .....		\$115	\$70
Lapel (wireless) .....		\$115	\$70

### A La Carte A/V:

LCD / Video Projector .....	\$200	\$130
Laptop Computer (PC or Mac) .....	\$200	\$130
Laser Pointer .....	\$50	\$35
Powerpoint Remote .....	\$50	\$35
Speakerphone .....	\$20	n/a
Wired Internet Access .....	\$10	n/a
ELMO .....	\$110	\$65
VCR .....	\$60	\$35
19" & 27" Television .....	\$60	\$35
Large Screen Television .....	\$100	\$55
TV / VCR Combo .....	\$75	\$40
DVD Player .....	\$70	\$40
Microphone w/ room sound system		
Handheld (wired) .....	\$75	\$40
Handheld (wireless) .....	\$80	\$45
Lapel (wireless) .....	\$80	\$45
Deluxe Room Sound System .....	\$110	\$60
Podium (Floor or Table Top, no microphone) .....	\$45	\$30
Audio Mixer .....	\$60	\$35
A/V Cart .....	\$25	\$15
Easel .....	\$30	\$20
Easel w/ flip chart (paper) .....	\$40	\$25
Tripod .....	\$25	\$15
Portable Projection Screen .....	\$25	\$15
White Board / Blackboard .....	\$25	\$15
A/V Attendant (per 4 hour interval) .....	\$100	
Upright Piano .....	\$30 / hour	
Concert Grand Piano .....	\$250 flat fee	
Dance Floor (3'x3' pieces) .....	\$4.50/ piece	
Staging (4'x8') .....	\$25 / section	
Vendor Set-up .....	\$25/table	
Electrical Set-up .....	\$10/table	



## **Banquet & Catering Policies**

We thank you for selecting the Broyhill Inn & Appalachian Conference Center to host your special event. Our Event Coordinators are ready to assist you with any and all aspects of your occasion.

We ask that you take a few minutes to familiarize yourself with the following policies.

This information is intended to assist you in planning a successful event and familiarize you with our services. All space reservations and agreements are made upon and subject to the rules and regulations of The Broyhill Inn & Appalachian Conference Center and the following terms and conditions:

### **Food & Beverage**

The Broyhill is the sole licensee authorized to sell, serve, and distribute food and beverage on-site.

With the exception of a wedding cake, no food or beverage of any kind may be brought into The Broyhill without prior written permission. There is a \$1 per person cake fee for any cake not ordered from The Broyhill. This covers cutting and serving.

### **Guarantees**

In arranging for functions, the final attendance must be communicated to The Broyhill, a minimum of seventy-two (72) business hours prior to the event. Guarantees for Tuesday are due by 3PM on Friday.

Charges will be made according to this guaranteed number and it shall not be subject to reduction. Should a guarantee not be received on the date due, the expected number indicated on the Banquet Event Order will become the final guarantee.

Requests to increase the count after the final guarantee is due will result in a supplemental charge and/or substitution of an alternate menu for additional meals. Actual counts over the guaranteed number will be charged an additional 1½ times the contracted menu price.

### **Menu Selections & Prices**

The enclosed menus include ideas from which to make your selections. However, our Event Coordinators and culinary staff will be pleased to customize any menu to better serve your needs. We request that your menu selections be finalized a minimum of ten (10) days in advance of your event. Prices are based on one (1) selection per banquet (excluding buffets). Multiple entrée selections (maximum of three) are subject to the charge of the highest priced entrée chosen.

Prices are subject to change outside of six months before your event.

Any increase will not exceed 10% of the originally quoted price.

### **Deposits**

The Broyhill requires a deposit of 50% of your estimated food and facility charges 6 months prior to your event. A second deposit of 30% of your estimated food and facility charges is due 30 days prior to your event, with the balance due 30 days from invoice. Failure to make any of these advance deposits could result in the loss of your booked space.

## Function Rooms

The Broyhill assigns function rooms according to the guaranteed number of attendees. The Inn reserves the right to reassign function space for an event should the guaranteed number of attendees fall below the estimated attendance at the time of booking or if other circumstances deem the move necessary.

In such an event The Broyhill will provide an alternate arrangement to meet the requirements of the event. Room rental fees may be applicable if group attendance falls below the estimated attendance at the time of booking. Additional charges will apply for unusual set-up requirements, electrical hookups, audio-visual equipment, and/or telecommunications equipment and connections. Last minute changes to the contracted room set-up (within twenty-four hours of your event), will result in additional charges.

## Audio-Visual & Tecnology Services

We offer an extensive selection of audio-visual and production equipment. Arrangements may be made through your Event Coordinator. Audio-visual and technology services are subject to applicable sales tax. Prior to signing agreements with independent contractors you must obtain and comply with The Broyhill's guidelines for Sub-Contractors. The Inn does not provide technical support for equipment provided by outside sources.

## Exhibits, Decorations, & Signs

All displays and exhibits must conform to the City of Boone and State Agency Fire Code Regulations. The Broyhill does not permit the affixing of anything to walls, floors, ceilings, or fixtures in any room with nails, staples, tape, or any other substance. All signs must be of professional quality and have approval for placement. Open flames are permitted with The Broyhill's approval only and must comply with our university open flame policy. No firearms are permitted in our facility.

## Outdoor Functions

The Broyhill reserves the right to make the final decision regarding outdoor functions. The decision to move a function to an indoor location will be made at least four hours prior to the event based on prevailing weather conditions and forecast. Any client request to keep a function outdoors, which would later require a relocation indoors with less than the mandatory 4 hour notice, will be assessed a minimum labor charge of \$400.00.

## Shipping & Receiving

Packages for functions may be delivered to The Broyhill five working days prior to the date of the function. The following information must be included on all packages for delivery to be accepted and to ensure proper delivery:

\*Name of Organization \* Guest Name \* Attn: Event Coordinator \*  
\*Date of Function and Box Number of Total Number \*

The Broyhill will not be liable in any amount in excess of the lesser of \$100.00 or the actual value of the contents for any package accepting for shipment. Special arrangements will need to be made in writing should you require coverage for greater value.

### **Personal Property**

The Broyhill Inn does not assume or accept responsibility for damages to or loss of any equipment, materials or personal property left in The Broyhill prior to, during, or following any function.

Arrangements can be made for the security of merchandise, exhibits, or displays.

Please ask your Event Coordinator for details.

### **Liability & Damages**

You, any person(s) under your control or the control of contractors hired for your organization, will be held liable for damage(s) to any part of The Broyhill during the period of time of your event including setup and tear down. The Broyhill will not permit loud, vulgar, or lewd behavior on the part of any of the above mentioned. The Broyhill may require one security guard per 100 people for those functions in which minors will be the primary attendees or should The Broyhill management feel that security is warranted for the event. The decision to require additional security will be the sole judgment of The Broyhill. Additional fees may apply.

### **Force Majeure**

The performance of this Agreement by either party is subject to acts of God, war, government regulations, disaster, strikes, civil disorder, terrorism, complete curtailment of transportation, or the impossibility to substantially perform this Agreement. In such an event, the party seeking cancellation pursuant to this section shall give prompt notice. The party seeking cancellation of performance under this provision must exercise due diligence and take all reasonable steps to avoid, remove, and overcome the effects of the force majeure event.

### **Service & Labor Fees**

A 17% service charge and applicable state sales tax will be applied to all food & beverage. The Broyhill assesses additional service fees for various items requested. Please address any special labor requests with your Event Coordinator and they will provide you with all current labor fees.

### **Adverse Weather**

We understand that due to our location, between the months of December and April, it is possible for adverse weather to affect travel and services in the area. If it is necessary to cancel an event due to adverse weather, the Broyhill will hold all deposits toward an event of equal value scheduled within 12 months of the original event. If an event is not rescheduled within this time period, 40% of the initial estimated event cost will be forfeited.

