

It's where you go to host a professional meeting...

**EVENT HOSTING AT KBSC!**



*Executive Conference Room*



*Training Room*



**Features:**

- LCD Projector • VCR Player • DVD Player
- High Speed Internet Connection • Wall Mounted Wide Screen
- Transparency Projector • Flip Chart • White/Chalk Board
- Markers/Pens and Pencils • Push Pins • Sign In Form
- Participant Evaluation Forms

**Menu Options:**

- Post-it® Notes and Markers • Nametags and/or Table Tents
- Beverages • Lunch • Snacks
- *Special needs accommodated upon request*

Maximum Capacity Chart						
	Sq. Footage	Dimensions	Classroom Style	Conference Style	U-Shape Style	Theater Style
<b>Executive Conference Room</b>	462	22' x 21'	NO	18	NO	22
<b>Training Room</b>	565.5	29' X 19.5'	28	28	24	28

Rate Chart	Up to...			FULL DAY 4 to 8 hrs.
	2hrs	3hrs	4hrs	
<b>ROOM:</b>				
Executive Conference Room	\$50	\$65	\$75	\$130
Training Room	\$50	\$65	\$75	\$130
<b>SUPPORT SERVICES:</b>				
Photocopies	\$0.15 per page			\$0.15 per page
Fax Service	\$0.75 per page			\$0.75 per page
Post-it® notes	\$3.00			\$6.00
<b>CATERING:</b>				
Beverages	\$1.00 per person			\$2.00 per person
Morning Snack	\$1.00 per person minimum			\$1.00 per person minimum
Lunch from our menu choices	From \$8 to \$12 per person			From \$8 to \$12 per person
Afternoon Snack	\$1.00 per person minimum			\$1.00 per person minimum



**Keystone Business Service Center**

Where the business of business gets done



VISA / MASTERCARD / DISCOVER PAYMENTS ACCEPTED