

Meeting Room Information

Where your meeting is made a reality and easy



510 Saw Mill Road West Haven, CT 06516 * Tel: (203)932-0404 * Fax: (203)932-0405

www.westhavensuites.hamptoninn.com

Hampton Inn & Suites West Haven/New Haven, CT offers comfortable meeting facilities

Meeting Room Size	Square Footage	Ceiling Height	Classroom Style	U-Shape Style	Theater Style	Conference Style
24' X 24'	576	12'	35	18	40	15

Meeting Room Rental Charges	Full Day*	Half Day*	Evening (6-10pm)	w/10-19 guest rooms	w/20+ guest rooms
	\$300.00	\$240.00	\$180.00	20% off	free meeting rental
Estimated Service Charges	\$ 66.00	\$ 52.80	\$ 39.60		
Estimated Sales Tax based upon Service Charges	\$ 4.19	\$ 3.35	\$ 2.51		
Estimated Total	\$370.19	\$296.15	\$222.11		

*Full day - over 4 hour rental; *Half day - less than 4 hour rental before 6pm

Full hot buffet breakfast for meeting attendees if not staying overnight, the cost would be **\$10.99** per person plus service charge and sales tax; otherwise, it will be included for in-house overnight guests

Complimentary Amenities

Pens, Notepads, Iced Water & Wireless Internet Access

Audio Visual Equipment*

Screen (7 f 6 in W x 6 f 6 in H)	\$65.00
Flip Chart w/Markers	\$30.00
Speaker Phone	\$100.00
LCD Projector	\$250.00

*Must have 72 hour advance notice

All above prices are associated with additional 22% service charges, and 6.35% sales tax (Sales tax is subject to service charges only if no catering arrangement or audio visual equipment is ordered.)

Hotel has a total of 10 6-ft tables and 3 5-ft tables to accommodate your meeting set up
We could arrange catering for your convenience, or you could bring your own foods

*We will work closely with you to design a meeting that works for you.
We are ready to serve you! **Contact Us at 203-932-0404***

At Hampton, we love having you here!!!

