

OPTIONAL SERVICES PRICE LIST AND ORDER FORM (7/2006)

36 Sargent Camp Road, Hancock, NH 03449

Phone (603) 525-3311 mwilson@bu.edu Fax (603) 525-4151

Sargent Center offers services to enhance your time with us. After we receive your faxed or mailed order, we will call or email to confirm. *This form is due 30 days in advance of your arrival.* Charges will be added to your final bill.

GROUP NAME _____

CONTACT NAME _____

TELEPHONE # (_____) _____ **E-MAIL** _____

A/V EQUIPMENT

A dry-erase board (or chalkboard), projection screen, and an easel are provided at no charge. *However, the screen and easel must be ordered.*

I am ordering

- | | |
|--|--------------|
| <input type="checkbox"/> TV/VCR @ \$25 per day for _____ days | TOTAL |
| <input type="checkbox"/> TV/DVD @ \$25 per day for _____ days | \$ _____ |
| <input type="checkbox"/> Slide Projector @ \$20 per day for _____ days | \$ _____ |
| <input type="checkbox"/> Overhead Projector @ \$15 per day for _____ days | \$ _____ |
| <input type="checkbox"/> Flipchart & Markers @ \$25 per set | \$ _____ |
| <input type="checkbox"/> Easel (No Charge) | |
| <input type="checkbox"/> Projection Screen (No Charge) | |

ADDITIONAL MEETING SPACE / ADVANCE ROOM SET-UP

Your meals and lodging price includes meeting space adequate for your entire group. Additional meeting space for breakout sessions may be requested, *subject to availability.*

- I am ordering _____ additional room(s) @ \$50 per day per room \$ _____**

Do you need meeting space to be set-up in a certain way? Do you need extra tables? Contact Conference Services and let us know what you want. In most cases, there is no charge or set-up fee.

LINEN SERVICE

Guests usually bring their own sleeping bags or bedding; however we can provide them. A linen set includes pillow and pillowcase, two flat sheets, mattress pad, one wool blanket, one bath towel, and one washcloth.

- I am ordering _____ linen set(s) \$ _____**

We will need additional information to distribute linens. Conference Services will call or email to discuss this with you.

GUEST MEALS and DAY-USE FEES

If guests will visit your group during the course of your stay, you need to order meals for them. All meals include vegetarian and non-vegetarian fare. Meals cost \$6 for breakfast, \$8 for lunch, and \$10 for dinner. Guests staying more than 5 hours are charged a day use fee of \$15. Please contact Conference Services and let them know if you plan to have guests arrive during your visit and make advance arrangements for meals. Charges will be added to your final bill.

SPECIAL SERVICES

We can arrange Storytelling, Contra Dancing, Square Dancing, and Community Drumming Circle as interactive evening programs. Call us for quotes and availability of artist.

OVER ↴

REFRESHMENTS

- Complimentary, self-service coffee, tea, cocoa, and water are provided in Northern Lodge dining hall and Southern Lodge break room.
- Refreshments delivered to your meeting until 9:00pm
- Minimum total snack order is \$10.
- Prices subject to change without notice.
- Refreshment order due 30 days in advance of your arrival.*
- Fill out the bottom form below using the pricing information that follows:*

Snacks

Fresh Fruit Bowl	\$0.50 per person	
Potato Chips	\$0.35 per person	\$2.50 per 1 lb. bag (feeds 10)
Corn Chips	\$0.35 per person	\$2.50 per 1 lb. bag (feeds 10)
Pretzels	\$0.35 per person	\$2.50 per 1 lb. bag (feeds 10)
Popcorn	\$0.35 per person	
Fig Newtons	\$0.50 per person	
Granola Bars	\$0.50 per person	
Oreos (2 per package)	\$0.75 per person	
Peanut Butter Crackers	\$0.50 per person	
Cheese and Crackers	\$2.00 per person	
Raw vegetables and dip	\$2.00 per person	
Chips and Salsa	\$1.75 per person	
S'mores	\$1.50 per person	(marshmallows, graham crackers, chocolate)

Mid-morning Favorites

Blueberry Muffins	\$5.00 dozen
Cranberry-Orange Muffins	\$5.00 dozen
Danish	\$5.00 dozen
Bagels and Cream Cheese	\$1.25 per serving

Baked Goods

Brownies	\$5.00 dozen
Fresh-baked cookies	\$3.00 dozen

Beverages

Coffee, Tea (delivered)	\$0.35 per person	\$2.50 per pot (serves 8-10)
Cocoa (delivered)	\$0.50 per person	\$5.00 per gallon (serves 12-16)
Lemonade (delivered)	\$0.35 per person	\$3.00 per gallon (serves 12)
Very Fine Juices (10 oz.)	\$1.00 each	
Poland Spring Water (16 oz.)	\$0.75 each	

I'm ordering the following refreshments for _____
(write your group's name above)

Day / Date	Delivery Time	Requested Items	# of Servings	Cost per Item	TOTAL

(Conference Program use: Delivery Location: _____)