

MEETING ROOMS

AUDIO VISUAL EQUIPMENT AVAILABLE

Public Address System	
Podium	
Microphones	
Cordless Handheld.....	\$ 50.00
Lavaliere Microphones	\$ 50.00
Whiteboards	
Screens	
Piano	\$ 60.00
Easels	
Flags	
TV/VCR.....	\$ 40.00
Flipchart with Marker.....	\$ 30.00
Sound System Patch Fee	\$ 40.00
LCD Projector.....	\$ 75.00
TV w/DVD Player.....	\$ 40.00
TV.....	\$ 40.00
Speaker Phone.....	\$ 50.00
Wireless & Hardwired Internet available	

Please place your audio visual order with our catering manager. If you need additional equipment, we can order it for you and direct bill your account.

ROOM RESERVATIONS

Room blocks can be reserved for your meeting or conference. We encourage a room block if you are using 5 rooms or more. Room blocks are generally held up to three weeks prior to the date of arrival. We release any rooms not sold to your group for general sale. Rooms are then reserved on a space available basis.

FOOD AND BEVERAGE

We intend to be extremely competitive with other Bismarck area hotels regarding pricing. Our sales managers and chef can assist you in coordinating any specific menu requests you may have.

Our chef requires a guaranteed number 72 business hours in advance so he may finalize his food orders and preparations. We do prepare 5% over the guaranteed number.

We have just the right room for *your event!*

Room Name	Dim.	Sq. Ft.	Ceil.H.	Class.	Theater	Rounds	Banquet	Conf.	U-Shape
Convention Center	70'x88'	6,160	16'	350	600	*	400	*	*
N. Convention Center	44'x70'	3,080	16'	150	300	*	200	*	*
S. Convention Center	44'x70'	3,080	16'	150	300	*	200	*	*
Boardroom	34'x36'	1,244	9'	40	45	*	48	*	*
N. Boardroom	17'x36'	612	9'	18	20	*	24	*	*
S. Boardroom	17'x36'	612	9'	18	20	*	24	*	*
Theater Room	36'x44'	1,584	9.5'	35	60	*	16	*	*
Executive Boardroom	37'x20'	680	8'					15	
Sunrise Boardroom	40'x25'	1,560	8'	56	60	*	65	*	*
Splashdown Mezzanine	30'x60'	1,800	12'	60	60	*	24	*	*
Breakfast Area									
Lounge									



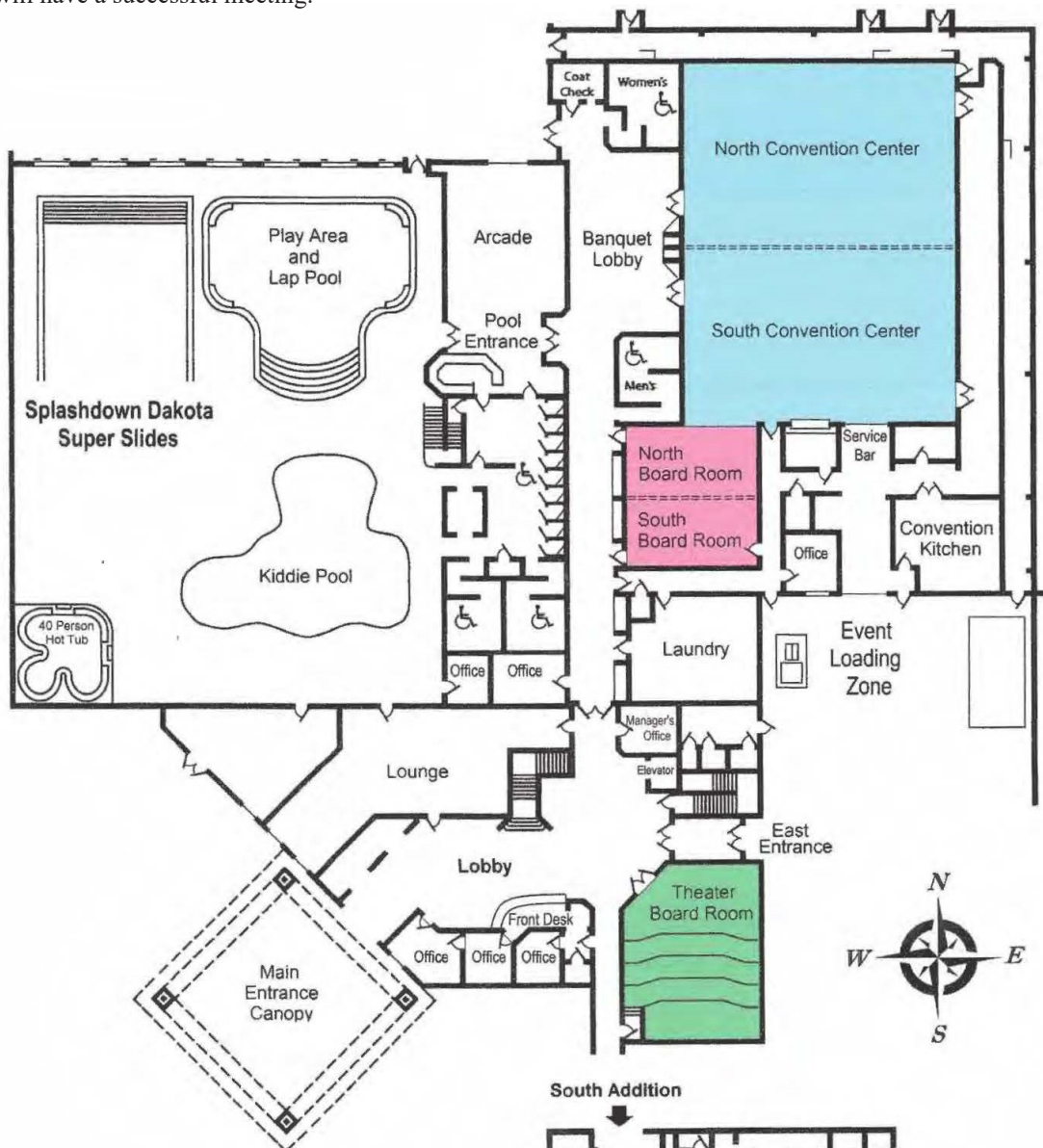
MEETING PLANNER

The Sleep Inn has all the necessary accommodations to coordinate a successful meeting, conference or social event. We have 176 guest rooms and suites. Our indoor pool is a great area to relax or complete your daily exercise routine. Our lounge is the perfect place to unwind with cocktails.

Our meeting space is often referred to as “Top Notch.” We have space to accommodate groups of 4 to 600. Whether you choose to use the Convention Center, our Splashdown Mezzanine, or one of our boardrooms, we guarantee you will have a successful meeting.

The staff at the Sleep Inn is trained in coordinating successful meetings. We have the expertise to assist you in coordinating all your details including meeting space, catering, audio visual requests and any other special needs you may have.

At the Sleep Inn and Suites, “You do your thing” is designed to embrace the individuality of each of our guests. “Leave the rest to us” lets our guests know that we’ll take care of the details—helping to ensure they enjoy the meaningful relaxation they need.



South Addition

