








CONFERENCE CENTER

ROOM CONFIGURATIONS, PRICING AND SERVICES

ROOM SIZE AND CONFIGURATIONS

	 SPACE	 U-SHAPE	 CLASS ROOM	 THEATER	 BOARD ROOM	 BANQUET	 MAX CAPACITY	TENANT RATE	NON-TENANT RATE
THE PARAMOUNT ROOM	1,410 Sq. Ft.	35	50	100	32	60	100	\$550 Half \$700 Full	\$750 Half \$900 Full
THE FOX ROOM	780 Sq. Ft.	20	30	48	20	40	48	\$375 Half \$550 Full	\$575 Half \$750 Full
THE PARKWAY ROOM	576 Sq. Ft.	18	25	35	16	30	35	\$375 Half \$550 Full	\$575 Half \$750 Full
THE LAKESHORE ROOM	295 Sq. Ft.	-	16	24	15	-	24	\$350 Half \$525 Full	\$550 Half \$725 Full
THE GRAND ROOM	260 Sq. Ft.	-	-	-	10	-	12	\$325 Half \$500 Full	\$525 Half \$700 Full

- The Conference Center is open 8:30 am – 5:30 pm.
- An additional fee of \$75.00 per ½ hour, per room before and/or after standard conference room hours will apply.
- A half day is considered as less than 4 hours and a full day is considered as more than 4 hours (includes set-up and break-down time).
- Cancellations less than 48 hours or ‘no shows’ will result in billing of full reservation rental fee, less than 72 hours prior to reservation will result 50% of reservation rental fee, and 5 days or more, no cancellation fee required.
- Rooms can be configured to accommodate COVID-19 Health & Safety Measures.

AVAILABLE EQUIPMENT

The OCC Conference Center offers the following:

- Projector with Screen
- Complementary WiFi
- Video Conferencing in 3 rooms (Grand, Lakeshore and Fox)
- Laptops equipped with Microsoft Office
- Polycom Conference Call Phones
- Complimentary Water/Coffee/Tea Service
- Easels/Flip Charts
- Chart Pads/Markers
- Tables and Chairs
- Room Configuration Set-Up and Break-Down
- Shared Kitchen & Coffee Bar Area
- Restrooms Onsite

The Paramount Room offers:

- Projector and two large drop-down screens
- Surround Sound
- Wireless Microphone & Lavalier
- Whiteboard
- Podium w/ Smartboard Screen
- Comcast Cable TV

COVID-19 Health & Safety Measures

OCC Conference Center implemented cleaning measures to ensure the health and well-being of our guests. We are disinfecting common areas more frequently and are providing complementary sanitization products in our spaces. Tables, chairs, remote controls and whiteboard accessories are disinfecting after each meeting.