

# **The Liberty Meeting Package**

## **(Day Meeting Package)**

The Liberty Conference Center offers a day meeting package that is sure to exceed all your guests' expectations. The package includes a complete day of culinary highlights including a gourmet lunch experience, basic audio/visual needs and meeting room rental.

### **CONTINUOUS BREAKS AND BEVERAGE REFRESH**

Begin your morning with our "Upgraded" Executive Continental Breakfast featuring bakery fresh assortment of bagels, muffins, filled croissants, bear claws or breakfast breads rotated daily throughout your stay. A featured "hot" breakfast item, such as sausage and egg burritos, awaits your attendees while our Executive Chef's magnificent display of seasonal fresh fruits and berries compliments this great beginning.

Midway through your morning we revitalize your guests with a light snack that varies from day to day. Afternoons come complete with a tempting snack and an upgraded "hot" item to keep your attendees energized and focused throughout your meeting.

Assorted individual fruit juices and our own craft roasted "Valley Forge" blend of 100% Columbian coffees, Mighty Leaf specialty teas, assorted Coke Products and Fiji Bottled waters are available throughout the day continuously for your guests to enjoy at their leisure. Fresh Brewed Ice tea with lemon is also available seasonally.

\*\*special candy and mint treats available continuously throughout the day

This magnificent display of food is elegantly presented in our central conference center break area complete with soft seating for your guests to relax and/or check their e-mail via our wireless connection.

### **GOURMET LUNCH BUFFET**

For Lunch, our culinary team provides a gourmet buffet served in "Stirlings" our hotel restaurant; featuring a carving station of choice meats, selection of hot entrees, to a full array of salads, soup and deli meats with fresh deli breads and assorted dessert options and beverages. The warm and inviting atmosphere of "Stirlings" makes this an outstanding value for you and your guests. \*Additional surcharge would apply for a private luncheon room for your group

## **MEETING ROOM**

All costs associated with our Valley Forge Amphitheater and/or your general session room is included in our package. Deluxe conference center notepads and upgraded pens are standard in both the general session room and breakout rooms. Bottled Fiji water chilled and displayed in a sterling silver holder is placed at each of your guests' seats in your general session room and replenished during your lunch break. Dedicated breakout rooms, if necessary, are available at an additional charge. They feature fully tackable front walls and our custom conference tables and leather chairs.

## **AUDIO/VISUAL**

Standard Audio/Visual including an LCD projector and screen for your general session room of 60 or more, custom podium with a wired microphone, (2) flipcharts with pad & markers, or an overhead and/or a 35 mm slide projector in place of the LCD projector, is included if necessary for your general session room. \*There is an additional \$200 charge for an LCD projector should your final attendance be greater than 60 guests.

Projections, Inc. is our full service in-house provider of all your audio/visual needs. A complete list of their services is available upon request. One of their trained techs is available throughout your event on site to quickly respond to any questions or concerns that may arise.

## **CONFERENCE SERVICE MANAGER**

Your Conference Service Manager is one important aspect of what makes your experience at the Liberty Conference Center a positive one. Your Conference Service Manager will be your primary point of contact to make your planning easy and convenient. Once on site, they will hold Daily Meetings Debriefs to review your day's billing, ensuring proper charges and note any changes to your event for upcoming days.

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**\$75 per person, per day**

**\*Pricing subject to tax, service charge and availability.**