2018

SILVERLAND

MEETING ROOM INFORMATION

For Reserving Meeting Space

With Virginia City, Nevada hosting over a million visitors each year and a large number of them requiring meeting facilities for weddings, reunions, conferences, seminars, and other group activities, securing the necessary space and facilities as early as possible is the best way to guarantee you and your guests have a place to meet. With catering, liquor service, and audio-visual support available, the Silverland can service your meeting needs from 5 to 1,000 persons.

For more information, contact the Front Desk at info@silverlandusa.com or at 775-847-4484

MEETING ROOM BASICS

Why Choose The Silverland Inn & Suites?

As the largest and most modern hotel in Virginia City, Nevada, with 66 guest rooms, 10 of which are suites with jacuzzis, an indoor pool and jacuzzi, a fitness center, snack, beverage, and ice machines on all guest room floors, a business center, free WiFi, free parking for two vehicles per room, a business center, laundry facilities, free HBO, outdoor picnic area, and meeting facilities, the Silverland Inn & Suites offers visitors the finest in local accommodations and meeting services. Located conveniently within walking distance 2 blocks from downtown with easy access to all roadways into and out of town, the hotel sits on a 5 acre parcel with one of the most pristine and panoramic views of the Comstock. The Silverland is a non-smoking hotel and pets are not allowed.

Meeting Rooms And Capacities

	Banquet Room	Outside Gazebo	Breakfast Room	Back Outside Area
Capacity - Chairs Only	160	120 in front of Gazebo	60	1,000
Capacity - With Tables	124	200	40	750
Capacity - Standing	160	300	60	1,000

Meeting Room Proposal Requirements

The Silverland Inn & Suites requires a contract for all meeting room reservations. All meeting room reservations require a valid charge card to be on file, a non-refundable deposit based upon the estimated total cost of the event, and cancellation charges based upon the date of the cancellation. Before we can create a meeting room proposal for you, you'll need to decide how many sleeping rooms (if any) of what type and for what dates you will require, the dates and times you will require the meeting room(s), what support activities you will require (i.e. catering requirements (with your estimated budget), entertainment requirements, audio-visual requirements, liquor service requirements, beverage and snack service needs, estimated number of attendees, and linen requirements. Once we have this information, we can provide the meeting room and room discount pricing for you and begin the process.

MEETING ROOM CHARGES

NON-REFUNDABLE DEPOSIT REQUIREMENTS

Your meeting room reservation will require a non-refundable deposit based upon the estimated cost of the event. Unless cancellation charges apply, the deposit will be applied against your meeting room charges. In addition, if your group will require sleeping rooms, an additional non-refundable deposit will apply.

CANCELLATION CHARGES

Once your meeting room reservation contract has been signed and the reservation has been made, you will have up to 61 days before the scheduled event date to cancel your meeting room reservation without a significant cancellation charge. If your meeting room contract is signed and there is less than 61 days before your scheduled event date, cancellation charges will begin to apply based upon the date indicated. Specific cancellation charges, per meeting room type, are provided in the "Pricing And Usage - Rates" section of this information guide.

MEETING ROOM CHARGES AND PAYMENT

Once you have completed and signed your Contract, we will charge the charge card provided the amount of the deposit. If you are also reserving guest rooms, the deposit requirements for these rooms will be charged at the same time. The specific amount of the guest room deposit will be detailed in the Contract.

The remaining portion of all meeting charges will be due and payable upon conclusion of the event or upon check-out, as will be indicated in the Contract.

Personal checks are not acceptable. Company and Government checks are accepted with prior approval.

ROOM BLOCK INVENTORY

ROOM INVENTORY

The Silverland Inn & Suites offers the following rooms for your usage including some compliant with the Americans With Disabilities Act (ADA). There is no guarantee of room availability until your room block has been approved and set up. When planning for your room block, if any, please expect that the following persons will most likely require a hotel room:

- Will be driving from over 2 hours away or will be traveling for over 2 hours
- Will be flying into the area
- Alcohol will be served
- Local accommodations with family or friends will not be available
- The event will be concluding after 10:00pm

Number of Rooms - Types

32 - Standard Room With King Bed

17 - Standard Room With Double Queen Beds

4 - Standard Room With Single Queen Bed (ADA)

7 - Junior Suites With King Bed And Jacuzzi

2 - Large Suites With King Bed And Jacuzzi

1 - Junior Suite With King Bed And Jacuzzi (ADA)

1 - Junior Suite With Double Queen Beds

1 - Junior Suite With King Bed And Fold Out Couch

1 - Junior Suite With Queen Bed And Fold Out Couch

PRICING AND USAGE - RATES

Overview

The following pages provide specific pricing and usage requirements for using the Silverland Inn & Suites facilities. Room Block Credit Card Authorization Form is used to provide relevant information about your room block, including the numbers of rooms, room types, pricing, and cancellation charges, and to gather pertinent information about the organizer of the room block. Once you have decided to proceed with creating a room block, a version of the attached blank form (see next page) which will include the information about your room block will be emailed or faxed to you. Upon receipt, you should review the information, complete the card holder information, sign it, date it, and return it to the Silverland Inn & Suites either by return email or via fax at 775-847-4496.

When it is received, it will be reviewed and approved if the rooms are still available, the room block will be created, and the applicable deposit will be charged against the charge card included on the form. A copy of the approved Authorization form will then be emailed or faxed back to you, with a copy of the deposit receipt, and instructions on how to book your room block.

Responsibility

The person signing the contract will be solely responsible for the meeting room reservation, including all cancellation charges, and any damages incurred to the meeting room. Special attention should be placed upon the last day that the meeting room reservation can be cancelled without significant cancellation charges and to the specific dates in which other cancellation charges will apply. In addition, it should be understand that if the Total Number of Room Nights falls below a certain amount (this information will be provided on the contract, meeting room rates will be increased by the indicated amount.

MEETING ROOM & FACILITY PRICING & USAGE
2018 RATES

I. MAIN BANQUET ROOM (seats up to 110 people)

A. Hourly Usage Charge:

1. *With 0 - 9 Confirmed Room Nights*:* $125/Hour
2. *With 10 - 20 Confirmed Room Nights:* $100/Hour
3. *With 21 - 40 Confirmed Room Nights:* $75/Hour
4. *With 41 - 65 Confirmed Room Nights:* $60/Hour
5. *With 66 - 131 Confirmed Room Nights:* $30/Hour
6. *With 131+ Confirmed Room Nights:* No Charge

*Note: A Room Night is the usage of 1 guest room for 1 night

B. Additional Usage Fees:

1. *Deposit:* Fifty percent (50%) deposit for estimated cost of the event required for all reservations upon contract approval.
2. *Cancellation Fee:* Loss of deposit or $500, whichever is less, for cancellation from date of contract until 61 days prior to the event. If the event is cancelled between 60 days until 11 days prior to the event, the cancellation fee is the loss of the deposit or fifty percent (50%) of the estimated usage fees or the deposit, whichever is greater. If the event is cancelled 10 days or less before the event, the cancellation fee is the loss of the deposit plus 100% of the remaining estimated usage fees for the event.
3. *Cleaning Fee:* $125
4. *Room Set-up/Teardown Fee:* $125
5. *Equipment Set-up & Teardown Fee: $75*
6. *Bussing of Tables: $30/table*
7. *Changing Set-up After Original Set-up Completed:* $150

C. Equipment Charges:

1. *Lectern with Microphone:* $20/Hour
2. *Stage:* $20/Hour
3. *Projector:* $20/Hour
4. *Sound System w/microphone and USB plug-in:* $20/Hour

D. Other Charges:

1. *Bar & Foyer Area Usage:* Rental of the Main Banquet Room also requires rental of the Bar & Foyer Area (see IV. BAR & FOYER AREA on Page 4). Usage and Additional Usage fees and Equipment charges and deposit requirements will also apply except the Hourly Usage Charge will be discounted by 50%.

MEETING ROOM & FACILITY PRICING & USAGE
2018 RATES

II. OUTSIDE GAZEBO (seats up to 300 people)

A. Hourly Usage Charge:

1. *With 0 - 9 Confirmed Room Nights:* $100/Hour
2. *With 10 - 20 Confirmed Room Nights:* $80/Hour
3. *With 21 - 40 Confirmed Room Nights:* $60/Hour
4. *With 41 - 65 Confirmed Room Nights:* $40/Hour
5. *With 66 - 131 Confirmed Room Nights:* $20/Hour
6. *With 131+ Confirmed Room Nights:* No Charge

*Note: A Room Night is the usage of 1 guest room for 1 night

B. Additional Usage Fees:

1. *Deposit:* Fifty percent (50%) deposit for estimated cost of the event required for all reservations upon contract approval.
2. *Cancellation Fee:* Loss of deposit or $400, whichever is less, for cancellation from date of contract until 61 days prior to the event. If the event is cancelled between 60 days until 11 days prior to the event, the cancellation fee is the loss of the deposit or fifty percent (50%) of the estimated usage fees or the deposit, whichever is greater. If the event is cancelled 10 days or less before the event, the cancellation fee is the loss of the deposit plus 100% of the remaining estimated usage fees for the event.
3. *Cleaning Fee:* $125
4. *Furniture Set-up/Teardown Fee:* $125
5. *Equipment Set-up/Teardown Fee:* $75
6. *Changing Site Set-up After Original Set-up Completed:* $150

C. Equipment Charges:

1. *Electricity Hook-up:* $125 for each 4 hours of usage
2. *6 Outlet Surge Protector with Extension Chord:* $30 for each 4 hours of usage

D. Furniture Charges:

1. *8 foot rectangular table:* $20 each per 4 hours
2. *6 foot circular table:* $15 each per 4 hours
3. *6 foot rectangular table:* $15 each per 4 hours
4. *Chairs:* $3 each per 4 hours

MEETING ROOM & FACILITY PRICING & USAGE
2018 RATES

III. BREAKFAST ROOM (seats up to 40 people)

A. Hourly Usage Charge:

1. *With 0 - 9 Confirmed Room Nights:* $115/Hour
2. *With 10 - 20 Confirmed Room Nights:* $95/Hour
3. *With 21 - 40 Confirmed Room Nights:* $75/Hour
4. *With 41 - 65 Confirmed Room Nights:* $55/Hour
5. *With 66 - 131 Confirmed Room Nights:* $28/Hour
6. *With 131+ Confirmed Room Nights:* No Charge

*Note: A Room Night is the usage of 1 guest room for 1 night

B. Additional Usage Fees:

1. *Deposit:* Fifty percent (50%) deposit for estimated cost of the event required for all reservations upon contract approval.
2. *Cancellation Fee:* Loss of deposit or $300, whichever is less, for cancellation from date of contract until 61 days prior to the event. If the event is cancelled between 60 days until 11 days prior to the event, the cancellation fee is the loss of the deposit or fifty percent (50%) of the estimated usage fees or the deposit, whichever is greater. If the event is cancelled 10 days or less before the event, the cancellation fee is the loss of the deposit plus 100% of the remaining estimated usage fees for the event.
3. *Cleaning Fee:* $100
4. *Room Set-up/Teardown Fee:* $100
5. *Equipment Set-up/Teardown Fee:* $75
6. *Changing Room Set-up After Original Set-up Completed:* $125

C. Equipment Charges:

1. *Lectern with Microphone:* $20/Hour
2. *Stage:* $20/Hour
3. *Projector:* $20/Hour
4. *Sound System w/microphone and USB plug-in:* $20/Hour

MEETING ROOM & FACILITY PRICING & USAGE
2018 RATES

IV. BAR & FOYER AREA (seats up to 75 people)

A. Hourly Usage Charge:

1. *With 0 - 9 Confirmed Room Nights:* $85/Hour
2. *With 10 - 20 Confirmed Room Nights:* $65/Hour
3. *With 21 - 40 Confirmed Room Nights:* $45/Hour
4. *With 41 - 65 Confirmed Room Nights:* $25/Hour
5. *With 66 - 131 Confirmed Room Nights:* $13/Hour
6. *With 131+ Confirmed Room Nights:* No Charge

*Note: A Room Night is the usage of 1 guest room for 1 night

B. Additional Usage Fees:

1. *Deposit:* Fifty percent (50%) deposit for estimated cost of the event required for all reservations upon contract approval. If used in conjunction with a Banquet Room rental, the deposit cost will be $300.
2. *Cancellation Fee:* Loss of deposit or $300, whichever is less, for cancellation from date of contract until 61 days prior to the event. If the event is cancelled between 60 days until 11 days prior to the event, the cancellation fee is the loss of the deposit or fifty percent (50%) of the estimated usage fees or the deposit, whichever is greater. If the event is cancelled 10 days or less before the event, the cancellation fee is the loss of the deposit plus 100% of the remaining estimated usage fees for the event.
3. *Cleaning Fee:* $125
4. *Room Set-up/Teardown Fee:* $75
5. *Equipment Set-up/Teardown Fee:* $75
6. *Changing Room Set-up After Original Set-up Completed:* $150

C. Equipment Charges:

1. *Lectern with Microphone:* $20/Hour
2. *Stage:* $20/Hour
3. *Projector:* $20/Hour
4. *Sound System w/microphone and USB plug-in:* $20/Hour

MEETING ROOM & FACILITY PRICING & USAGE
2018 RATES

V. BAR SERVICE

All liquor must be purchased from and served by the Silverland. No outside alcohol/liquor or any other beverages may be served, sold, or consumed when using any of the Silverland's meeting facilities. A Hosted (the Group Pays) or No Host (the user pays) bar can be arranged. Only cash is accepted for a No Host Bar.

A. Bar Fees:

1. *Bartender:* $40/hr. Additional Bartender required for every 50 people at $40/Hour. 1 hour labor for each bartender will also be charged for bar set-up and teardown.
2. *Bar Service Accessories:* $100 flat fee will be charged for paper goods, cups, mixers, etc.

B. Other Fees:

1. Hosted Bar: A 15% administrative fee fee will be added to the final bill which must be paid at the same time as the final bill is presented.

C. Beverage Costs:

The following beverage costs will apply for all Bar Service:

Well Drinks: $8
Premium Drinks: $10
Specialty Drinks: $10
Domestic Beer: $8
Specialty Beer: $10
Wine: $8
Soft Drink or Water: $3 each

VI. CATERING

The Silverland does not provide catering services except for those listed below. However, our staff will be happy to work with your group to recommend a local caterer. If you elect to use a caterer aside from one recommended by the Silverland, they must have a valid business license in Storey County, must possess a valid State of Nevada health permit and must be approved, in writing, prior to usage, by Silverland's General Manager.

MEETING ROOM & FACILITY PRICING & USAGE
2018 RATES

A. Beverage, Snack, & Continental Breakfast Service

1. *Coffee/Tea/Beverage Service (coffee, tea, hot water, cocoa mix, cranberry juice, orange juice) provided at $3/person per hour.*
2. *Snack Service (cookies, pastries, etc.) provided at $7/person per hour.*
3. *Continental Breakfast (includes pastries, bagels, english muffins, cereal, milk, instant oatmeal, muffins, donuts, and the Coffee/Tea/Beverage Service) for $15 per person. Served from 7am until 10am.*
4. *Water/Soda Service (bottled water or variety of soda or combination) provided at $3/ person per hour.*

B. Table Dressings

1. Table Linen:

1. *Linen Table Cloth:* $9/table
2. *Paper Table Cloth:* $6/table
3. *Linen Napkins:* $4/setting

2. Place Settings:

1. *Silverware:* $5/setting
2. *Plastic Utensils:* $3/setting

3. Glassware:

1. *Glass Wine/Champagne Glasses:* $5/setting
2. *Glass Water Glasses:* $4/setting
3. *Ceramic Coffee Cups:* $4/setting
4. *Other Glass Beverage Glasses*: $4/setting
5. *Plastic Wine/Champagne Glasses*: $3.00/setting
6. *All Other Plastic Drink Cups*: $2.00/setting

Note: You may bring in your own table dressings, linen, beverage containers, and place settings without any extra cost. Extra tables required for catering are available for $5each per 4 hours of usage plus the cost of linens.

VII. RECEPTION AREA

A reception area can be set up for the event. The cost is one hundred dollars ($100) for each day of the event.

VIII. SIGNAGE

1. Digital signage can be provided on our Lobby and Break Room video monitors for a flat fee of fifty ($50) dollars for the duration of usage.

IX. HANDOUTS

Welcome package handouts including gift bags or other similar items can be provided for the following costs. All such handouts must be provided to the Silverland no later than forty-eight (48) hours prior to arrival.

1. Given to the Guest at Check-In: $5.00 per Guest
2. Delivered to the Guest room prior to arrival: $10.00 per Guest

X. PARKING

Parking permits are required to park at the Silverland Inn & Suites. Two (2) complimentary parking permits are provided for each guest room with additional parking permits for guest room occupants available for $5 per day. Parking permits are valid from time of check-in until 12:00pm on the day of check-out. Guests desiring to remain parked after 12:00pm may purchase a daily parking permit for $5. There is a $10 daily parking fee for all persons who are not registered hotel guests. No overnight parking is permitted unless the vehicle belongs to a registered hotel guest and they are staying in the hotel. No overnight camping is permitted.

XI. USAGE REQUIREMENTS

1. Damage to facilities or equipment will be charged at full replacement value plus 100%.
2. Only commercially packaged food or snacks or food from an approved caterer are permitted to be served on our premises. No home cooked food is permitted to be served in our meeting rooms or facilities except in individual guest rooms.
3. All liquor must be purchased from and served by the Silverland. No outside alcohol/liquor may be served, sold, or consumed when using the Silverland's meeting facilities.
4. Caterers must be from Silverland's "approved" caterer list. Any non-listed caterer must be approved in writing, 30 days prior to usage, by Silverland's General Manager.
5. If the number of confirmed sleeping rooms falls below the stated pricing range, the pricing will revert to the pricing for the final confirmed sleeping room range.
6. The number of confirmed sleeping rooms is based upon the total number of rooms used by the group during the duration of the stay.
7. A valid charge card must be provided. Final payment can be made in cash.

8. The deposit will be used to offset meeting room charges and will be applied as a credit to the final event invoice.
9. Time is charged on an hourly basis with a two (2) hour minimum.
10. There will be an extra charge for table linens, glassware, and place settings as indicated in Section V, Catering, listed on page 5.
11. All charges and fees for using the Silverland's facilities are due and payable in full upon the completion of the event and receipt of the final invoice.
12. No later than seven (7) calendar days prior to the event, the person or group renting the meeting room(s) or facilities must approve the planned layout. Changes made after this date will incur a $150 change fee.
13. Beverage or snack service requirements must be finalized no later than ten (10) days prior to the event. If the Silverland will be providing any type of "Beverage, Snack, & Continental Beverage Service" (Service), an additional one hundred dollar ($100) nonrefundable deposit will be required at the time of contract signing. The amount of this deposit will be applied against the cost of the Service.
14. No open flame or BBQing is permitted on the premises except by an approved caterer who abides by all health and fire codes with prior approval from Silverland's General Manager.
15. There will be a 5% Administrative Service Fee added to all final invoices.
16. No pets or animals are allowed in any of the Silverland's meeting facilities nor are pets or animals permitted in any of the guest rooms.
17. No smoking is permitted inside the Silverland. Smoking locations and receptacles have been provided outside for smokers.
18. There will be a $10 per day parking fee per vehicle for all event guests who are not overnight guests of the hotel. No overnight parking or camping is permitted. The number of parking permits required must be provided to the Silverland no later than 5 days prior to the event. The cost of such parking permits will be added to the final bill.
19. The Organizer/contract signatory is responsible for the behavior of all attendees who use or are present at the Silverland. The cost of all expenses, fines, and fees for damages, smoking in the premises, sneaking pets into rooms, and other such miscellaneous costs will be added to the final bill and the recovery of such monies from the offending party will be the sole responsibility of the Organizer/contract signatory.