AMERICAN LAKE CONFERENCE CENTER ROOM CAPACITY AND RATES

Rooms	Capacity	Usage Fee (8-hr)* Mon–Thur	Usage Fee (8-hr)* Fri & Sat	Usage Fee (8-hr)* Sun & Hol Premium
Entire Building		$1,600	$2,600	$3,000
Entire Upstairs	675	$1,300	$2,300	$2,600
Pine View	100	$400	$600	$700
Eagle View	120	$400	$800	$900
Pine and Eagle View	220	$700	$1,200	$1,400
Cedar	80	$250	$400	$450
Spruce	80	$250	$400	$450
Fir	140	$250	$400	$450
Hemlock	80	$250	$400	$450
Combination of two adjoining rooms: Cedar, Spruce, Fir and Hemlock	200	$400	$800	$850
Combination of three adjoining rooms: Cedar, Spruce, Fir and Hemlock	300	$600	$1,100	$1,200
Evergreen Ballroom	450	$800	$1,300	$1,400
Lakeside	125	$400	$700	$750
Osprey	10	Free**	Free**	Free**
Kingfisher (Gazebo and Gardens)		$250	$375	$400

*Additional fee of $100/hr. assessed to add-on hours.

**With other room rental. Excludes beverage station.

Room usage fee reduced by 50% with food and beverage (excluding alcohol) sales exceeding $6,000.

Usage fees are still applicable if room is not used for entire usage window.

Previous day for setup constitutes a day of use.

MWR Catering has limited cables and auxiliary cords for use.

Contract signing and all applicable deposits must be made within 72 hours of making the reservation

with a 50% room fee required to hold a reservation.

Final payment is due in full 48 hours prior to event start.

Menu item prices are subject to change with significant increase in market prices.

Room rentals include:
Setup of tables and chairs.
5 linens included per room rented with catering.
Projector and screen (when available) Wi-Fi, beverage station with coffee (3 gal. per reservation) and water. *Additional coffee and other beverages may be purchased at time of booking.*

Self setup:
Forest, Cascade, Evergreen and Olympic rooms available at 50% of room usage fee for self set up events. **Only available for official military functions** Monday-Friday, 7 a.m.-5 p.m.
Excludes beverage station and use of linens.