



*Productive meetings  
and energized  
participants!*

The Falls Inn is located in Walters Falls beside a 50 foot double-plunge night-lit water fall. Whether it's a conference to motivate your staff or a reward for great results, our professional team will accommodate your needs.

# *Conference Package*

Contact: Meg Hallman [mhallman@thefallsinn.com](mailto:mhallman@thefallsinn.com)

*Enjoy four-seasons  
of breath-taking scenery  
in the country with your team*

***We offer two rooms where a meeting can be held:***

Sawmill Lounge rectangle set up for 20 people

Dining Room 20'x50' with the following set up styles:

Stand up Reception 96 people

Banquet 75 people

Theatre 90 people

Classroom 60 people

Boardroom 20 people

U Shape 22 people

Closed Square 28 people

***All packages include the following:***

- ✓ Meals prepared by Red Seal Chef and her trained team
- ✓ Climate controlled rooms
- ✓ Free parking
- ✓ Free Wi-Fi in rooms and meeting spaces
- ✓ Free long distance calls over VOIP
- ✓ 24-hour full-service business center (scanning, printing, copying, courier)
- ✓ Complete set up and clean-up for your conference
- ✓ Flip charts and Conference box and AV needs as arranged

## *Conference Accommodation Packages*

### *The Cherry Package*

- ✓ Accommodation in our Inn
- ✓ 3 course dinner on day of arrival from our Dinner Menu
- ✓ Private meeting space for your group
- ✓ Full Breakfast (menu or working) on day of departure
- ✓ Full Lunch (menu or working) on day of departure
- ✓ Mid-morning as well as afternoon break food/beverages
- ✓ Break out room, if needed

\$395 per person for Single Occupancy

\$245 per person for Double Occupancy

\$215 per person for Triple Occupancy in the Mahogany Suite

### *The Maple Package – Day Meeting*

- ✓ Private meeting space for your group
- ✓ Arrival tea and coffee service with Inn made Scones and local Grandma Lambs jam
- ✓ Mid-morning as well as afternoon break food/beverages
- ✓ Full Lunch (menu or working)

\$50 per person

## *The Falls Inn Conference Guidelines*

The following outlines our confirmation deposit requirements and our cancellation policy:

- ✓ An initial deposit of \$50.00 per room, per night is required as confirmation of the conference and guest accommodation. The deposit can be made by credit card.
- ✓ If cancellation is made ***more than four weeks prior*** to the arrival date, 50% of the deposit will be refunded.
- ✓ The initial deposit is ***non-refundable*** if the reservation is canceled between 28 days and 6 days prior to the arrival date.
- ✓ The ***full (RACK) room rate and 50% of the food revenue will be charged***, if the reservation is canceled ***five days or less prior*** to the arrival date.
- ✓ Taxes, gratuities, alcohol and service charges are additional.
- ✓ Once a date has been agreed to for the conference, a contract will be emailed off to be signed.
- ✓ Spa gift certificates or pillow gifts for your team can be arranged.
- ✓ Two weeks prior to the conference, the following will be needed:
  - ✓ Rooming List
  - ✓ Firm Number of Guests
  - ✓ Meeting Agenda/Meal Timings
  - ✓ Conference Room Set-up
  - ✓ AV Requirements