

REDWOOD PLAZA

Conference Center Information Sheet

Hours of Operation:

8:00 AM – 5:00 PM Monday through Friday.

Availability through Angus service request and reservations for designated tenant representative.

First come, first serve basis up to 30 days prior to date required.

1 to 8-hour time slots available for reservation.

Maximum Occupancy:

Conference Room A: 32 individuals without tables.

Conference Room B: 35 individuals without tables.

Rooms may be combined with removal of partition to accommodate 67 individuals without tables.

Modifications or special requests in set up should be expressed in the Notes section of the room reservation.

Amenities:

Presentation capabilities on Projector /screen or SmartTV with HDMI and VGA cords

Wifi Access

Cable TV access

Phone Charging Station

Wireless Presenter with Laser Pointer

Various set up layouts available

Separate Kitchen Facility for catering to include:

Lounge

Coffee and Hot Chocolate Machine

Hot/Cold Filter Water Machine

Food tables (upon request)

Refrigerator

Ice Machine