

# THE CONFERENCE CENTER AT RIDGEGATE

## Event Additions:

Let our team handle small details with optional event add-ons. With the choice to include these in your booking contract, it couldn't be any easier!

- please request 10 days before event date

### Paper Supplies:

- Notepads (12 pack / 5" x 8" / narrow ruled / white) **\$20**
- 3M Flip Chart Pad & Easel (1 pad / 25" x 30") **\$30**
- Post-it Notes (24 Pack / 3" x 3" / mixed colors) **\$24**
- Stick-on Name Tags (100 pack / blank / white) **\$15**

### Writing Supplies:

- Flip Chart Markers (8 pack / mixed colors) **\$16**
- Pens (20 pack / black ) **\$15**

### Audio / Visual:

- 60" Rolling TV Monitor & HDMI Cord **\$150/day**
- Bluetooth Speaker with 2 wireless microphones **\$100/day**

### Beverage:

- Water Service (dispenser / ice / compostable plastic cups)
  - 1-50 Guests **\$20** / 51-100 Guests **\$40** \*includes refills
- Coffee Service (mugs / compostable cups / stirrers / sugars / creamer)
  - Serves 12 & includes one refill **\$30** \*boardrooms only



720.676.9880

[www.conferencecenteratridgeway.com](http://www.conferencecenteratridgeway.com)

