

Meeting Planner

The Best Western Doublewood Inn has all the necessary accommodations to coordinate a successful meeting, conference or social event. We have 143 guest rooms and suites. Our indoor pool is a great area to relax or complete your daily exercise routine. Our lounge is the perfect place to unwind with cocktails or try your hand at our blackjack table.

Our meeting space is often referred to as "Top Notch." We have space to accommodate groups of 4 to 400. Whether you choose to use the 4,050 square foot Heritage Ballroom, the 1,680 square foot Assembly Hall, our Judicial Room, or one of our executive suites, we guarantee you will have a successful meeting.

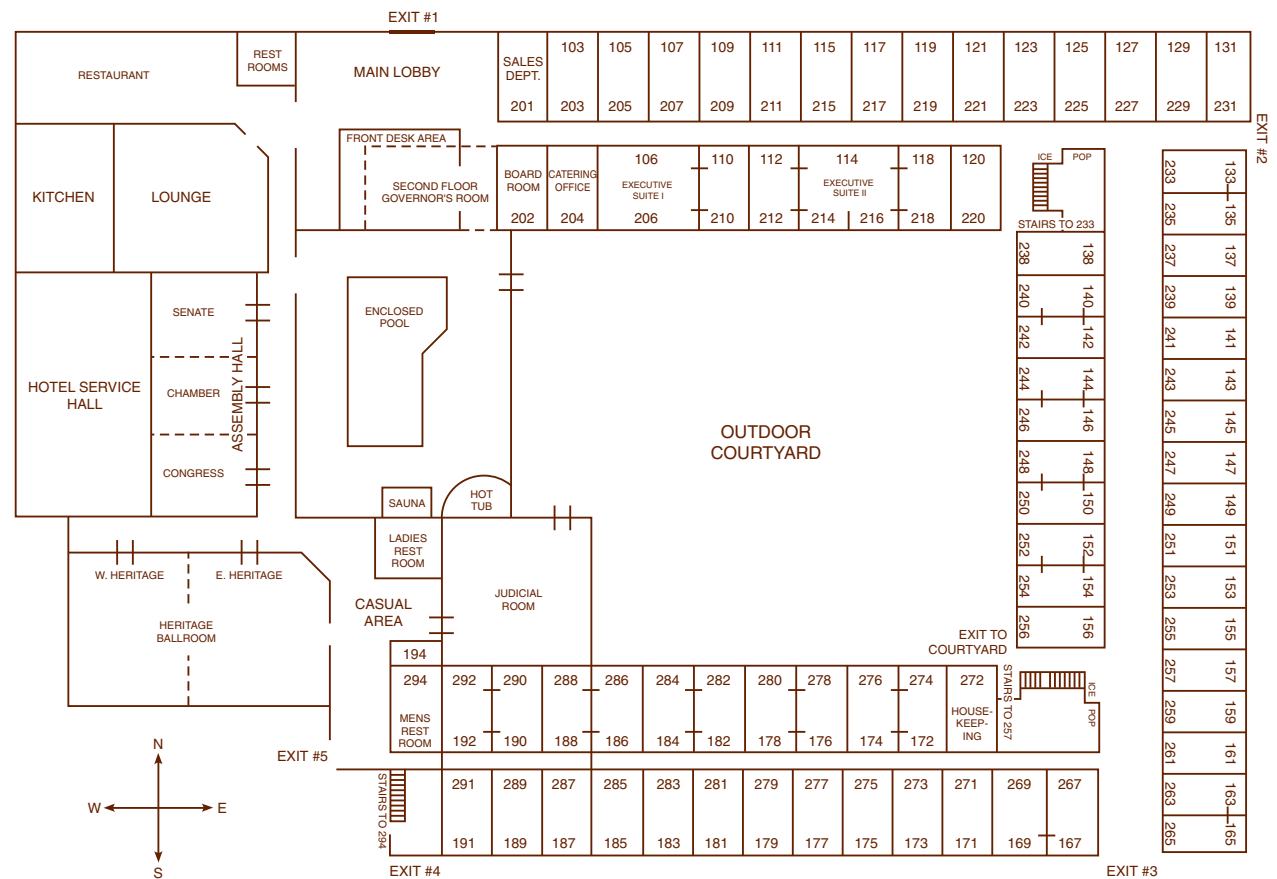
The staff at the Doublewood Inn is trained in coordinating successful meetings. We have the expertise to assist you in coordinating all your details. We will coordinate your meeting space, catering arrangements, audiovisual requests and any other special needs you may have. Yes, we will schedule shopping trips to the mall.

We provide expedient attention to every detail and we will guarantee you the finest service. Planning a successful meeting, conference, or social event is our business and we want our customers to be successful!



GUEST SERVICE MAP

1400 East Interchange • Bismarck, ND • 258-7000
1-800-554-7077



Governor's Room: Second Floor, above Front Desk
Executive Suite 206: Second Floor, above Executive Suite I



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(701) 258-7000 • FAX (701) 258-2001 • 800-554-7077

Meeting Planner

Audio Visual Equipment Available

Public Address System

Podium

Microphones

Cordless Handheld\$ 25.00

Lavaliere Microphones.....\$ 25.00

Whiteboards

Screens

Piano\$ 50.00

Easels

Flags

Overhead Projector\$ 25.00

TV/VCR.....\$ 25.00

Slide Projector.....\$ 25.00

Flipchart with Marker\$ 15.00

CD/Cassette Boom Box\$ 25.00

Sound System Patch Fee.....\$ 25.00

LCD Projector.....\$150.00

TV w/DVD Player\$ 30.00

TV\$ 15.00

Speaker Phone.....\$ 30.00

Wireless & Hardwired Internet available

Please place your audiovisual order with our catering manager.

If you need additional equipment, we can order it for you and direct bill your account.

Room Reservations

Room blocks can be reserved for your meeting or conference.

We encourage a room block if you are using 5 rooms or more.

Room blocks are generally held up to three weeks prior to the date of arrival. We release any rooms not sold to your group for general sale. Rooms are then reserved on a space available basis.

Food and Beverage

We intend to be extremely competitive with other Bismarck area hotels regarding pricing. Our catering manager and chef can assist you in coordinating any specific menu requests you may have.

Our chef requires a guaranteed number 48 business hours in advance so he may finalize his food orders and preparations.

We do prepare 5% over the guaranteed number.

Meeting Rooms

ROOM NAME	DIM.	SQ. FT.	CEIL. FIT.	CLASS.	THEATER	ROUNDS	BANQUET	CONF.	U-SHAPE	SQUARE
Heritage Ballroom	90x45	4,050	10'	250	500	350	425		96	104
East Heritage	45x45	2,025	10'	100	225	130	150		48	52
West Heritage	45x45	2,025	10'	100	225	130	150		48	52
Judicial Room	52x36	1,872	10'	100	200	130	170		40	48
Assembly Hall	28x60	1,680	10'	100	200	120	160		40	48
Senate	20x28	560	10'	30	70	40	40	25	25	30
Chamber	20x28	560	10'	30	70	40	40	25	25	30
Congress	20x28	560	10'	30	70	40	40	25	25	30
Executive Suite 106	28x24	672	8'	24	54	32	32	20	20	25
Executive Suite 114	28x24	672	8'	24	54	32	32	20	20	25
Executive Suite 206	28x24	672	8'	24	54	32	32	20	20	25
Governor Room	24x32	768	8'	32	60	48	48	18	20	25
Board Room	18x24	432	8'	20	54	32	32	15	20	25
Poolside						90	125			