

# GENERAL INFORMATION

The Ramada Conference Center Mandarin would like to thank you for considering our property for your next event. If you would prefer a menu that is not in this brochure, our sales staff would be happy to work with you on other menu selections.

**Rental Charge:** Room rental charges are individually considered on a per function basis. A set-up fee for extensive set-up and/or clean up fee will be applied as determined by the hotel.

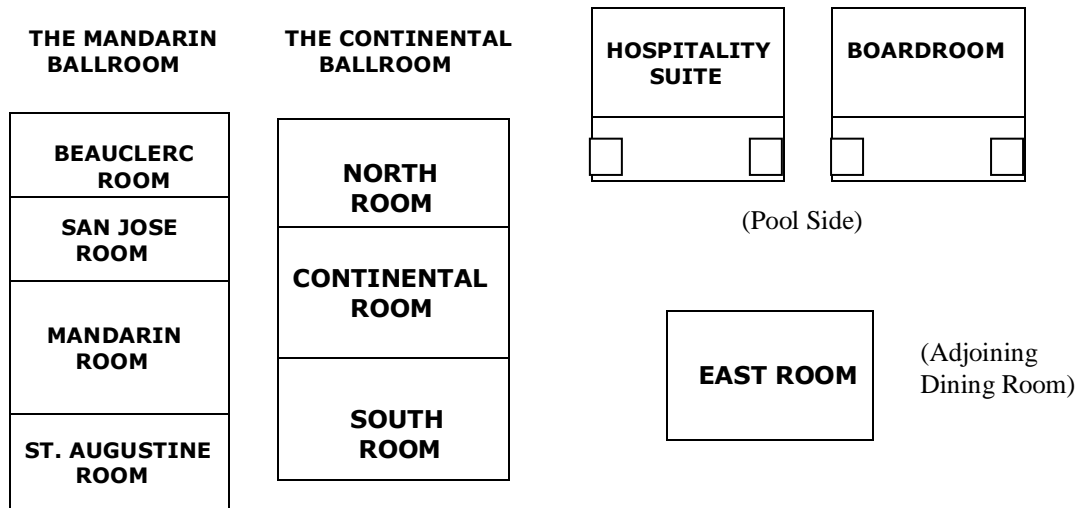
**Guarantee:** A guaranteed guest count is required seven days prior to your function. The guarantee count is not subject to reduction. Guarantees for functions held on Saturday and Sunday must be received by noon the preceding Friday. If your guaranteed count is not received within the specified time, the approximate number initially specified by you will then become the guarantee.

**Credit Information:** Advance deposits are required for all functions. The advance deposit is not refundable for any cancellations received less than thirty days before the function. However, weddings, holiday Parties and Special Events require a 90 days notice for a deposit refund. Full payment is required 7 days prior to function unless credit or other billed arrangements are established in advance. All credit card guarantees will be charged 7 days prior to function.

**Miscellaneous Information:** Nothing may be nailed, tacked, taped, or otherwise attached to wall, doors, furniture or other parts of the building. The exhibitor or function planner will be liable for any damage incurred by himself, his agents or guests. Hotel staff will assist in hanging signs or banners.

**Special Considerations:** The Ramada Conference Center will not assume responsibility for the damage and/or loss of any merchandise brought onto the property. We urge you to contact your insurance carrier to obtain temporary coverage.

	Dimensions	Square Footage	Ceiling Height	Banquet	Theater	Classroom	Reception	Conference	U-shape
<b>The Continental Ballroom</b>	44 x 90	3960	12'	320	400	250	500	*****	****
North Room	44 x 30	1320	12'	80	125	60	100	30	30
Continental Room	44 x 30	1320	12'	80	125	60	100	30	30
South Room	44 x 30	1320	12'	80	125	60	100	30	30
<b>The Mandarin Ballroom</b>	40 x 97	3880	12'	320	350	200	500	*****	****
Beauclerc Room	40 x 21	840	12'	50	60	30	75	20	25
San Jose Room	40 x 21	840	12'	50	60	30	75	20	25
Mandarin Room	40 x 35	1400	12'	80	125	60	100	30	25
St. Augustine Room	40 x 20	800	12'	40	60	20	50	20	18
<b>Boardroom</b>	26x19	494	8	****	25	15	30	15	****
<b>Hospitality Suite</b>	26 x 19	494	8'	****	25	15	30	12	****
<b>The East Room</b>	27 x 30	810	10'	50	60	30	60	30	30



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