

CAPITOL EXECUTIVE SUITES CONFERENCE ROOMS



Capitol Executive Suites proudly offers two conference rooms and several fully-furnished offices with stunning views of both the State Capitol and Lake Monona.

Conference Rooms:

MONONA CONFERENCE ROOM

- This conference room seats 8 people and overlooks Lake Monona. It includes wireless internet, a conference telephone, and a presentation board.

CAPITOL CONFERENCE ROOM:

- This conference room seats 10-12 people and has a clear view of the State Capitol. It includes A/V equipment, wireless internet, a conference telephone, and frosted glass for privacy.

DAY OFFICES

- These private offices seat anywhere from 1-5 people and have 1-2 desks that can be arranged as needed. They include a telephone and internet access. The day office rate is \$40 / hour.

Reservations:

Conference rooms can be reserved during normal business hours, 8am-5pm, in-person or by phone or email. Rooms may be scheduled in 30 minute increments at a rate of \$50 / hour.

Additional Services:

- Conference calls
- Coffee / Water / Soda
- Catering
- Projector

All additional services will be billed back to the customer. For prices please contact CES.

ALL CANCELLATIONS MUST BE MADE 24 HOURS IN ADVANCE. FOR CANCELLATIONS LESS THAN 24 HOURS IN ADVANCE, THERE IS A \$50 FEE. IF A CANCELLATION IS NOT MADE UNTIL AFTER SOME OR ALL OF THE RESERVATION HAS ELAPSED, YOU WILL BE CHARGED FOR THE TIME USED, WITH A MINIMUM OF \$50.

10 East Doty Street
Suite 800
Madison, WI 53703

Phone—608-441-5700

Email— CESInfo@uli.com

www.CapitolExecutiveSuites.com