



Mountain Top Inn and Suites

712 Hollow alley, Jetfree, CO 99486

660 727 6950

Mountaintopinnandsuites@gmail.com

Hilltopinnandsuites.com

December 05, 2011

Ms. Robin Jones
Student Affairs Coordinator
800 University Dr.
Maryville MO, 64468

Dear Ms. Jones:

We would be pleased to host your event. Our facility holds 300 people and is available from 8 a.m. to 4 p.m. on April 15th.

1. This time period listed above should accommodate for set up and take down.
2. Inside the room there is also audiovisual equipment, the screen is free, but there is a \$75 (normally \$150) usage fee for the projector. In order to set up audiovisual and other related information you can contact Ron Reynolds, the guest services manager, at 555 – 1101. In addition to the screen and projector the room comes equipped with surround sound.
3. For the lunch options we have spaghetti with meat and meatless sauce, green beans with onions and bacon, and garlic bread (\$18 per plate). A second option we have is a taco bar. This consists of taco meat, chips, tortillas, green peppers, corn, tomatoes, sour cream, salsa, lettuce, and cheese (\$16 per plate). The prices listed include tax and gratuities. If neither of these options are the right fit for your event we have other meals that we provide that are outside of your budget.

This room has a wide range of the beautiful mountain tops as well as a full professional serving staff. It is sure to accommodate for all of your requests.

We look forward to interacting with you while hosting your event.

Warm regards,

Maegan Reynolds
Event Coordinator
Mreynolds@mountaininn.net