Some assembly of your employees, customers or colleagues, will be required but the instructions are simple:

Step 1: Contact your sales or catering manager.
Step 2: Book your rooms (10 or more please) or event at a competitive rate.
Step 3: Make your selections from our innovative menus.
Step 4: Receive the following tools at NO CHARGE:

- Meeting Room
- Internet Access in Meeting Rooms
- Self-parking
- Basic Audio-Visual Package—flipchart, screen, microphone and podium
- All food and beverage station attendant and bartender fees
- Local telephone calls, guestroom high-speed wireless internet access and health club access for each overnight guest

Have your most successful event to date. Receive thank you e-mails from your attendees, accounting department and your boss! Call your sales or catering manager today at 804.649.4669 or email jefferson.sales@jeffersonhotel.com for booking information.

Disclaimer: Group room and food and beverage minimums apply. Valid for bookings actualized by March 31, 2010. Subject to availability, advance reservations required. Not applicable for meetings and events already confirmed.