

# ROOM RENTAL INFORMATION

| Meeting Room                          | Capacity | Rate            |
|---------------------------------------|----------|-----------------|
| Conference Room                       | 16       | \$200 (4 hours) |
| Classroom                             | 50       | \$300 (4 hours) |
| Dining Room                           | 104      | \$400 (4 hours) |
| 797 Mining Truck (Available 7am-10am) | 62       | \$100 per hour  |

  

| Evening Events ( <i>Between the hours of 5 p.m. – 7 p.m.</i> ) | Rate    |
|--|---------|
| 2-Hour Evening Event ( <i>Monday-Friday</i> )                  | \$1,000 |
| 2-Hour Evening Event ( <i>Saturday</i> )                       | \$2,000 |

## Information

- Available 8 am - 4 pm or 9 am - 5 pm, Monday through Saturday. Additional hourly rates of \$100 per hour are available and must be made in advance. Attendees remaining in rooms past the scheduled end time will result in charges of \$100 per hour.

## Equipment

- Rooms include video projectors with VGA and HDMI for laptop connectivity, projection screen and teleconferencing.
- Easels and flip chart stands are available upon request (paper not included).

## Catering

- All catering or refreshment needs must be coordinated with Eurest. You are responsible for Eurest charges. Catering requests must be completed 48 hours in advance.
- Outside food and beverage are not permitted. Catering information is found at <https://caterpillar-ab.catertrax.com>

## General Information

- Meeting rooms have sound proof wall panels making the hanging of posters, signs and decorations prohibited.
- Balloons are not permitted in any Caterpillar facility.

## Cancellation Policy

- If a reservation is canceled within 15 days of the scheduled event, and we cannot reschedule another event to replace it, the cancellation will result in a charge equal to 20% of the total room rental reservation.

## Caterpillar Visitors Center Exhibit Galleries

- A self-guided tour of the Caterpillar Visitors Center is included with your room rental. Attendees may tour beginning at 10 am, with the last entry at 4 pm to ensure guest have enough time to tour before closing. Exhibit galleries will close at 5 pm and guests are not permitted in the area after that time. The Cat® Merchandise Center opens at 9:30 am and closes at 5:30 pm.
- The Caterpillar Visitors Center is fully accessible with ramps and an elevator.

**For more information or to reserve a meeting room, please email [CaterpillarVisitorsCenter@cat.com](mailto:CaterpillarVisitorsCenter@cat.com) or call (309) 494-0653.**

