



2016 Rate Schedule

At Techny Towers, you choose the options that fit your needs and budget.

Techny Towers Conference and Retreat Center
2001 Waukegan Road
Techny, IL 60082
Phone: 847-272-1100
Website: www.technytowers.org

GUEST ROOMS

Towers Guest Rooms: 52 comfortable rooms with a combined total of 107 beds. Each room has a private bath/shower, individual heating/air-conditioning units, telephone and voicemail capability. Check-in time: 3:00 PM. Check-out time: 10:00 AM. Groups will be billed per contract license agreement for unused rooms at 50% and no-shows at 100%.

Single Occupancy	\$ 65.00 per night
Double Occupancy	\$ 96.00 per night
Triple Occupancy	\$129.00 per night

MARIA HOUSE

A separate guest house with 22 single rooms and common bathrooms (individual heating/air-conditioning units, sink, telephone, voicemail capability) in a two story building adjacent to the Towers. Maria House features a private Chapel, a living/meeting room, a kitchenette and has wireless internet service. A 15-room minimum commitment is required for a one night stay or a 10-room minimum for multiple night stays.

Maria House \$45.00 per person per night

CHEF'S CHOICE BUFFET MEALS

Breakfast at 8:00 AM	\$11.80
Lunch at 12 Noon	\$14.00
Dinner at 6:00 PM	\$16.80

Our delicious meals are served in the Main Dining Room, unless otherwise arranged. Private dining rooms available for rental. Special dietary requests are welcome at least 4 business days in advance. An additional \$2.00/plate charge applies to all special meal requests such as vegetarian meals, gluten-free meals, and/or early or late service time requests.

CREATE YOUR OWN MEALS

- For lighter fare, choose from a variety of items including sandwiches, salads, fresh fruit trays or breakfast platters.
- For Special Occasion meals or Banquets, choose a customized menu with table or buffet-style service.
- All food service options are located on the **Dining Services Menu or Lighter Fare Menu**. Menus may be accessed at: www.technytowers.org

ADDITIONAL POLICIES

- Groups are required to submit final meal numbers 96 business days in advance of their first meal.
- Outside meals are allowed at Techny Towers but must be arranged in advance. A dining room rental fee and a fee of \$3.00/guest per meal will apply.
- All food must be consumed in the dining room. A minimum requirement of 20 guests is required for dinner to be served by Techny Towers. There are no minimum requirements for any other meals.
- Groups with less than 20 guests will be required to leave the premises for dinner or bring in meals from another source. A

AUDIO/VISUAL EQUIPMENT RENTAL

All meeting rooms are equipped with one or two large dry erase boards and markers. Wireless internet service, A/V carts, easels, podiums, extension cords, and power strips are available at no charge, based upon availability

- Other Audio/Visual Equipment is available for rental. Rental rates are based upon total number of days used. An A/V Equipment Rate schedule may be accessed at: www.technytowers.org

CHAPELS

- Techny Towers offers three Chapels of varying sizes: the Africa Chapel (seats up to 60), the Arnold Janssen Chapel (seats up to 60) and the Chapel of the Holy Spirit (seats up to 585). Complimentary Chapel usage, based upon pre-approved spiritual purposes, is available free of charge for all in-house groups for up to 1.5 hours/day. Additional fees apply after 1.5 hours. Groups using the Main Chapel or Arnold Janssen Chapel may be "bumped" in the case of a funeral or special event.

CHAPLAIN

- Chaplains are available for spiritual guidance and religious services. Contact Conference Services to make arrangements. A Chaplain stipend applies. Chapel rate schedules may be accessed at www.Technytowers.org

Meeting Rooms include daily pricing according to size. Complimentary coffee, hot tea, and water are also offered in two designated lounges. All prices quoted are inclusive— no additional taxes or fees. Ask a member of the Conference Service Team for applicable discounts. Breakout rooms are for rooms requested in addition to the largest meeting room.

Room	Main Mtg. Room Fee	Breakout Room Fee	Size	Theater	Classroom	Conference	Rounds	Lounge	U-Shape
411**	\$175	\$50	10 x 20	—	—	—	—	8	—
402**	\$175	\$50	16 x 18	—	—	6	—	7	—
406**	\$200	\$50	22 x 30	—	—	10	—	6	—
410	\$265	\$50	21 x 28	40	27	20	24	—	24
405	\$265	\$50	21 x 26	40	27	20	24	—	24
218	\$475	\$75	21 x 48	75	54	34	40	—	24
514	\$900	NA	68 X 35	200	115	60	96	—	52
407	\$475	\$75	21 x 41	75	45	30	32	—	24
409	\$475	\$75	21 x 41	75	45	30	32	—	24
219**	\$450	\$250	34 x 48	—	—	—	—	55	—
403*	\$625	\$150	43 x 41	130	54	30	72	—	15
408	\$800	\$250	44 x 35	150	96	34	64	—	36
400	\$800	\$150	63 x 24	130	72	34	56	—	24

Discounts are available on meeting room rental rates, based upon a group's total overnight guest room commitment.

** As is with current furniture in place.

*Room 403 has 4 small pillars in the middle of the room

CHECK IN AND CHECK OUT

- Guest room check-in time is 3:00PM and check-out time is 10:00 AM. Earlier check-in and later check-out times are subject to availability. Luggage may be stored in the lobby parlor if meetings begin/end earlier or later .
- If guests will arrive later than 8:00pm to check-in, advanced arrangements must be made with a member of the Conference Services Team for access to the facility. Guests arriving after 8:00 PM must call the Security for building access and to retrieve their guest room key from the house phone located to the left of the front entrance doors.

IMPORTANT INFORMATION

HOSPITALITY ROOM **

- Room 219....Lounge atmosphere, Serving bar area, refrigerator, coffee, and water.
- Techny Towers catering provides hospitality trays, break service, continental breakfasts and beverages. Groups who provide their own refreshments, will be charged a rental rate of a \$1.00 per person for set-up of glasses, ice and napkins.
- Arrangements can be made in advance by contacting a member of the Conference Services Team. Please allow 48 hours notice.

INTERNET ACCESS

- Wireless access is available in first floor lobby (password required). It is also available throughout the 2nd, 3rd, 4th and 5th Floors (no password required). There is a computer available for guest use in the lobby parlor. Boarding passes may be printed free of charge. Printing and copies may be made for an additional charge.

SECURITY

- Security may be reached 24 hours/day at 847-553-8756 or via any of 15 in-house phones at Ext. 8150. Security personnel patrol the grounds, the Towers, Maria House and other buildings on campus.

GUEST SERVICES

- When guests are in the facility, Guest Services is open from 7:30 am to 8:00pm Monday - Friday and from 8:00 am - 8:00 pm on Saturdays and Sundays. The Front Door to the Towers building is locked when the Guest Services desk is closed. Guests may contact security for admittance to the building by using the outdoor house phone located to the left of the front entrance doors.

CANDLES

- OPEN FLAME CANDLES and COOKING are strictly prohibited. Please use battery-operated candles. A \$100 charge applies to each violation.