



EQUIPMENT AND ADDITIONAL CHARGES

EQUIPMENT & TECHNOLOGY

	COST
Video Projector	\$50.00 flat fee
Audio Stack- DVD/CD/VHS/Cassette (w/ one wireless microphone)	\$30.00 flat fee
Additional Microphones (Wireless, Podium, Clip on or Corded Mic's)	\$10.00 per microphone
Flip Chart	\$20.00 per flip chart
TV/VCR	\$10.00 per hour
Speaker Phone (Polycom)	\$5.00 per hour
Phone Line Access for Meeting (1 line per connection)	\$10.00 fee & actual usage
Internet Connection (event holder provides own computer)	\$10.00

PERSONNEL

	COST
Additional Staff during Operating Hours	\$40.00/hour per person
Custom room set up, stage, podiums (cost of labor)	\$75.00/hr
Custom Lighting (for Rainbow and Spencer Andrew Ceremonial Rooms)	call for quote
Additional staff for public events 9:00 am – Noon Monday – Friday	\$40.00/hour
Additional staff for public events after 6:00 pm- Friday & Saturday	\$80.00/hour
Additional staffs (2) for after hours 10:00 pm to 9:00 am	\$80.00/hour
Technical Support (advance technical support for setup)	\$50.00/hour
Technical Support (on-site technical support during event)	\$65.00/hour

(Revised June 2006)

FOOD, BEVERAGES, ALCOHOL AND CATERING *

(Please note that these charges for serving food and/or drink apply whether the food/drink is provided by your organization, a caterer, the 3 Dollar Bill Café or any other source.)

	COST
Small Event (2 – 45 people) with beverages & snacks	\$20.00
Small Event (2 – 45 people) box lunch and/or dinner	\$35.00
Small Event (2 – 45 people) alcohol surcharge	\$15.00
Small Event (2 – 45 people) catered	call for quote
Large Event (46 or more people) with beverages & snacks	\$40.00
Large Event (46 or more people) with box lunch or dinner	\$75.00
Large Event (46 or more people) alcohol surcharge	\$25.00
Large Event (46 or more people) catered	call for quote

OTHER CHARGES

	COST
Cost to reserve rooms after 10:00 pm and before 9:00am Monday-Saturday (Additional security may also apply)	\$90.00/hour plus hourly rate
Cost to reserve rooms after 6:00 pm Friday and Saturday	\$90.00/hour plus hourly rate
Event runs over reserved time (Q11, Q13, 300, 301, 302, 304, 305, 306, 307)	\$50.00 plus hourly rate
Event runs over reserved time (Rainbow Room & Spencer Andrew Ceremonial Room)	\$75 plus hourly rate
Additional charges may be due if the equipment and/or facilities are damaged.	

Note: Pricing may be subject to change according to Center policies.

(revised 2/2009)