



SERVICE FEES

Audio visual services * (only in Chisholm room)	\$50.00
Service Fee** for G.H. Bass Room (includes Audio visual equipment*)	
Monday – Friday (7:30 a.m. – 4:30 p.m.).....	\$100.00/day
Monday – Friday (after 4:30 p.m.).....	\$150.00/ night
Saturday - Sunday	\$250.00/day
TV/VCR/DVD Player	\$25.00/day
LCD Projector/Screen.....	\$25.00/day
Long Distance phone line/speakerphone	\$25.00/hour
Satellite meeting	\$35.00/hour
Video conference (point to point call)	\$65.00/hour
Video conference (one local site and 2 remote sites)	call for pricing
Laptop computer for instruction (20 available).....	\$20.00/each
Video taping (VHS or DVD).....	\$50.00
Each additional VHS tape	\$10.00/tape
Each additional DVD	\$10.00/DVD
Flip chart/Paper.....	\$20.00/day
Fax	\$1.00 per page
Copies.....	\$.10 per page
Easel.....	\$10.00/day
Internet Charge (personal computer)	\$25.00/day
Table cloth.....	\$10.00/each
Table skirting.....	\$16.00/each
Event Coordinator Additional Time (2 hour minimum).....	\$35.00/hour
Additional Security Officer	\$20.00/hour
AV Technician.....	\$35.00/hour

* *Audiovisual services includes: computer, projection screen, DVD player, Internet access, LCD projector, VHS and DVD player, Audiocassette and CD player and cable TV.*

** *Service Fee includes the following: Setup of room, tables, chairs, cleaning fee, electric, heat/ac, parking, security officer and event coordinator assistance*