

ADDITIONAL RENTAL SERVICES OFFERED

TECHNOLOGY SERVICES

Computer Display Package includes : Data Projector and 8 foot screen	Complimentary
Wireless Internet Access	Complimentary
Basic Audio Package includes: Podium Standard Microphone House Sound	Complimentary
Video Teleconferencing (minimum 2 hours)	\$50 p/hr*
Wireless microphone	\$50
42" Color TV	\$50*
Camera Rental (must include hourly AV technician)	\$225*
Portable LCD Projector & Mobile Screen	\$100
Laptop Computer	\$50*

*subject to availability, need more than 24 hour notice

BUSINESS SERVICES

Easel with Flip Chart (flipchart, 1 pad, set of markers)	\$30*
Easel with Dry Erase Board (set of markers)	Complimentary
Staging includes backdrop, skirt, steps, guide rails (price per piece – sections are 6 ft x 8 ft) 12 sections are available	\$50*
Speakerphone	Complimentary

*subject to availability, need more than 24 hour notice

PERSONNEL SERVICES

AV Technician	\$40 p/hour*
Security Officer (paid directly to officer)	\$35 p/hour*
Licensed Bartender (paid directly to bartender)	\$40 p/hour*

*subject to availability/price change, need more than 24 hour notice

CATERING SERVICES

*\$125 Minimum Catering Service Required

Coffee Service	\$2 p/person
Lunch Beverage Service – soda, coffee, & water To be used in conjunction w/both morning & afternoon break service	\$3 p/person during lunch
Beverage Service Coffee, Bottled Water and Soda	\$3 p/person (2.5 hr service) \$5 p/person (5 hr service)
Set up/clean up fee for service (includes paper products)	\$95

SOCIAL EVENTS RENTAL SERVICES

*All Linen and Place Setting rental items are supplied to caterer for setup

Table Service includes: Salt/pepper, sugar packets	Complimentary with dish rental
Place Setting pieces: 10.5" Plate, 9" plate, 8" plate, 6.5" bread plate, 10 oz. soup bowl, 6" saucer, coffee/tea cup, saucer, dessert plate, lemon/butter/creamer bowl	\$0.75 each piece
Flatware pieces: Dinner and Salad Fork, Knife, Spoon, Soup Spoon, Steak Knife	\$0.75 each piece
Glassware pieces: Water glass, Ice Tea glass, Wine Glass	\$0.75 each piece
6-Piece Tableware Package	\$4.00 p/person
Café Tables (adjustable height)	\$8 each
6' table	\$8 each
Coffee Urns (3-gallon with sterno, 4 available)	\$40 each
Centerpiece (Hurricane/Mirror Base/LED candle)	\$3.00 each
House Linen (132" round for banquet tables with maximum of ten 90" x 132" buffet/registration tables only)	Complimentary
Banquet Table black/white linen overlay (90" x 90")	\$8 each
Banquet Table Floor length black/white linen (132" round)	\$10 each
Standard Six Foot Table black/white linen (90" x 132")	\$10 each
Standard Linen Napkins – Black or White	\$0.50 each
Standard Linen Napkins – Colored	TBD
Specialty Linen pricing available upon request	
Staging (6' x 8' pieces)	\$50 p/piece
Dance Floor: 24' x 24' (for 200 guests) 12' x 16' (for 100 guests) 12' x 12' (for 60 guests)	\$450 \$350 \$250

*subject to availability, need more than 24 hour notice

Any additional services that are incurred during the event may require a new contract.

*Updated August 2022