

Event Services

Inventory and Fee Schedule

This list provides an overview of personnel, support services, or equipment that may require fees not included in base rent. Equipment inventory items are provided as part of WSCC's event services standards and are included in rent unless noted here, and in consideration of availability and other events. Your Event Manager (EM) will work with you to determine your event-specific needs and fees. Fees subject to change without notice.

Event Personnel

(Rate is per hour with a 4-hour minimum)

Admission and Transportation Attendant	\$28	Police (Team of 2)	\$180
Lead Admission and Transportation Attendant	\$29	Traffic Police (Team of 2)	\$192
Luggage/Coat Check	\$30	EMT (Team of 2)	\$125
Crowd Management	\$30	EMT (One for M/I-M/O)	\$85

Straight time rates apply Monday through Sunday during published building hours. After-hours event staffing may incur overtime fees. The following holidays are charged at time & one-half: New Year's Day; Martin Luther King, Jr. Day; Presidents Day; Memorial Day; Veterans Day; Friday after Thanksgiving. The following holidays are charged at double time: Independence Day, Labor Day, Thanksgiving, and Christmas.

Event Support Services

Room Set Fees

PER SECTION	INITIAL SET	RESET*	EXTRA REFRESH
Meeting Room	\$0	\$150	\$75
Ballroom/4CD	\$400	\$500	\$200
Exhibit Hall	\$1,200	\$1,500	\$500

* Reset and refresh fees established by EM based on event specifications.

Security

Re-Key Room	\$50/ROOM
Lost Key Fee	\$60/EA

Engineering

Non-Standard HVAC & Lighting	\$50/ROOM
Decorative LED Lights	\$0-1,000/EVENT

Damages & Repairs

Damages (+ materials)	\$85/HR
Balloon Removal (per balloon)	\$25/EA
Carpet Square Replacement	\$50/EA
Excessive Cleaning	\$100/EA

Other Services

Operable Wall Transition	\$85/HR
Lobby Furniture Movement	\$25/EA
Shipping and Receiving	\$50/EA
Signage and Branding Fees	Contact EM

Event Inventory

SEATING		RISERS 6' X 8' UNITS	
WSCC	13,500	16" to 24" H	40
TCC	3,700	16" to 32" H	40
Bar Stools	20	24" to 32" H	40
		32" to 40" H	30
TABLES		MISCELLANEOUS	
72" Round Tables	800	Wheelchair Ramp	1
60" Round Tables	250	Wheelchair Lift	1
36" Round Tables	115	Easels	100
8' x 30" Tables	400	Barriers	100
8' x 18" Tables	1,000	Pipe & Drape (8'-10' high)	200 ft.
6' x 18" Tables	200	Lecterns (TCC)	12
6' x 30" Tables	275	Lecterns (WSCC)	52
4' x 30" Tables	30		
10' Serpentine Tables	20		

* 12 complimentary units per space, subject to availability. Additional units \$100/ea.

Rental Equipment

(One-time charge)

Display Table	\$50/EA
Riser *	\$100/EA
Chair	\$2/EA
Piano	\$200/EA
Piano Tuning	Market Rate (on request)
Dance Floor	\$10/PIECE
Safe	\$250/EA