

## 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

|            |        |
|------------|--------|
| WSCC       | 13,500 |
| TCC        | 3,700  |
| Bar Stools | 20     |

### TABLES

|                       |       |
|-----------------------|-------|
| 72" Round Tables      | 800   |
| 60" Round Tables      | 250   |
| 36" Round Tables      | 115   |
| 8' x 30" Tables       | 400   |
| 8' x 18" Tables       | 1,000 |
| 6' x 18" Tables       | 200   |
| 6' x 30" Tables       | 275   |
| 4' x 30" Tables       | 30    |
| 10' Serpentine Tables | 20    |

### RISERS 6' X 8' UNITS

|              |    |
|--------------|----|
| 16" to 24" H | 40 |
| 16" to 32" H | 40 |
| 24" to 32" H | 40 |
| 32" to 40" H | 30 |

### MISCELLANEOUS

|                            |         |
|----------------------------|---------|
| Wheelchair Ramp            | 1       |
| Wheelchair Lift            | 1       |
| Easels                     | 100     |
| Barriers                   | 100     |
| Pipe & Drape (8'-10' high) | 200 ft. |
| Lecterns (TCC)             | 12      |
| Lecterns (WSCC)            | 52      |

### Rental Equipment

(One-time charge)

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

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