



BILLING RATES - FY 16/17

DEPARTMENT NAME :
CAMPUS LIFE: Hendrix Center & Union

VICE-PRESIDENT AREA :
Student Affairs

DESCRIPTION OF COMMODITY OR SERVICE :	UNIT OF BILLING	FY 16/17 RATE	CUSTOMERS BEING SERVED
<u>VENUE - HSC</u>			
Hendrix / Breezeway (4 spaces total)	per each	\$50.00	University Auxiliary Department
Hendrix / Breezeway (4 spaces total)	per each	\$100.00	Non-University
Hendrix / Conference Room (2nd floor)	per event	\$75.00	University Auxiliary Department
Hendrix / Conference Room (2nd floor)	per event	\$150.00	Non-University
Hendrix / Jacks Ballroom A or B	per event	\$150.00	University Auxiliary Department
Hendrix / Jacks Ballroom A or B	per event	\$300.00	Non-University
Hendrix / Jacks Ballrooms A and B	per event	\$300.00	University Auxiliary Department
Hendrix / Jacks Ballrooms A and B	per event	\$600.00	Non-University
Hendrix / McKissick Theater	per event	\$150.00	University Auxiliary Department
Hendrix / McKissick Theater	per event	\$300.00	Non-University
Hendrix / McKissick Theater Registration Space	per event	\$25.00	University Auxiliary Department
Hendrix / McKissick Theater Registration Space	per event	\$50.00	Non-University
Hendrix / Media Conference Room (3rd floor)	per event	\$50.00	University Auxiliary Department
Hendrix / Media Conference Room (3rd floor)	per event	\$100.00	Non-University
Hendrix / Meeting Rooms A and B	per event	\$150.00	University Auxiliary Department
Hendrix / Meeting Rooms A and B	per event	\$300.00	Non-University
Hendrix / Meeting Rooms A or B	per event	\$75.00	University Auxiliary Department
Hendrix / Meeting Rooms A or B	per event	\$150.00	Non-University
Hendrix / Peebles Room	per event	\$75.00	University Auxiliary Department
Hendrix / Peebles Room	per event	\$150.00	Non-University
Hendrix / 2nd Level Registration Space	per event	\$25.00	University Auxiliary Department
Hendrix / 2nd Level Registration Space	per event	\$50.00	Non-University
Hendrix / Plaza	per event	\$50.00	University Auxiliary Department
Hendrix / Plaza	per event	\$100.00	Non-University
Hendrix Atrium Space (6 spaces total)	per each	\$25.00	University Auxiliary Department
Hendrix Atrium Space (6 spaces total)	per each	\$50.00	Non-University
<u>VENUE - UNION</u>			
Union / Loggia Space (4 spaces total)	per each	\$25.00	University Auxiliary Department
Union / Loggia Space (4 spaces total)	per each	\$50.00	Non-University
Union / Palmetto Ballroom	per event	\$150.00	University Auxiliary Department
Union / Palmetto Ballroom	per event	\$300.00	Non-University
Union / SOC Room	per event	\$50.00	University Auxiliary Department
Union / SOC Room	per event	\$100.00	Non-University
Union / Student Senate Chambers	per event	\$150.00	University Auxiliary Department
Union / Student Senate Chambers	per event	\$300.00	Non-University
<u>FURNITURE/EQUIPMENT</u>			
After hours Charge	per hour	\$24.00	All Groups
Bike Rack 6' sections	each	Variable	All Groups
Bike Rack 8' sections	each	Variable	All Groups



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VENUE - HSC			
Chairs / 3rd party	each	Variable	All Groups
Chairs / in house	each/ per booking up to 3 days w/ no setup changes	\$0.85	Recognized Student Organizations
Chairs / in house	each/ per booking up to 3 days w/ no setup changes	\$1.00	University Departments
Chairs / in house	each	\$1.75	Non-University
Phone Line Use (includes phone)	per event	\$40.00	All Groups
Damages	per event	Variable	All Groups
Dance Floor	3x3 ea	Variable	All Groups
Dry Erase/Flip Chart Stand	per each	\$20.00	All Groups
Easel	per each	\$5.00	All Groups
Entertainment	per event	Variable	All Groups
Flip Chart Pad	per each	\$25.00	All Groups
Furniture Rental	per event	Variable	All Groups
House Sound - w/ 2 Mics HSC & Palmetto	per event	\$75.00	All Groups
House Sound - w/ 2 Mics - second use-HSC & Palmetto	per event	\$50.00	All Groups
Late Cancellation	per event	\$50.00	All Groups
No Show Fee	per event	\$50.00	All Groups
LCD Projector/Screen - Indoor	per each	\$50.00	Recognized Student Organizations
LCD Projector/Screen - Indoor	per each	\$50.00	University Departments
LCD Projector/Screen - Indoor	per each	\$90.00	Non-University
LCD Projector/Screen - Indoor - Second viewing	per each	\$25.00	All Groups
LCD Projector - Outdoor	per event	\$100.00	All Groups
Light Towers	each	Variable	All Groups
Light Trees - In house	per pair	\$100.00	All Groups
Linens and Table Skirts	per each	Variable	All Groups
Keyboard In House	each	\$80.00	All Groups
Piano Rental	per event	Variable	All Groups
Pipe and Drape	per section/per day	\$25.00	All Groups
Plants	per event	Variable	All Groups
Podium - In House	per each	\$25.00	All Groups
Portable Large Dry Erase Board	per each	\$25.00	All Groups
Projection Screen Only - Indoor	per each	\$0.00	All Groups
Projection Screen Only - Outdoor	per event	Variable	All Groups
Radios	each	\$30.00	All Groups
Rain Location Hold Fee	per event	\$50.00	All Groups
Signage	per event	Variable	All Groups
Small Portable Sound System with 2 mics	per event	\$150.00	All Groups



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<u>VENUE - HSC</u>			
Staging (4'x8' stage deck)	each	\$40.00	All Groups
Stanchions	per pair	\$10.00	All Groups
Table Top Podium	per each	\$25.00	All Groups
Tables / 3rd party	per each	Variable	All Groups
Tables / in house	each/ per booking up to 3 days w/ no setup changes	\$8.00	Recognized Student Organizations
Tables / in house	each/ per booking up to 3 days w/ no setup changes	\$10.00	University Departments
Tables / in house	per each	\$12.00	Non-University
Tables / replacement	per each	\$160.00	All Groups
Chairs / replacement	per each	\$50.00	All Groups
Tents - 3rd Party	each	Variable	All Groups
DVD	per each	\$20.00	All Groups
TV	per each	Variable	All Groups
Video Equipment/Service	per event	Variable	All Groups
<u>LABOR</u>			
Box Office - ticketing service	per event	Variable	All Groups
Building Supervisor	per person/per hour	\$20.00	University Departments
Building Supervisor	per person/per hour	\$25.00	Non-University
Change Over	per person/per hour	\$12.00	University Departments
Change Over	per person/per hour	\$14.00	Non-University
Cleaning	per event	Variable	All Groups
Contract Event Staff	per event	Variable	All Groups
Electrician	per person/per hour	Variable	All Groups
Event Services	per event	Variable	All Groups
Guest Services	per person/per hour	\$12.00	University Departments
Guest Services	per person/per hour	\$14.00	Non-University
Marketing Team	per event	Variable	All Groups
Parking Attendants	per event	Variable	All Groups
Runners	per person/per hour	\$12.00	University Departments
Runners	per person/per hour	\$14.00	Non-University
Security	per event	Variable	All Groups
Stage Hands	per person/per hour	\$12.00	University Departments
Stage Hands	per person/per hour	\$14.00	Non-University
Technical Operators	per event	Variable	All Groups
Ticket Takers	per person/per hour	\$12.00	University Departments
Ticket Takers	per person/per hour	\$14.00	Non-University
Ushers	per person/per hour	\$12.00	University Departments



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