



**BILLING RATES - FY 19/20**

**DEPARTMENT NAME :**  
**CAMPUS ACTIVITIES & EVENTS: Hendrix Center & Union**

**VICE-PRESIDENT AREA :**  
**Student Affairs**

<b>DESCRIPTION OF COMMODITY OR SERVICE :</b>	<b>UNIT OF BILLING</b>	<b>FY 19/20 RATE</b>	<b>CUSTOMERS BEING SERVED</b>
Corporate Campus Commercial Tours	Per Tour	\$2,800.00	All Groups
<b>VENUE - HSC</b>			
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	Univeristy Auxillary Department



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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 / Breezeway Plaza	per event	\$50.00	University Auxiliary Department
Hendrix / Breezeway Plaza	per event	\$100.00	Non-University
Hendrix / Lawn Plaza	per event	\$50.00	University Auxiliary Department
Hendrix / Lawn 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



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<b>VENUE - UNION</b>			
Union / Loggia Space (4 spaces total)	per each	\$25.00	University Auxillary 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
Union / Studio A	per event	\$50.00	University Auxiliary Department
Union / Studio A	per event	\$100.00	Non-University
Union / Studio B	per event	\$50.00	University Auxiliary Department
Union / Studio B	per event	\$100.00	Non-University
Union / Crescent Room	per event	\$50.00	University Auxiliary Department
Union / Crescent Room	per event	\$100.00	Non-University



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<b>FURNITURE/EQUIPMENT</b>			
Bike Rack - Metal	each	\$20.00	All Groups
Bike Rack - Plastic	each	\$17.00	All Groups
Chairs / 3rd party	each	Variable	All Groups
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
Chair Replacement	per each	\$50.00	All Groups
Damages	per event	Variable	All Groups
Dance Floor - 3rd party	per event	Variable	All Groups
Dry Erase/Flip Chart Stand	per each	\$10.00	University Departments
Dry Erase/Flip Chart Stand	per each	\$10.00	Non-University
Entertainment	per event	Variable	All Groups
Flip Chart Pad	per each	\$25.00	All Groups
Furniture Rental	per event	Variable	All Groups
House Sound - 2 Inputs HSC & Palmetto	per event	\$75.00	University Departments



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House Sound - 2 Inputs HSC & Palmetto	per event	\$75.00	Non-University
House Sound - 2 Inputs - 2nd Use-HSC & Palmetto	per event	\$50.00	University Departments
House Sound - 2 Inputs - 2nd Use-HSC & Palmetto	per event	\$50.00	Non-University
Keyboard In House	each	\$55.00	University Departments
Keyboard In House	each	\$55.00	Non-University
Late Cancellation	per event	\$30.00	All Groups
LCD Projector/Screen - Indoor	per each	\$50.00	University Departments
LCD Projector/Screen - Indoor	per each	\$90.00	Non-University
LCD Projector/Screen - Indoor - 2nd Use	per each	\$25.00	University Departments
LCD Projector/Screen - Indoor - 2nd Use	per each	\$25.00	Non-University
LCD Projector/Screen - Outdoor	per event	Variable	All Groups
Light Towers - 3rd party	each	Variable	All Groups
Light Trees - In house	per pair	\$100.00	All Groups
Linens	per each	Variable	All Groups
Media Player	each	\$10.00	University Departments



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Media Player	each	\$10.00	Non-University
No Show Fee	per event	\$50.00	All Groups
Phone Line Use (includes phone)	per event	\$40.00	All Groups
Piano Rental - 3rd party	per event	Variable	All Groups
Pipe and Drape	per section/per day	\$25.00	All Groups
Plants/Décor	each	Variable	All Groups
Podium - In House	per each	\$25.00	All Groups
Portable Projection Screen - Indoor Small	each	\$15.00	All Groups
Portable Projection Screen-Indoor Large	each	\$50.00	All Groups
Portable Projection Screen-Outdoor	each	Variable	All Groups
Portable Sound System (1 input)	per event	\$50.00	University Departments
Portable Sound System (1 input)	per event	\$50.00	Non-University
Portable Sound System (2-6 inputs)	per event	\$125.00	All Groups
Radios	each	\$30.00	All Groups
Rain Location Hold Fee	per event	\$50.00	All Groups



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Signage	per event	Variable	All Groups
Sign Stands 11x17	each	\$10.00	University Departments
Sign Stands 11x17	each	\$10.00	Non-University
Speaker Monitors - In House	each	\$25.00	All Groups
Staging (4'x8' stage deck)	each	\$40.00	All Groups
Stanchions	per pair	\$10.00	All Groups
Table Top Podium	per each	\$25.00	University Departments
Table Top Podium	per each	\$25.00	Non-University
Tables / 3rd party	per each	Variable	All Groups
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
Tents - 3rd Party	each	Variable	All Groups
Transport Fees (Off Campus 0-50 miles)	per event	\$50.00	All Groups
Transport Fees (Off Campus 50+ miles)	per event	\$25.00	All Groups



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Transport Fees (On Campus)	per event	\$25.00	All Groups
Trash Cans - In House/On Campus	each	\$8.00	All Groups
Trash Removal - On Campus	per event	\$50.00	All Groups
TV Monitor	each	\$30.00	All Groups
Uplighting - indoors (1-4)	per event	\$40.00	University Departments
Uplighting - indoors (5-8)	per event	\$60.00	University Departments
Uplighting - indoors (9-12)	per event	\$80.00	University Departments
Uplighting - indoors (1-4)	per event	\$80.00	Non-University
Uplighting - indoors (5-8)	per event	\$100.00	Non-University
Uplighting - indoors (9-11)	per event	\$120.00	Non-University
Video Equipment/Service	per event	Variable	All Groups
<b>LABOR</b>			
After hours Charge	two people/per hour	\$24.00	All Groups
Box Office - ticketing service	per event	Variable	All Groups
Change Over	per person/per hour	\$12.00	Recognized Student Organizations





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Change Over	per person/per hour	\$12.00	University Departments
Change Over	per person/per hour	\$14.00	Non-University
Cleaning / Custodial	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	Recognized Student Organizations
Guest Services	per person/per hour	\$12.00	University Departments
Guest Services	per person/per hour	\$14.00	Non-University
Marketing	per event	Variable	All Groups
Parking Attendants	per event	Variable	All Groups
Production Manager	per person/per hour	\$20.00	Recognized Student Organizations
Production Manager	per person/per hour	\$20.00	University Departments
Production Manager	per person/per hour	\$25.00	Non-University
Production Staff	per person/per hour	\$12.00	Recognized Student Organizations



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Production Staff	per person/per hour	\$12.00	University Departments
Production Staff	per person/per hour	\$14.00	Non-University
Runners	per person/per hour	\$12.00	Recognized Student Organizations
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	Recognized Student Organizations
Stage Hands	per person/per hour	\$12.00	University Departments
Stage Hands	per person/per hour	\$14.00	Non-University
Ticket Takers	per person/per hour	\$12.00	Recognized Student Organizations
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	Recognized Student Organizations
Ushers	per person/per hour	\$12.00	University Departments
Ushers	per person/per hour	\$14.00	Non-University