

TECHNOLOGY SERVICES

We have a wide array of audio-visual services to suit the needs of any business or private function.

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*
Live Stationary Video Feed (includes AV technician)	\$50 p/hr*
Portable LCD Projector & Mobile Screen	\$100
Laptop Computer	\$50*
Box Truss Lighting or Lighting Towers	Pricing available
LED Colored lights	Pricing available
Video Recording with DVD provided	Pricing available

*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
B/W Photocopies (first 25 copies free)	\$0.10 each
Color Photocopies	\$0.40 each

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PERSONNEL SERVICES

AV Technician	\$40 p/hour*
Security Officer	\$30 p/hour*
Additional Event Staff (minimum of 4 hours) Recommended 1 person per 50 guests for disposable Recommended 1 per 25 guests for china	\$18 p/hour*

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CATERING SERVICES

Morning Break Service Assorted Muffins/Danishes/Bagels & coffee, tea, juice, soda	\$6 p/person
Afternoon Break Service Sweet and Salty snack with beverage – soda, coffee, water	\$6 p/person
Beverage Service Coffee, Bottled Water and Soda	\$3 p/person half day \$5 p/person full day
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
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	\$0.45 each piece
Flatware pieces: Dinner and Salad Fork, Knife, Spoon, Soup Spoon, Steak Knife	\$0.45 each piece
Glassware pieces: Water glass, Ice Tea glass, Wine Glass	\$0.45 each piece
6-Piece Tableware Package	\$2.00 p/person
Café Tables (adjustable height) includes linen	\$10 each
Coffee Urns (3-gallon with sterno, 4 available)	\$40 each
Centerpiece (Hurricane/Mirror Base/LED candle)	\$3.00 each
Mini-hurricane with tea light	Complimentary
House Linen (132" round for banquet tables with maximum of ten 90" x 132" buffet/registration tables only)	Complimentary
Banquet Table Standard Linen Overlay (85" x 85")	\$8 each
Banquet Table floor length standard linen (132" round)	\$12 each
Standard Six Foot Table Linen (90" x 132")	\$9 each
Standard Linen Napkins	\$0.30 each
Chair Covers – White, Ivory, or Black	\$2.50 installed
Sashes	\$1 each
Specialty Linen pricing available upon request	
Dance Floor: 24' x 24' (for 200 guests)	\$450
12' x 16' (for 100 guests)	\$350
12' x 12' (for 60 guests)	\$250

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