Facility and Event Reservation Request Form
HENDRIX STUDENT CENTER AND EAST CAMPUS VENUES

*Indicates Required Fields

*Event Date(s) MM/DD/YY:____________________________________________________________________________

*Event Title:_____________________________________________

*Event Start Time: ________________(AM/PM) Event End Time:_______________(AM/PM)

*Earliest Access Time:____________(AM/PM) Latest Access Time:________________ (AM/PM)

*Department/Organization: ______________________________________________________________________

*Customer Type:
 Recognized Undergraduate Student Org
 Recognized Graduate Student Org
 CU Non-Auxiliary Department
 CU Auxiliary Department
 Non-Affiliated Customer

*Event Contact Name: ____________________* Phone/Cell________________*Email___________________________

Please complete the following contact information as applicable

*Financially Responsible Party _____________________ Phone/Cell_________________Email____________________
(if different from above event contact)

*Billing Address: ___________________________________________________________________________________
City:_____________________________________State:___________________Zip:______________________
Billing Email Address: _______________________________________________________________________________

Advisor:___________________________Phone/Cell___________________Email________________

*Advisor is required for all student organizations.

Department Head:____________________________Phone/Cell___________________Email________________

*Department Head is required for all departments.

Email list of each person(s) who should be included in any correspondence related to contract of this event:
________________________________________________________________________________________________

While we are happy to copy others in emails, please note that the event contact listed on this form will be the only
desigee for providing information and plans to our staff.

* USE THIS BOX IF YOUR EVENT DOES NOT REQUIRE ANYTHING BEYOND WHAT IS LISTED BELOW:

*Pre-Set Room/Space: Pre-Set rooms and spaces are locations which require no additional setup needs (equipment,
furniture) or venues. Please note that room confirmations will be based on availability and your prompt submission of all required
items. Please read the “Facility Reservation and Usage Policy” for more information about booking.

☐ 212 Conference Room – Includes 1 conference table with 10 chairs
☐ Media Conference Room – Includes 1 conference table with 7 chairs

*If a Pre-Set Room or Space was selected, please move on to the Event Summary section on the bottom of page 2.
**Preferred Venue:** Indicate your preferred venue below. Please note that room confirmations will be based on availability and your prompt submission of all required items. Please read the Facility Reservation and Usage Policy for more information about booking.

<table>
<thead>
<tr>
<th>HENDRIX SPACES</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSC Ballroom A</td>
</tr>
<tr>
<td>HSC Ballroom B</td>
</tr>
<tr>
<td>HSC Meeting Rm A</td>
</tr>
<tr>
<td>HSC Meeting Rm B</td>
</tr>
<tr>
<td>McKissick Theatre</td>
</tr>
<tr>
<td>McKissick Registration Space</td>
</tr>
<tr>
<td>David Peebles</td>
</tr>
<tr>
<td>HSC Atrium</td>
</tr>
<tr>
<td>Durham Hallway</td>
</tr>
<tr>
<td>HSC Registration Space</td>
</tr>
<tr>
<td>Media Conference Room</td>
</tr>
<tr>
<td>212 Conference Room</td>
</tr>
</tbody>
</table>

*Please check all that apply.*

Set-up Requests: Please check the boxes of items/equipment you are requesting with associated quantities in the space provided to the right. A diagram reflecting setup layout is required. All equipment must be rented through Campus Activities and Events.

<table>
<thead>
<tr>
<th>Furniture</th>
<th>Visual/Lighting</th>
<th>Sound</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chairs</td>
<td>LCD Projector</td>
<td>Outdoor Sound</td>
<td>Portable Staging</td>
</tr>
<tr>
<td>6’ Tables</td>
<td>Screen</td>
<td>Monitor</td>
<td>4x8</td>
</tr>
<tr>
<td>8’ Tables</td>
<td>Easels</td>
<td>Vocal Mics</td>
<td>Trash Cans</td>
</tr>
<tr>
<td>Cocktail Tbls</td>
<td>Dry Erase Board</td>
<td>Instrument Mics</td>
<td>Recycling</td>
</tr>
<tr>
<td>Round Tbls</td>
<td>DVD</td>
<td>CD Player</td>
<td>Mark Irrigation</td>
</tr>
<tr>
<td>6’ Sem. Tbls.</td>
<td>Powerpoint</td>
<td></td>
<td>Power Box</td>
</tr>
<tr>
<td>8’ Sem. Tbls.</td>
<td>Concert Lights</td>
<td></td>
<td>Barricade</td>
</tr>
<tr>
<td>Linens</td>
<td>Powerpoint</td>
<td></td>
<td>Tents</td>
</tr>
<tr>
<td>Table Pdium</td>
<td>Light Trees</td>
<td></td>
<td>Pipe &amp; Drape</td>
</tr>
<tr>
<td>Floor Pdium</td>
<td>Light Towers</td>
<td></td>
<td>Security*</td>
</tr>
</tbody>
</table>

*For liability, image and consistency purposes, only furniture and equipment rented through Campus Activities and Events can be set up in Campus Activities and Events’ venues and spaces. No outside furniture or equipment is allowed unless approved by the Campus Activities and Events staff before the reservation is confirmed. **Only granted for special circumstances.*

**EVENT SUMMARY**

Guest Speaker(s)/ Performer: _______________________________________________________________________

Technical Contact: Phone________________________ Cell _____________________ Email ______________________

*Estimated Attendance: ________* Attendants Include (check all that apply): CU Students ___ CU Faculty/Staff ___ Other ___

*Summary of the purpose or scope of the event: (event type, event purpose, intended audience, etc.)
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________

Will merchandise be sold at this event? YES_____ NO_____ 

If yes, describe items to be sold: ____________________________________________________________________________

*(Before your event can be confirmed, we may require photos of items, specific licenses, liability insurance, etc.)*

Will you have any special props, decorations or linens for the event? YES____ NO_____

If yes, please describe __________________________________________________________________________________

Will a movie or any other copyrighted material be shown? YES____ NO_____

*(License to use copyrighted materials may be required)*

Will you request for deliveries to be sent to the facility before or during the event? YES____ NO______
**EVENT SUMMARY Cont.**

Would you like to speak to an event coordinator about this event? YES____ NO____  
(Please note that we reserve the right at any time to determine if a reservation requires an event coordinator. Additional fees may apply.)

Has this event been produced by your organization in the past? YES____ NO____

May Campus Activities and Events include your event on Campus Activities and Events’ digital media outlet? YES__NO__

*Will food/refreshment be sold or consumed in connection with this event? YES ____NO____. If yes, please describe.
________________________________________________________________________________________
________________________________________________________________________________________

*Please check all that apply.  Please note this process may take 2-3 weeks

<table>
<thead>
<tr>
<th>Special Request</th>
<th>Approver</th>
<th>Required Approver Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event with Food/Catering needs (See alcohol policy for events with alcohol)</td>
<td>CU Dining Services</td>
<td>** see CU Dining Services</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ric Patton (catering)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>656-2044</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Events requesting waiver to bring outside food <em>(Only granted for special circumstances)</em></td>
<td>Campus Activities &amp; Events</td>
<td>** see CU Dining Services form</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cecilia Vazquez (See Desk)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Please check all that apply.  Please note this process may take 2-3 weeks

<table>
<thead>
<tr>
<th>Special Request</th>
<th>Approver</th>
<th>Required Approver Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Events Requiring a Ticket Admission Fee</td>
<td>Campus Activities &amp; Events</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cecilia Vazquez (See Desk)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social Event (Open to the Public)</td>
<td>CU Police Department</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Captain Brad Rhodes</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>656-5260</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><a href="mailto:br@clemson.edu">br@clemson.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attendance expected to be over 200</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Events Charging Admission</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Extends building hours after 11pm</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Event on Landscaped Area</td>
<td>Facilities</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Tommy Fallaw</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>656-4229</td>
<td></td>
<td></td>
</tr>
<tr>
<td>T-Shirt sales: Athletic themed and/or connected to Homecoming on First Friday events</td>
<td>Central Spirit</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Josh Barnes</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>656-6252</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Use of tiger paw / official University mark</td>
<td>Athletics</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Tim Match</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>656-2911</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Event with open flame or fire hazard such as electric heater</td>
<td>CU Fire Department</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Kevin Christenbury</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>656-2323</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Event involving minors (under 18 years of age).</td>
<td>Pre-Collegiate Office</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Jacob Repokis</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>656-5535</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
RESERVATION AND USAGE POLICY

The Campus Activities & Events venues serve as important gathering places for students, faculty and staff as well as visitors. The department of Campus Activities and Events manages reserveable spaces to provide safe and aesthetically pleasing environments to host events that enhance the quality of life in our community while advancing the mission of our university. We are proud to employ student leaders to manage events and provide excellent service for our quests and we look forward to serving you! Questions, concerns and suggestions are always welcome at 864-656-4636.

Reservation Procedure
Completing a reservation request form begins your event review process with our staff. Once we have received all necessary information from you, we will determine if we can accommodate the event based on timing, staffing, and technical needs. Reservation requests are accepted on a first-come, first-serve basis up to one year in advance. You are strongly encouraged to place your reservation several months in advance to avoid conflicts with previously requested events. While a minimum of three business days is required to place a simple request for some locations, at least two weeks’ notice is required for most events. You may submit a request by visiting the Campus Activities and Events’ Hub in the Hendrix Student Center on the second floor during our normal business hours. You will submit your signed and fully completed reservation request form to the desk staff at the Hub, email to reserve@clemson.edu, or create an on-line request via Virtual EMS http://www.clemson.edu/virtualems/.

Note: Recognized Undergraduate Student Organizations (RUSO) will receive a CONFIRMATION at list price, but the final invoice will reflect the RUSO discounts as outlined in the Hendrix RUSO Fees Sheet.

For recognized student organizations and non-auxiliary departments...
The responsible party completes a reservation request form including any set-up and technical needs. Pre-Set Space request requires a minimum of THREE BUSINESS DAYS prior to the event date. Events that require additional equipment, personnel, or technical needs require a minimum of TWO WEEKS. Reservations may be submitted in person during business hours M-F from 8 am to 6 pm at Hendrix Student Center Guest Services Desk, emailed to reserve@clemson.edu or faxed to 864-656-6119.

A deposit of $50, a signed reservation request form, related set-up diagrams and any signatures (if necessary) are required two weeks before your event date in order to avoid the cancellation of your reservation request. In the event that Campus Activities and Events’ staff can accommodate and approve an event within TWO WEEKS, a reservation deposit, if applicable, is required immediately upon approval in order for the reservation to take place. For reservations with a cost estimate of less than $50, full payment of the cost estimate amount is required to confirm a reservation.

For auxiliary departments and non-affiliated customers...
The responsible party completes a reservation request form including any set-up and technical needs. We require a minimum of TWO WEEKS notice for all requests. Reservations may be submitted in person during business hours M-F from 8 am to 6 pm at Hendrix Student Center Guest Services Desk, emailed to reserve@clemson.edu or faxed to 864-656-6119.

A deposit of 50% of the estimated cost for the event, a signed reservation request form, related set-up diagrams and any signatures (if necessary) are required two weeks before your event date in order to avoid cancellation of your reservation request. Prompt completion of additional forms including separate contracts and proof of liability insurance will also be required for all non-affiliated customers. This policy enables us to protect these important facilities and prevents groups from reserving and not using the facility. For reservations with a cost estimate of less than $100, full payment of the cost estimate amount is required to confirm a reservation and is non-refundable.

The deposit is refundable (less $100 admin/processing fees) ONLY if the reservation request is cancelled in writing or via email AT LEAST TWO WEEKS prior to the event date. For any cancellations after that deadline, or any reservation that results in a “no-show,” the deposit will not be refunded.

The contact person listed on this form agrees to be our sole contact for all event-related questions and agrees to be available in person from the arrival time noted above until the very end of the event.
**Cancellation/No Show Policy**
A reservation eliminates other groups from using the facility; therefore, penalties will be enforced for groups who do not adhere to this policy. Campus Activities and Events recognizes there are circumstances where cancellation becomes necessary through no fault of the organizing party. This deposit is refundable ONLY if the reservation is cancelled in writing or via email **AT LEAST ONE WEEK** before the event date unless specified in writing by a Campus Activities and Events event coordinator. **Any cancellations within one week will be charged a $50 fee.** Customers who fail to show up for their reservation will be charged a $50 “no show” fee and any additional hard costs incurred by the facility to set/strike the event. They also risk losing future reservation privileges. For any cancellations after that deadline, or any reservation that results in a “no-show,” the deposit will not be refunded and will be applied to the cancellation/no-show fee. If the reservation did not require a deposit, a “no show” fee will still be charged. Any cancellations made and approved within 48 hours before the event will be billed for 2 hours of staffing per staff person previously scheduled.

**INFORMATION FOR ALL CUSTOMERS**

**Confirmations**
A reservation request is considered confirmed only when you receive an email that notes a “confirmed” status along with your reservation number. Prior to that time, your reservation will remain a REQUEST as we verify availability, review your cost worksheet, and wait for the responsible party to return any necessary forms and/or signatures. Once the event is confirmed it is considered a binding agreement.

If you disagree with any information outlined on your CONFIRMATION, you must respond via email to reserve@CLEMSON.edu to discuss with a manager **within two business days** from the date of the confirmation email. Changes to the confirmation after this time may not be able to be honored.

**Facility Use Policy**
Non-affiliated groups using any area without a confirmed reservation may be subject to eviction, fines, and referral to the appropriate disciplinary body. Affiliated groups may use any space in accordance with the facility use policy that can be found at [http://www.clemson.edu/administration/student-affairs/cae/facilityuse/](http://www.clemson.edu/administration/student-affairs/cae/facilityuse/). Campus Activities & Events reserves the right to enforce the facility use policy, collect damage fees, or ask a group to leave the facility if event is in conflict with another reservation or group.

**Change of Location/Right of Refusal**
Campus Activities and Events reserves the right to not approve an event or cancel a reservation in the event there is a facility, health, or safety issue that requires us to do so. Campus Activities and Events reserve the right to make necessary changes in room/area locations as needed to accommodate the needs of the operation. Every effort will be made to give ample notice of any changes.

**Payments**
If you disagree with any information outlined on your INVOICE, you must respond via email to reserve@CLEMSON.edu to discuss with a business manager **within two business days** from the date of the INVOICE email. Changes to the INVOICE after this time may not be able to be honored.

Payment for your event will be due within 30 days of the invoice date. Any deposit/payment will be applied and the responsible party will receive an invoice for the balance due following the event. University departments may pay via IDO, personal credit card or check from a university/foundation account. Recognized student organizations can pay via IDO, personal credit card, cash or personal checks. Payments are to be sent or delivered to CLEMSON UNIVERSITY, CAMPUS ACTIVITIES AND EVENTS, 203 Hendrix Student Center Clemson SC, 29634. If you have any question about your invoice or how to make your payment, please email a reservations manager at reserve@clemson.edu. Payments are not accepted after business hours.

Groups who have a past due balance will lose their reservation privileges until all fees are paid and may be turned over to the university collections department.

**Other Items Available**
We are here to help you find whatever you need to make your event a success. If you need an event coordinator, we will help you work within your budget to arrange Pipe and Drape, Barricade, Centerpieces, Props, Décor, Entertainment, Directional and Promotional Signage, Marketing, Specialty Linens, piano, ticket stock, etc. We can provide billing consolidation and event coordination. A cost worksheet must be agreed to prior to confirmation.
Staff Charges
All groups are required to pay for staff charges for events that require set-up or break-down outside of our normal operational hours. Staff charges may also apply if the event requires dedicated technicians, stage hands, and special services such as parking attendants, police, EMS, or guest services representatives. Campus Activities and Events requires some events within out venues to be staffed with Campus Activities and Events’ technical staff for the duration of the event. Groups may be required to hire our ushers, restroom attendants, ticket takers, etc. as deemed necessary to provide for excellent guest service. Trained volunteers provided by the organization may be used in some circumstances with approval by Campus Activities and Events staff.

Cleaning Charges
Events that require additional cleaning will be charged a fee. All trash, approved supplies, and equipment brought to the venue by the client must be removed at the completion of the event. Campus Activities and Events will assess the need for additional cleaning and will invoice accordingly.

Fronting
The responsible party on the contract must plan and be present at the event. A group may not “front” for another organization for the purpose of getting free or reduced fees for a group that does not have access to discounted rates. For example, a community group or department may not utilize a Recognized Student Group to reserve the venue and equipment unless the event is planned by students and open to students.

Block Booking
Recognized Student Organizations who have reoccurring meetings may request block booking each academic year by submitting a Block Booking Reservation Request beginning March 1\textsuperscript{st} of the previous academic year. Block booking requirements are subject to availability.

Security Requirements
Campus Activities and Events event coordinating staff will review the scope of each event to determine the need for additional security. CUPD or a third party security company may be required for large events, events open to the public, events featuring celebrity speakers, or performers, or events after hours. These costs will be assumed by the event organizers.

Guest Code of Conduct / Responsibilities
The person who signs the form assumes responsibility for the actions of the organization and the guests attending the event. The group representative accepts responsibility for ensuring that all university and facility rules and regulations are followed. A spirit of camaraderie for our Clemson family and respect for all people are expected in our facilities as we strive to create a diverse and vibrant learning environment.

Arrival to Event
Please note that our event management system will not allow errors such as double-booking events. However, if you arrive and someone is in your space, please confirm that you have arrived for your event at the time you specified and the time listed on your confirmation from our office. If you have arrived at the time specified, please notify a Campus Activities & Events staff member by calling the number listed on your reservation confirmation and we will be happy to assist you.

Damages
Customers are responsible for cost of repair of any damages incurred to the venue or Campus Activities and Events’ equipment during the course of the reservation.

Food / Beverage / Alcohol / Linen Service
CU Dining Services is the exclusive food service provider for Clemson University. All events serving food or beverages must be approved by Campus Activities and Events and CU Dining Services before food/beverages can be served, sold, or handed out. In the event that food items are donated to a group or organization for an event; Campus Activities and Events and CU Dining Service must still approve all items to make sure it is in compliance with DHEC and university policies. CU Dining Services provides full-service catering options as well as basic linen service as requested.

Requests for Alcohol must be approved by Campus Activities and Events, Student Affairs, CUPD and must be served by CU Dining Services. Please note that this process may take 2-3 weeks.
Decorations
Only free standing decorations or table decorations are allowed. Hanging or taping materials from ceiling, posts or walls is prohibited. All props or décor must be removed from the area immediately after the event. Any items left at the facility must have advance approval from the facility manager. Proper disposal into trash containers behind the facility loading dock is required. Groups will be charged cleaning fees if items are not properly removed. Helium balloons are permitted only in the ballrooms and meeting rooms, not in open areas where they may escape into atriums. Helium tanks must be on proper transport dollies. Flyers, posters, handbills must be approved before distribution or posting and may not be taped to any surface of the venue. Banners and approved signage may be hung by Campus Activities and Events staff. No open flames, no candles, no glitter or confetti will be allowed.

Amplified Sound
Noise restrictions are in effect Monday through Thursday until 9:00PM and until 4:30pm on Friday across campus. There are no restrictions on Saturday and Sunday. Any use of amplified sound for any event at any time needs to be approved so that we can make sure all reservations are compatible. Campus Activities and Events management reserves the right to ask client to reduce the volume of any event that could conflict with other events/University activities in the venue.

General Facility Rules
- The following items are prohibited unless written authorization is provided: outside food and beverages for events, alcohol, tobacco products, glass containers, coolers, illegal drugs, fireworks, explosives, aerosol cans, glitter, and wax candles.
- The use of video, recording equipment, and cameras are permitted at the discretion of the client.
- No doorway or exit is to be blocked for any reason.
- Sprinkler heads cannot be covered.
- No animals are allowed inside the venue(s) except for service animals permitted through the Americans with Disabilities Act or if through a separate request. If animals are integral to the nature of your event, please notify your CAE event coordinator who will assist you in obtaining necessary approvals.
- No open flame is allowed without CU Fire Department approval.
- Stickers, tape and adhesive backed decals are not to be used or distributed.
- No tape or wires of any kind is/are to be used on walls, columns, posts, or doors. There shall be no anchoring devices placed in the asphalt/cement /wall surfaces anywhere around the facility. Tent stakes on the lawn will be permitted upon approval. Nothing is to be attached in any way to the building. Any banners, posters, fliers and/or signage must be approved by Campus Activities and Events management.
- Please note that Campus Activities and Events’ spaces are monitored by video surveillance.

I certify that I reviewed the Reservation and Usage Policy and agree to comply with the guidelines, as well as those of Clemson University’s Facility Use Policy (http://www.clemson.edu/administration/student-affairs/cae/facilityuse/index.html). I understand that in signing this I assume responsibility for my organization while using the facility and I further certify that I am authorized to obligate my organization to any financial costs for this event.

Signature of Responsible Party __________________________ PRINT NAME __________________________ Date signed __________________________

experience: CLEMSON
<table>
<thead>
<tr>
<th>Item</th>
<th>Unit</th>
<th>Undergrad RSO</th>
<th>Other RSO</th>
<th>CU Department</th>
<th>CU Aux. Department</th>
<th>Non-Affiliated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional Microphones</td>
<td>ea</td>
<td>$15.00</td>
<td>$15.00</td>
<td>$15.00</td>
<td>$15.00</td>
<td>$15.00</td>
</tr>
<tr>
<td>After Hours Charge</td>
<td>per hour</td>
<td>$24.00</td>
<td>$24.00</td>
<td>$24.00</td>
<td>$24.00</td>
<td>$24.00</td>
</tr>
<tr>
<td>Bike Rack 6 sections</td>
<td>ea</td>
<td>Variable</td>
<td>Variable</td>
<td>Variable</td>
<td>Variable</td>
<td>Variable</td>
</tr>
<tr>
<td>Bike Rack 8 sections</td>
<td>ea</td>
<td>Variable</td>
<td>Variable</td>
<td>Variable</td>
<td>Variable</td>
<td>Variable</td>
</tr>
<tr>
<td>Box Office - ticketing service</td>
<td>per event</td>
<td>Variable</td>
<td>Variable</td>
<td>Variable</td>
<td>Variable</td>
<td>Variable</td>
</tr>
<tr>
<td>Chairs/3rd party</td>
<td>ea</td>
<td>Variable</td>
<td>Variable</td>
<td>Variable</td>
<td>Variable</td>
<td>Variable</td>
</tr>
<tr>
<td>Conference Phone &amp; Line Use - HSC Conf Room</td>
<td>per event</td>
<td>$40.00</td>
<td>$40.00</td>
<td>$40.00</td>
<td>$40.00</td>
<td>$40.00</td>
</tr>
<tr>
<td>Dance Floor (1-25 sections)</td>
<td>3x3 ea</td>
<td>Variable</td>
<td>Variable</td>
<td>Variable</td>
<td>Variable</td>
<td>Variable</td>
</tr>
<tr>
<td>Dance Floor (26-100)</td>
<td>ea</td>
<td>Variable</td>
<td>Variable</td>
<td>Variable</td>
<td>Variable</td>
<td>Variable</td>
</tr>
<tr>
<td>Dry Erase/Flip Chart Stand</td>
<td>ea</td>
<td>$20.00</td>
<td>$20.00</td>
<td>$20.00</td>
<td>$20.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>Easel*</td>
<td>ea</td>
<td>$5.00</td>
<td>$5.00</td>
<td>$5.00</td>
<td>$5.00</td>
<td>$5.00</td>
</tr>
<tr>
<td>Flip Chart Pad</td>
<td>ea</td>
<td>$25.00</td>
<td>$25.00</td>
<td>$25.00</td>
<td>$25.00</td>
<td>$25.00</td>
</tr>
<tr>
<td>Furniture Rental 3rd Party</td>
<td>per event</td>
<td>Variable</td>
<td>Variable</td>
<td>Variable</td>
<td>Variable</td>
<td>Variable</td>
</tr>
<tr>
<td>House Sound - w/ 2 mics (HSC&amp;PBB)</td>
<td>per event</td>
<td>$75.00</td>
<td>$75.00</td>
<td>$75.00</td>
<td>$75.00</td>
<td>$75.00</td>
</tr>
<tr>
<td>Late Cancellation/No Show Fee</td>
<td>per each</td>
<td>$50.00</td>
<td>$50.00</td>
<td>$50.00</td>
<td>$50.00</td>
<td>$50.00</td>
</tr>
<tr>
<td>LCD Projector/Screen Indoor</td>
<td>per each</td>
<td>$50.00</td>
<td>$50.00</td>
<td>$50.00</td>
<td>$50.00</td>
<td>$50.00</td>
</tr>
<tr>
<td>LCD Projector/Screen outdoor</td>
<td>per event</td>
<td>$100.00</td>
<td>$100.00</td>
<td>$100.00</td>
<td>$100.00</td>
<td>$100.00</td>
</tr>
<tr>
<td>Light Trees - in House</td>
<td>per pair</td>
<td>$100.00</td>
<td>$100.00</td>
<td>$100.00</td>
<td>$100.00</td>
<td>$100.00</td>
</tr>
<tr>
<td>Linens/Table Skirts</td>
<td>ea</td>
<td>Variable</td>
<td>Variable</td>
<td>Variable</td>
<td>Variable</td>
<td>Variable</td>
</tr>
<tr>
<td>Linens/Table Skirts</td>
<td>ea</td>
<td>Variable</td>
<td>Variable</td>
<td>Variable</td>
<td>Variable</td>
<td>Variable</td>
</tr>
<tr>
<td>Media Conference Room</td>
<td>15 n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>$50.00</td>
</tr>
<tr>
<td>Microphone/Service</td>
<td>150 n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>$150.00</td>
</tr>
<tr>
<td>Projection Screen Only Indoor</td>
<td>per each</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Projection Screen Only - Outdoor</td>
<td>per event</td>
<td>Variable</td>
<td>Variable</td>
<td>Variable</td>
<td>Variable</td>
<td>Variable</td>
</tr>
<tr>
<td>Rain Location - Hold Fee</td>
<td>per each</td>
<td>$30.00</td>
<td>$30.00</td>
<td>$30.00</td>
<td>$30.00</td>
<td>$30.00</td>
</tr>
<tr>
<td>Radios</td>
<td>ea</td>
<td>$30.00</td>
<td>$30.00</td>
<td>$30.00</td>
<td>$30.00</td>
<td>$30.00</td>
</tr>
<tr>
<td>Signage</td>
<td>per event</td>
<td>Variable</td>
<td>Variable</td>
<td>Variable</td>
<td>Variable</td>
<td>Variable</td>
</tr>
<tr>
<td>Small Portable Sound System</td>
<td>per event</td>
<td>$150.00</td>
<td>$150.00</td>
<td>$150.00</td>
<td>$150.00</td>
<td>$150.00</td>
</tr>
<tr>
<td>Staging (4’ x 8’ stage deck)</td>
<td>ea</td>
<td>$40.00</td>
<td>$40.00</td>
<td>$40.00</td>
<td>$40.00</td>
<td>$40.00</td>
</tr>
<tr>
<td>Stanchions</td>
<td>per pair</td>
<td>$10.00</td>
<td>$10.00</td>
<td>$10.00</td>
<td>$10.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>Tables</td>
<td>ea</td>
<td>$15.00</td>
<td>$15.00</td>
<td>$15.00</td>
<td>$15.00</td>
<td>$15.00</td>
</tr>
<tr>
<td>Table Top Podium</td>
<td>ea</td>
<td>$25.00</td>
<td>$25.00</td>
<td>$25.00</td>
<td>$25.00</td>
<td>$25.00</td>
</tr>
<tr>
<td>Tables/3rd party</td>
<td>ea</td>
<td>Variable</td>
<td>Variable</td>
<td>Variable</td>
<td>Variable</td>
<td>Variable</td>
</tr>
<tr>
<td>Tables/In house</td>
<td>per booking up to 3 days w/ no setup changes</td>
<td>$8.00</td>
<td>$8.00</td>
<td>$12.00</td>
<td>$12.00</td>
<td>$12.00</td>
</tr>
<tr>
<td>Tent</td>
<td>ea</td>
<td>Variable</td>
<td>Variable</td>
<td>Variable</td>
<td>Variable</td>
<td>Variable</td>
</tr>
<tr>
<td>Video Equipment/ Service</td>
<td>per event</td>
<td>Variable</td>
<td>Variable</td>
<td>Variable</td>
<td>Variable</td>
<td>Variable</td>
</tr>
</tbody>
</table>