

Additional Charges and Packages:

All of our rooms come pre-set in a standard classroom configuration. If you are interested in a different setup for your event there will be a fee involved depending on the room, layout requested and supply needs.

Setup Fees:

- All 24 seat rooms are charged **\$50** for any setup changes made.
- All 48 seat rooms are charged **\$100** for any setup changes made.
- The 125 seat room are charged **\$250** for any setup changes made. If both 125 seat rooms are being used and the layout changed the fee will be **\$500**.

This fee includes a customized layout for your event, along with any and all tables and chair rentals you may need. If you are interested in staging, pipe and drape, or other supplies see below.

8ft table rental: \$5 per table

Pipe and Drape: is setup in sections. These sections can be lengthened any length between 6ft and 10ft. Each panel is priced at **\$5**.

- We have multiple colors of drape available the height of which ranges from 8ft-14ft depending on the color choices.
 - o Color option are: Black, white, sheer, navy blue, and maroon red

Stage pieces: are 6ft wide by 8ft deep, and the standard height is 1ft. Each piece of staging is priced at **\$75**. The size of the stage needed will depend on your event needs and the room you are in.

Sound/Production Needs: All our rooms come pre-A/V equipped with built-in speakers, a screen, projector, and a lectern with HDMI capabilities. The two 125-seat rooms also come with a handheld and lapel microphone each. Any additional production needs: extra microphones in the large room, microphones/speakers for the small rooms, etc. will need to be brought in by our Production team. The price for this is **\$50**.

Package Deal: Need pipe and drape, and a stage? The package deal includes all pipe and drape needs, sized stage based on event needs, and 2 boxes of uplighting for added event flare. The price for this package is **\$175**

Tablecloths: We now offer tablecloths to rent! See below the pricing for our linens and let us know if you are interested in renting from us. We will need to know at least 2 weeks in advance to ensure we have the linens on hand for your event.

- Black Standard 85 Inch Linen (2 required to cover 8ft rectangular table, lap length on some rounds) – each **\$8.00**
- Navy Blue Standard 85 Inch Linen (2 required to cover rectangular table, lap length on some rounds) – each **\$8.00**
- Red Standard 85 Inch Linen (2 required to cover rectangular table, lap length on some rounds) – each **\$8.00**
- White Standard 85 Inch Linen (2 required to cover rectangular table, lap length on some rounds) – each **\$8.00**
- Black 52 Inch Overlay Linen – each **\$3.00**
- Navy Blue 52 Inch Overlay Linen – each **\$3.00**
- Red 52 Inch Overlay Linen – each **\$3.00**
- White 52 Inch Overlay Linen – each **\$3.00**
- Black Linen Napkins – each **\$0.99**
- Navy Blue Linen Napkins – each **\$0.99**
- Red Linen Napkins – each **\$0.99**
- White Linen Napkins – each **\$0.99**
- White 120 Inch Round Linen (Floor length on Pub Tables and Rounds) – each **\$16.00**

If you're looking for different fabrics or colors of linens, let us know!