

OAKLAND ASIAN CULTURAL CENTER

388 9th Street, Suite 290 - Oakland, California 94607 - Tel: (510) 637.0455 - Fax: (510) 637-0459 - www.oacc.cc

Optional Equipment & Additional Services Invoice

Licensee Name: _____ Contract No. _____

Event Name/Date: _____ Today's Date: _____

Equipment	Qty.	Price
Audio		
House Sound System	_____	\$ 25.00
Auditorium - includes one free wired microphone		
Sound System in Rooms	_____	\$100.00
1-6 - includes one free wired microphone		
Wired Microphone	_____	\$ 25.00
Wireless Handheld Mic.	_____	\$ 39.00
Wireless Lavalier Mic.	_____	\$ 39.00
Microphone stand	_____	\$ 5.00
Stage Monitor	_____	\$ 30.00/each
Direct Box	_____	\$ 5.00/each
Audio Patch-in Fee	_____	\$ 22.00/input
Clearcom (incl. 3 headsets)	_____	\$ 30.00
Visual Equipment		
TV & VHS or DVD	_____	\$ 75.00
VHS or DVD only	_____	\$ 25.00
Overhead Projector	_____	\$ 50.00
35mm Slide Projector	_____	\$ 50.00
LCD Projector	_____	\$300.00
(75ft VGA Cable included)		
75ft VGA Cable Only	_____	\$ 15.00
Auditorium Screen (9'x12')	_____	\$ 40.00
8' Tripod Screen	_____	\$ 20.00
Pianos		
Baby Grand Piano	_____	\$100.00
(Does not include tuning)		
Spinnet Piano	_____	\$ 75.00
(Does not include tuning)		

Equipment	Qty.	Price
Misc. Supplies & Equipment		
Wood Easel	_____	\$ 3.00
Flipchart(includes 1 pad of paper, 2 markers)	_____	\$ 25.00
Additional Flipchart Paper	_____	\$ 12.00/pad
A/V Cart	_____	\$ 10.00
Projection Stand	_____	\$ 5.00
Extension Cord	_____	\$ 5.00
Power Strip	_____	\$ 5.00
Music Stand	_____	\$ 5.00
Speakerphone	_____	\$ 25.00
Phone Line (510) 637-0467	_____	\$ 25.00/day
(Plus toll charges if any)		
55-100-cup Coffee Urn	_____	\$ 20.00
55-100-cup Hot Water Urn	_____	\$ 20.00
30-cup Hot Water Urn	_____	\$ 10.00
Cover Skylight in room 4	_____	\$ 40.00
Photocopies	_____	\$ 0.25/ea
Color Photocopies	_____	\$ 0.75/ea
FAX incoming/outgoing pages	_____	\$ 1.00/ea
Additional Staffing		
Setup	_____	\$ 25.00/hr
Custodian	_____	\$ 18.00/hr
Event Coordinator	_____	\$ 22.00/hr
Audio/Visual Technician	_____	\$ 30.00/hr
Early Move-in	_____	\$ 100.00/hr
Staffing Subtotal	\$ _____	
Equipment Subtotal	\$ _____	
Total	\$ _____	

Licensee Authorized Signature _____

Date _____

OACC Authorized Signature _____

Date _____

- In order to use the traveling curtains, or the booth in the auditorium, (which includes a 24 channel mixer, CD player, cassette player, and a lighting dimmer board) the licensee must hire an OACC-approved technician in order to operate this equipment. Please contact Lucas Maciel, Events Manager at (510) 637-0457 for more details. (Revised 11/1/06)