

Equipment, Supplies & Service Fees

Org Name & Event Title: _____ Please mark room(s) to be used: AUD / LOBBY / KITCHEN / 2 / 3 / 4 / 5 / 6

Contact Name Event Day & Date Room: _____

AUDIO *	QTY	PRICE
Sound system in auditorium		\$25
Sound system in lobby		\$50
Wired handheld microphone and stand		\$35
Wireless hand-held microphone and stand		\$60
Wireless lavalier microphone		\$60
Stage monitor		\$30
Direct box		\$5
Audio patch-in fee (per input)		\$20
Clearcom: includes 3 headsets		\$30
Podium (2 total)		\$40
TOTAL AUDIO	\$	

VISUAL *	QTY	PRICE
DVD		\$15
LCD projector:		\$200
Auditorium projection screen 9' x 12'		\$45
Tripod screen 8'		\$25
Tripod screen 5'		\$20
Lobby screen 65"		\$25
TOTAL VISUAL	\$	

Wood easel		\$5
Post-it self-stick easel pad 25" x 30.5" 30-sheet pad		\$25
Flip chart markers in assorted colors (8)		\$10
Music stand		\$5
Black Linen		\$5
30 cup hot water urn		\$10
Photocopies B/W per page		\$0.10
Photocopies color per page		\$0.50
Fax incoming or outgoing per page		\$0.75
Table highboy cocktail		\$10
Table 72" round		\$10
Table 6' rectangle		\$6
Chair		\$2
TOTAL MISCELLANEOUS	\$	

STAFFING	QTY	PRICE
Set-up / Break-down		\$50/hr
Custodial		\$25/hr
Audio/Visual Technician (4-hour minimum)		\$45/hr
Event Coordinator * (required)		\$45/hr
TOTAL STAFFING	\$	

Total (Audio, Visual, Staffing & Misc.)	\$
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Applicant Name and Title (PRINT) _____

Signature and Date _____

* A/V equipment includes 25' HDMI/ 25' VGA cable, A/V cart, projection stand, extension cord, power strip. 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), licensee must hire an OACC-approved technician in order to operate this equipment. **An Event Coordinator is required for all events.**