

SERVICE &
EQUIPMENT
RATES



STANDARD SERVICES & EQUIPMENT

Services Available in a Basic Meeting Setup

- Tables and Chairs – *theatre, classroom, rounds, boardroom, u-shape, hollow square*
- Table Linens – *black or white*
- Head Table and Chairs – *draped linen*
- Registration Desk – *built-in registration counter*
- Podium
- Water at Head Table
- Water Cooler Station
- One Easel
- Wastebasket & Recycle Bin
- Coat Racks
- Informational & Directional Sign – *main VCC entrance*
- General Housekeeping
- Heating

Not Included in the Basic Meeting Setup

- Additional Easels
- Electrical Services
- Paper, Pens and Candies
- Boardroom Chairs
- Microphone – *podium, wireless, lavalier, handheld, etc.*
- Staging
- Stage Backdrop
- Pipe & Drape
- AV - *Stage Lighting, Screens, Projectors, etc.*
- Exhibit Tables
- Flipcharts
- Services by official or exclusive service providers

Services Available in a Basic Banquet Setup

- Tables and Chairs – *banquet/ reception style*
- Table Linens – *black or white*
- Head Table and Chairs – *draped linen*
- DJ and Tech Table
- Registration Desk – *built-in registration counter*
- Podium
- Cocktail Tables
- Water Service with Meals
- Water Cooler Station
- One Easel
- Coat Racks
- Informational & Directional Sign – *main VCC entrance*
- General Housekeeping
- Heating

Not Included in the Basic Banquet Setup

- Additional Easels
- Electrical Services
- Microphone – *podium, wireless, lavalier, handheld, etc.*
- Staging
- Dance Floor
- Stage Backdrop
- Pipe & Drape
- Background Music
- AV - *Stage Lighting, Screens, Projectors, etc.*
- Centerpieces or Candles
- SOCAN and Re:Sound Fees
- Security
- Services by official or exclusive service providers

NOTE: One setup in a predetermined configuration per day, Labour charges apply for same day room re-configurations

Additional Complimentary Items

available upon request & subject to availability

- Message board, *maximum of 2*
- Additional easels, *up to 20 total*
- Flags, bases and poles – *City of Victoria, BC and Canada only; additional flags available at a charge*



SERVICE & EQUIPMENT RATES – Crystal Garden

STAGING & DANCE FLOOR

Carpeted Riser	\$50.00/module
6' x 8' modules, 8" height, up to 4 pieces	
6' x 8' modules, 16" or 24" height, up to 20 pieces	
<i>Includes installation and as required chair guards, stairs and skirting</i>	
Wood Deck Staging, up to 34 pieces	\$50.00/module
4' x 8' modules, 8", 16", 24", 32", 40", 48" heights	
<i>Includes installation, and as required chair guards, stairs and skirting</i>	
<i>Maximum weight load 3,000 lb</i>	
Dance Floor	
1 – 100 pieces	\$ 400.00
101 – 200 pieces	\$ 750.00
201 – 289 pieces	\$1,050.00
<i>Recommended: 9 square feet per couple.</i>	
<i>Available in 3' x 3' pieces to a maximum of 51' x 51'</i>	

DISPLAY SERVICES

Display Chairs, <i>padded, folding</i>	\$ 7.50/ chair
Display Tables, <i>topped and skirted (black or blue)</i>	\$50.00/ 6' table
	\$55.00/ 8' table
Poster Board	\$95.00

ELECTRICAL SERVICES

Electrical Services	
7 Amp Single Receptacle	\$69.00
15 Amp Double Receptacle	\$79.00
<i>Additional power requirements are available</i>	

INTERNET & TELECOMMUNICATIONS

Internet, <i>wired, up to 1 mbps speed*</i>	\$100, each additional day \$50
Internet, <i>wireless, up to 1 mbps speed*</i>	<i>starting at \$15 per device/ day</i>
<i>*Contact Freeman AV for additional speed options & pricing.</i>	
Telephone Line with single line set	\$150.00
Telephone line for computer modem/fax/conference call	\$125.00
Conference Call Unit, <i>service provided by Freeman AV</i>	\$ 75.00

All prices are subject to applicable taxes: 5% GST and 7% PST
All prices are subject to change without notice.



LABOUR CHARGES

Labour, statutory holidays	
Victoria Conference Centre Staff	\$60.00/ hour/ staff, 4 hour min
The Fairmont Empress	\$60.00/ hour/ staff, 4 hour min
Freeman AV	\$82.50/ hour/ staff, 4 hour min
Security	\$42.00/ hour/ staff, 4 hour min

Room Reset Labour Fees

Labour charges will be incurred if set-up of a function space will change once or more throughout the day for a meeting or breakout. Labour charges will also be incurred to change room set-up to a catering function only if the room must be reset as meeting/trade show/breakout again during the same 24 hour period. Please speak with your Event Manager.

PARKADE PARKING

Parking	\$1.50 per ½ hour
Maximum daily rate	\$16.00
Overnight rate	\$32.00

SECURITY

Security, <i>exclusive service provided by Paladin Security</i>	\$28.00/ hour/ guard, 4 hour min
Late Order, request less than 3 business days' notice	\$35.00/hour/ guard, 4 hour min

MISCELLANEOUS

Balloon Retrieval	\$40.00/hour
Banner Hanging / Rigging (<i>minimum 2 hours</i>)	<i>Please contact Freeman AV</i>
Catering Fee Minimum	\$250.00
Cleaning, Extraordinary	\$40.00/hour
Coat Check Tags	\$10.00/package of 100
Flags, <i>each additional flag above complimentary offerings</i>	\$20.00
Pens & Pads of Paper	\$75.00/box of 50
Patch Fee for In-House Sound System, <i>speak to your Event Manager</i>	<i>Varies</i>
Recycling Fee, <i>may apply depending on amounts & materials</i>	<i>Varies</i>
Pallet Recycling Fee	\$10.00/ pallet

MUSIC ROYALTIES – SOCAN/ Re:Sound Fees

The Society of Composers, Authors and Music Publishers of Canada and Re:Sound charge a license fee for events with live or recorded music. The fees are based on maximum room capacity and not on the number of delegates attending the event.

Capacity	With dancing	Capacity	Without dancing
1-100 guests	\$59.64	1-100 guests	\$29.81
101-300 guests	\$85.80	101-300 guests	\$42.86
301-500 guests	\$178.90	301-500 guests	\$89.45
500+ guests	\$253.45	500+ guests	\$126.73

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