

SERVICES &
EQUIPMENT



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 Table and Chairs
- Podium
- Water at Head Table
- Water Cooler Station
- One Easel
- Wastebasket & Recycle Bin
- Coat Racks in Prefunction Area
- Information Signage – *entrances & elevators*
- Digital Signage – *scrolling schedule of day's events*
- Individual Room Signage
- General Housekeeping
- Heating and Air Conditioning
- Shared Prefunction Space – *unless floor has been exclusively contracted*

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 Table and Chairs
- Podium
- Cocktail Tables
- Water Service with Meals
- Water Cooler Station
- One Easel
- Coat Racks in Prefunction Areas
- Information Signage – *entrances & elevators*
- Digital Signage – *scrolling schedule of day's events*
- Individual Room Signage
- General Housekeeping
- Heating and Air Conditioning
- Shared Prefunction Space – *unless floor has been exclusively contracted*

Not Included in the Basic Meeting Setup

- Additional Easels
- Electrical Services
- Custom Digital Signage
- 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

Not Included in the Basic Banquet Setup

- Additional Easels
- Electrical Services
- Custom Digital Signage
- 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*
- Kiosks – *movable, counter-top desk units with illuminated signs (messages, information, registration, tickets and coat check)*
- Cocktail Tables in Prefunction Areas



SERVICE & EQUIPMENT RATES

STAGING, ACCESSORIES & 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>	
Wheelchair Ramp, 24' x 24", <i>advance notice required</i>	\$450.00
<i>Includes installation and guard rails to carpeted riser or wood deck stage</i>	
Backdrop Black Drape, up to 16 pieces	\$40.00/ panel
8'w x 12'h to a max of 16'h	
Theatre Stage 12' Runway, with 2-step stairs	\$150.00
Dance Floor	
1 – 100 pieces	\$ 400.00
101 – 200 pieces	\$ 750.00
201 – 289 pieces	\$1050.00
<i>Recommended: 9 square feet per couple.</i>	
<i>Available in 3' x 3' pieces to a maximum of 51' x 51' p</i>	

HOUSE LIGHTING & SOUND

Lecture Theatre Lighting, <i>stage wash</i>	\$125.00
Lecture Theatre Lighting, <i>full stage lighting</i>	\$275.00
Patch Fee for In-House Sound System, <i>speak to your Event Manager</i>	<i>Varies</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>	
<i>Please contact your Event Manager if access to power for attendees in meeting rooms is required.</i>	

INTERNET & TELECOMMUNICATIONS

Internet, <i>wired, up to 3 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 & group rates.</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 – 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	\$90.00/ hour/ staff, 4 hour min
Housekeeping	\$60.00/ hour/ staff, 4 hour min
Security	\$42.00/ hour/ staff, 4 hour min

LABOUR CHARGES – ROOM RESETS

Labour charges will be incurred if the setup 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 the room setup to a catering function only if the room must be reset as meeting/trade show/breakout again during the same 24 hour period.

LEVEL 1		LEVEL 2	
Saanich	\$150.00	Carson Hall	\$600.00
Saanich 1	\$ 75.00	Salon A or B or C	\$200.00/each
Saanich 2	\$ 75.00	Sidney	\$100.00
Sooke	\$ 50.00	Metchosin	\$ 50.00
Oak Bay	\$150.00	Langford	\$ 50.00
Oak Bay 1	\$ 75.00	Colwood	\$100.00
Oak Bay 2	\$ 75.00	Colwood 1	\$ 50.00
Esquimalt	\$100.00	Colwood 2	\$ 50.00
Victoria	\$ 50.00	View Royal	\$ 60.00

PARKING

Parking	\$1.50 per ½ hour
Maximum daily rate	\$16.00
Overnight rate	\$32.00
Rear Service Yard, <i>based on availability & vehicle size</i>	<i>Varies</i>

SECURITY

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

MISCELLANEOUS

Art Work Removal	\$40.00/painting
Balloon Retrieval	\$40.00/hour
Banner Hanging / Rigging	\$65.00/hour, 2 hour min
Boardroom Chairs, <i>mid back height</i>	\$15.00/ chair
Catering Fee Minimum	\$250.00
Cleaning, Extraordinary	\$40.00/hour, <i>billed post event</i>
Coat Check Tags	\$15.00/package of 100
Digital Signage Programming – TV Monitors, <i>service by Freeman AV</i>	\$75.00/ hour, 1 hour min
Digital Signage Programming – Charging Station, <i>service by Freeman AV</i>	\$75.00/ hour, 1 hour min
Flags, <i>each additional flag above complimentary offerings</i>	\$20.00
Key Replacement, <i>hard key or keyless access card</i>	\$135.00
Pallet Recycling Fee	\$10.00/ pallet
Pens & Pads of Paper	\$75.00/box of 50
Photocopies, <i>black & white, max of 500 copies</i>	\$0.15/ each
Photocopies, <i>colour, max of 500 copies</i>	\$0.30/ each
Piano, upright Samick with bench and tuning	\$225.00
Recycling Fee, <i>may apply depending on amounts & materials</i>	<i>Varies</i>
Vehicle Ramps	
Access to and exit from Courtyard and Totem Prefunction	\$300.00
Access to and exit from Level 1 Prefunction Area	\$450.00
<i>Maximum load 2000 lb per axle, includes labour</i>	

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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

SUPPLIER SERVICES

The VCC engages a number of suppliers to provide various services at an additional cost. Please contact your Event Manager for more information

- Audio Visual – Freeman AV, *preferred provider*
- Electrical Services – Victoria Conference Centre, *exclusive provider*
- Exhibit/ Display Services – Victoria Conference Centre
- Décor – Please contact your Event Manger for local suppliers
- Food & Beverage – The Fairmont Empress, *exclusive provider*
- Host Services – Please contact your Event Manager for local suppliers
- Internet – Freeman AV, *exclusive provider*
- Rigging/ Specialty Lighting – Freeman AV, *exclusive provider*
- Security – Paladin Security, *exclusive provider*
- Shipping/ Receiving/ Materials Handling/ Customs – Events on the Move, *preferred supplier*

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