



## CONFERENCE SERVICES FEE SCHEDULE

Prices effective October 1, 2009 through September 30, 2010.

### Residence Halls

Aventura (256 guests), Esperanza (260 guests), Destino (256 guests), Bethany (180 guests), Bauer (199 guests), Valencia (108 guests) and South Pointe (108 guests)

- \$18.50/person/night for multiple occupancy; \$28/person/night for single occupancy

### Residence Hall Multi-Purpose Lobbies/Lounges

Aventura, Esperanza, Destino, Bethany and Bauer Halls Included with overnight housing cost in residence hall(s) of occupancy only. If additional lobbies are requested by overnight clients (lobbies must be adult supervised *at all times*) rates are:

- Aventura, Esperanza, Destino: First floor lobby \$20/hour, second floor lobby \$40/hour, third floor lobby \$30/hour
- Bethany, Bauer: First floor lobby \$20/hour, second floor lobby \$20/hour

For non-overnight clients requesting lobby rentals for meetings, showers, etc., rates are:

- Aventura, Esperanza, Destino: Second floor lobby \$85/hour, third floor lobby \$75/hour, plus at least one University attendant

### Bush Chapel (seats 776 guests)

At least one University attendant required at all times.

- \$200/hour; \$550/4-hour block; \$825/day; plus A/V equipment, technician services and University attendant

This includes existing plants, podium use, house and stage lighting, and standard chair setup. If sound is used, at least one technician is required.

### Bush Chapel Weddings (seats 776 guests)

- \$950 for the general public
- \$750 for SEU alumni and dependants of employees
- \$650 for SEU students and employees

Fee includes rehearsal time, standard auditorium setup, up to two bridal party dressing rooms, stage setup with existing flowers and podium and general cleaning. A/V equipment and technician services are additional. If sound is used, a technician is required and at least one University attendant is required at all times.

### Outdoor Weddings (maximum 75 guests)

- \$500 for the general public
- \$400 for SEU students, alumni, employees, and dependants of employees

Fee includes rehearsal time and up to two bridal party dressing rooms. A/V equipment and technician services are additional. If a large sound system (other than a PA) is used, a technician is required and at least one University attendant is required at all times. In case of inclement weather, a back-up room must also be reserved; client's final invoice will include only the location which is used.

### Bush Chapel Sound System Options

Sound system may be run by SEU staff only. Request for use must be made a minimum of four weeks in advance.

#### Option 1 (Vocal-Only)

- \$60/day, plus \$30/hour for technician services

This system includes up to three handheld mics and house speakers; one hour technician time required for setup/tear down. If additional mics are requested, a technician will be required throughout the event.

#### Option 2 (Wedding or Small Event)

- \$125/day, plus \$30/hour for technician services

This system includes four microphones, one CD Player, monitor, and house speakers.

#### Option 3 (Full System)

- \$325/day, plus \$30/hour for each sound technician

This system consists of the following:

56 Channel Board	6 Floor Monitors
2 Channels of Effects	6 Independent monitor sends
5 SM57 Instrumental Mics	2 CD/Tape Decks
4 SM81 Instrumental Mics	6 SM58 Instrumental Mics
4 SM58 Betas	Wireless lapel
Meyers front of house system	

#### Option 4 (Bring your own sound system)

- \$150/day for electrical tie-in, plus \$30/hour for technician services throughout setup/tear down process

Fee is for clients that bring and run their own A/V equipment; request must be made a minimum of five business days in advance.

Requests for use of university facilities should be directed to: **Southeastern University Conference Services**

Call 863.667.5195 or e-mail [conferenceservices@seuniversity.edu](mailto:conferenceservices@seuniversity.edu)

### **Bush Chapel Multimedia Screen System**

- \$40/hour, \$110/day, plus \$30/hour for a technician

### **Bush Chapel Smart Lighting**

- \$160/day, plus \$30/hour for each required technician

### **Mechanical Lift Technician**

- \$100/hour

Required if lights are requested to be adjusted in Bush Chapel. This request must be made a minimum of five business days in advance.

### **Fog for Bush Chapel**

Client must provide four flashlights.

- \$40/service, for up to one hour of usage, plus one technician at \$30/hour, plus four University attendants at \$20/hour each throughout the duration of the event

- \$10/hour for each additional hour of usage

Request must be made a minimum of four weeks in advance.

### **Wedding Rental Items** *(subject to availability)*

- Brown Samsonite chairs (metal frame with plastic seat and back) are \$1.50 each
- White Samsonite chairs (metal frame with plastic seat and back) are \$3.00 each
- White wedding chairs (resin wood-like frame with padded seat) are \$4.75 each
- High-top tables (30" round table on extension legs) are \$27.50 each
- 10' x 10' white tents with bucket weights are \$175 each
- 15' x 15' white tents with bucket weights are \$225 each

### **Johnson Chapel** *(seats 96 guests)*

- \$70/hour; \$150/4-hour block; \$185/day; plus A/V equipment and technician services

Fee includes standard chair setup; plus one required University attendant if event is non-residential.

### **Johnson Chapel Sound System Options**

#### **Option 1**

- \$60/day, plus \$30/hour for technician services

This system includes up to three handheld mics, two speakers and one mic stand; one hour technician time required for setup/tear down. If additional mics are requested, a technician will be required throughout the event.

#### **Option 2**

- \$150/day, plus \$30/hour for required technician services

This full sound system is installed in Johnson Chapel and consists of the following:

- |   |                           |   |                        |
|---|---------------------------|---|------------------------|
| 1 | 16 Channel Mackie         | 4 | SM58 Microphone        |
| 2 | Front of House Speakers   | 1 | CD/Tape Deck           |
| 1 | Floor Monitor             | 3 | Microphone Boom Stands |
| 1 | Straight Microphone Stand |   |                        |

### **Classrooms** *(seating for 1–130 in various locations)*

- \$35/hour with a 3-hour minimum; \$125/day for general classrooms in Bolin, Spence, Modulars, and BusEd.

One University attendant may be required, depending on the nature of the event.

- \$50/hour with a 3-hour minimum; \$200/day for Cypress and Sawgrass meeting rooms, and the BusEd. Lecture Hall. One University attendant is required if the event is non-residential.

### **Tuscana Ristorante Banquet/Reception Rooms**

*(no dance floor)*

At least one University attendant is required.

- **Salon A** – \$275/event, seats 56–64 guests
- **Salon B** – \$400/event, seats 140–160 guests
- **Salon C** – \$550/event, *(A&B combined)* seats 196–224 guests

Fee does not include catering, tablecloths, flowers, A/V equipment, sound technician or required University attendant. The pricing above does not apply for use of salons in conjunction with other campus facilities. Inquire for more information.

### **Tuscana Ristorante Salon Sound/Media System Options**

#### **Salon A**

- \$30/event, plus \$30/hour for technician services

One multimedia screen available. Client uses their laptop.

Technician required.

#### **Salon B**

- \$60/event, plus \$30/hour for technician services

Two multimedia screens available. Client uses their laptop.

Technician required.

#### **Salon C**

- \$90/event, plus \$30/hour for technician services

Three multimedia screens available. Client uses their laptop.

Technician required.

If music is requested, a PA system may be rented from the University, and a technician is required. If client desires music to be projected through the installed sound system, a technician is required at \$30/hour throughout the time of music play.

### **Athletic Sportsplex** *(bleachers can seat up to 1,000 guests)*

- \$165/hour with a 3 hour minimum; \$450/4-hour block; \$1,120/day, plus at least one required University attendant
- \$200 service fee for floor rollout, if required

Sportsplex day rate includes score table, time clock, bleachers and up to 30 sideline chairs (Samsonite brown metal/plastic chairs). If score table is used, an additional University attendant is required. This request must be made at least one month in advance.

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## **Athletic Sportsplex Sound System Options**

### **Option 1**

- \$60/day, plus \$30/hour for technician services

This system includes up to three handheld mics and house speakers. One hour technician time required for setup/tear down. If additional mics are requested, a technician will be required throughout the event.

### **Option 2**

- \$85/day, plus \$30/hour for required technician services

This system includes one microphone, monitors, two CD players and house speakers.

If client desires an enhanced level of sound, music can be projected through the installed sound system. A technician is required at \$30/hour throughout the time of music play.

## **Student Activities Center as Gymnasium (Standard Setup)**

- \$115/hour with a 3-hour minimum; \$350/4-hour block; \$800/day, University attendant required at \$20/hour

Fee includes portable bleachers for seating of approximately 80 guests. Volleyball net: \$50/day, ball not included.

## **Student Activities Center as Auditorium (seats 400+ guests)**

- \$800/day; plus A/V equipment, technician services and required University attendant at \$20/hour

Fee includes portable stage and up to 400 chairs, podium use, and house lighting. If sound is used, a technician is required.

## **Student Activities Center Sound System Options**

### **Option 1**

- \$60/day, plus \$30/hour for technician services

This system includes up to three handheld mics and house speakers. One hour technician time required for setup/tear down. If additional mics are requested, a technician will be required throughout the event.

### **Option 2 (Bring your own sound system)**

- \$150/day for electrical tie-in, plus \$30/hour for technician services throughout setup/tear down process

Fee is for clients that bring and run their own A/V equipment; request must be made a minimum of five business days in advance. If SEU technicians are requested to run client's equipment, the fee is \$30/hour for each sound technician needed.

## **Student Activities Center Multi-Media Screen System**

- \$75/day, plus \$30/hour for technician services

Technician fee can be waived if client is running their own laptop; technician will be required to educate client on setup, if after hours.

## **Intramural Fields**

University attendant required.

- \$45/hour per field; \$160/4-hour block; plus at least one University attendant per field used
- \$150/per field lining fee, if required, request must be made a minimum of four weeks in advance

Soccer net: \$50/day, ball not included.

## **Aquatic Center (bathing load is 88 guests)**

- \$150/hour, plus lifeguards as needed and at least one University attendant
- \$20/hour per lifeguard as required

For 1–50 guests, two lifeguards; for 51–88 guests, three lifeguards.

## **Additional Audio Visual Equipment**

### **Small Portable P.A. System**

- \$70/day

This is a speech only system including two speakers on stands, an all-in-one mixer amplifier and one microphone on a boom stand. Includes setup/tear down, no technician required (system turned on and microphone volume preset).

### **Small Portable P.A. System w/CD**

- \$80/day

This system includes two speakers on stands, an all-in-one mixer amplifier and one microphone on a boom stand and CD/Tape Deck Combo. Includes setup/tear down, no technician required (system turned on and microphone volume preset).

### **Overhead Projector (portable)**

- \$25/hour; \$45/day, plus \$30 for one hour technician services for setup/tear down

### **TV/VCR/DVD Unit**

- \$25/hour; \$45/day, plus \$30 for one hour technician services for setup/tear down

### **Portable Lighting**

- \$80/stick, plus \$30 for one hour technician services for setup/tear down

### **Additional Wireless Microphones**

- Wireless handheld microphone, 30/each per day
- Lapel microphone, \$35/each per day

Depending on the number of mics requested, a technician at \$30/hour may be required throughout the event.

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## Additional Services

### Arrangement Fee

- \$25 fee will be accessed on all rental events less than \$200.
- \$50 fee will be accessed on all rental events less than \$500.

### Table Setup

- \$8/each (6-foot tables requested at least 48 hours in advance)
- \$12/each (6-foot tables requested less than 48 hours in advance)

No same-day table requests can be granted after 3:00 P.M.

### Room Setup Changes and Alterations

- \$20/hour per worker required

Fee for personnel needed to make room setup changes and alterations and chair setup/tear down, as well as the setup of electrical and/or water tie-ins.

### Mi Casa Café After Hours Reservations

Minimum guarantee-spend ranges from \$250–\$500, depending on size of the group. Group is responsible for any difference between actual dollars spent and the guarantee-spend. After hours requests for Mi Casa Café must be made a minimum of five business days in advance.

### University Attendant

- \$20/hour for each attendant

Required for all events in the Bush Chapel, Tuscana Ristorante, Athletic Sportsplex, Aquatic Center, Student Activities Center and for outdoor weddings. Number of attendants required depends on the size of the group or event.

### Media Services Technician

- \$30/hour

When the services of a sound or lighting technician are required to run lighting or sound or to provide additional setup, the charge for personnel will be billed hourly, rounded up to the nearest half hour.

### Golf Cart Charger Station Electrical Tie-In

- \$150/one-time fee

This request must be made a minimum of five business days in advance.

### Other Electrical Tie-In

- \$150/one-time fee

This request must be made a minimum of five business days in advance.

### Water Tie-In with Hoses

- \$150/one-time fee

This request must be made a minimum of five business days in advance.

### Fee for Lost Metal Room Key or Swipe Card

- \$10 per key or card

### Fee for Lost Master Metal Key

- \$500 per key

### Fee for Lost Master Swipe Card

- \$500 per card

### Loaner Ethernet Cords, Extension Cords, Power Strips

- \$20/each; subject to availability

### Wireless Internet Access

- No cost for use in existing areas; price to be determined for requests to add locations

### Laundry

- \$1/load, washer; \$1/load, dryer

Coin-operated laundry facilities are available in Bethany and Bauer Halls as well as by South Pointe. Machines do not provide change. Requests for facilities must be made a minimum of five business days in advance.

### Equipment Rider

A letter listing all final facility requests, the event schedule, room setup requirements, final A/V needs, and all requested items and services for the event must be received by our office no less than two weeks prior to the scheduled event.

### Requests Made With Minimal Notice

- \$100/per request

Requests for services not meeting the required advance notice time frame will be subject to a “rush” fee per request.

*Damage, other than normal wear, will be billed to the group/individual who has contracted for services.*

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