



PRINCE GEORGE CONFERENCE
AND CIVIC CENTRE

Event Services

Audio-Visual Services

Overhead/Slide Projector.....	33.00
42" Flat Screen Television/Monito	\$107.00
VCR/DVD	\$44.00
Flipchart with Paper and Pen.....	\$28.00
Extra Paper	\$13.00
Portable White Board/ Pen/Brush*.....	\$22.00
Portable Projection Screen	\$26.00
9' x 12' Rear Projection Screen	\$144.00
12' x 12' Front Projection Screen.....	\$144.00
Projection Screen Dress Kit.....	\$100.00
Wired Microphone	\$36.00
Laser Pointer.....	\$33.00
Extension Cords*	\$11.00
Computer Cable Extension Cord	\$23.00
CD/Tape Player	\$40.00
Lower Level Screen	\$145.00
Easel*.....	\$15.00
Podium*.....	\$49.00
Sound/Light Technician.....	
<i>Actual Cost Plus 25% administration fee</i>	

Communication Services

Telephone (per day).....	\$30.00
Companion Phone Deposit.....	<i>Deposit Req.</i>
Speaker Telephone.....	\$60.50
Long Distance Telephone charges.....	
<i>Actual Cost Plus 25% administration fee</i>	
Wired Internet Connection (per day).....	\$35.00
Wireless Internet Connections:	
<i>Individual Guest (per day).....</i>	\$11.00
2-80 Guests (per day).....	\$55.00
81-150 Guests (per day).....	\$88.00
150 + Guests (per day).....	\$220.00

*Denotes: limited quantity

Additional Services

Table Skirt*.....	\$19.00
8' Table*	\$22.00
8' Skirted Table*.....	\$36.00
Coffee Table.....	\$27.00
Red Leather Couch.....	\$27.00
Banner Hanging (per banner)	\$26.00
Bleacher Removal.....	<i>actual cost</i>
Bleacher Setup/Take Down	\$211.00
Piano (electric) Setup/Take Down	\$52.00

Event Maintenance Charges	\$45.00/hour
Statutory Holiday Rates	<i>actual cost</i>
Forklift Rental.....	<i>actual cost</i>
Hydraulic Lift (per day).....	\$36.00
Scissor Lift (operator not included):	
<i>Half-Day (up to 4hrs).....</i>	\$116.00
<i>Full-Day (more than 4hrs).....</i>	\$234.00
16" /24" high staging units (4'x8' panel).....	\$13.00/unit
48" high staging units (4'x8' panel).....	\$36.00/unit
Host Services.....	\$32.00/hour (4 hr min.)
Security Services	<i>actual cost + admin fee</i>
First Aid Services.....	<i>actual cost + admin fee</i>
SOCAN & Re:Sound Fees.....	<i>actual cost</i>
Catering	<i>actual cost</i>
Storage Service	\$32.00/day
LPF Coat Check Setup (includes tickets, coat racks, hangers, skirted table)	\$58.00
External Rentals - Rental Cost Plus 25% administration fee	
Lighting of the Cauldron.....	\$100.00

Commercial Merchandising Fees

Sellers provided by promoter:
20% of gross sales or as negotiated by designate
Sellers provided by City:
30% of gross sales or as negotiated by designate

Business Centre Services

Photocopying per page.....	\$0.35
Photocopying (100 + copies b&w).....	\$0.20
Printing per page.....	\$0.35
Fax – Outgoing (Local) per page.....	\$0.35
Fax – Outgoing (Long Distance) per page.....	\$0.60
Fax - Incoming per page.....	\$0.35

Please see your Event Coordinator for
confirmation on any services or pricing

Email: civiccentre@princegeorge.ca
Phone: (250)561-7723
Fax: (250)561-7737

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