



PRINCE GEORGE CONFERENCE
AND CIVIC CENTRE

Event Services Rates

Audio-Visual Services

42" Flat Screen Television/Monitor	\$110.00
Flipchart with Paper and Pen	\$29.00
Extra Paper	\$13.00
Portable White Board/ Pen/Brush*	\$23.00
Portable Projection Screen	\$27.00
9' x 12' Rear Projection Screen	\$148.00
12' x 12' Front Projection Screen	\$148.00
Projection Screen Dress Kit	\$103.00
Wired Microphone	\$37.00
Extension Cords*	\$11.00
Computer Cable Extension Cord	\$24.00
Lower Level Screen	\$148.00
Easel*	\$15.00
Podium*	\$50.00

Sound/Light Technician:
Actual Cost Plus 25% administration fee

Communication Services

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

Business Centre Services

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

Additional Services

Table Skirt*	\$20.00
8' Table*	\$23.00
8' Skirted Table*	\$37.00
Coffee Table	\$28.00
Red Leather Couch	\$28.00
Banner Hanging (<i>per banner</i>)	\$27.00
Bleacher Removal	<i>actual cost</i>
Bleacher Setup/Take Down	\$217.00
Piano (electric) Setup/Take Down	\$54.00
Event Maintenance Charges	\$46.00/hour
Statutory Holiday Rates	<i>actual cost</i>
Hydraulic Lift (<i>per day</i>)	\$37.00
Scissor Lift (operator not included):	
<i>Half-Day (up to 4hrs)</i>	\$119.00
<i>Full-Day (more than 4hrs)</i>	\$241.00
16"/24" staging units (4'x8' panel)	\$13.00/unit
48" staging units (4'x8' panel)	\$37.00/unit
Host Services (<i>4 hr min.</i>)	\$33.00/hour
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	\$33.00/day
LPF Coat Check Setup (<i>includes tickets, coat racks, hangers, skirted table</i>)	\$60.00
Lighting of the Cauldron	\$100.00

External Rentals:
Rental Cost Plus 25% administration fee

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

*Denotes limited quantity

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