

J.C. KELLAM 11TH FLOOR MEETING AND EVENT PRICING

	UNIVERSITY DEPARTMENT			OFFICES DIRECTLY ASSOCIATED WITH MEMBERS OF THE CABINET		
	Half Day 0-4 Hours	Full Day 4-8 Hours	8+ Hours	Half Day 0-4 Hours	Full Day 4-8 Hours	8+ Hours
JCK 11th Floor Ballroom	\$500	\$750	\$1,000	\$500	\$750	
JCK 11th Floor Executive Conference Rooms	No Charge	\$75	\$100	No Charge	No Charge	No Charge

ADDITIONAL REIMBURSABLE RATES

Dedicated Audiovisual Technician <i>***May be required when using special event spaces or determined necessary by Event Services***</i>	\$40/Hour (Per Technician) \$40 minimum
Additional Room Setup <i>Multiple setups within one room reservation, or a changed setup from standard in Executive Meeting Rooms A&B)</i>	50% of 0-4 Hour Room Rate (per Room) \$50 minimum

LABOR

Additional Setup/Cleanup/Rehearsal Time <i>Applicable on days outside of the event and dependent on availability</i>	50% of Half Day Rental Rate \$25 minimum
Late Cancellation <i>JCK 11th Floor Ballroom Only</i>	50% of Rental Rate
Day-of Cancellation / No-Show <i>JCK 11th Floor Ballroom Only</i>	Full Rental Rate
Damage / Stolen Items	Direct Cost
Event Security	Direct Cost