

Conference and Events Planning Equipment Rental Rates



EQUIPMENT	DESCRIPTION	RATE
50" flat-screen TV on cart	Flat-screen television with standard laptop connections; DVD/VHS combo unit available upon request at no extra cost	\$40/each
6' or 8' tables	Request quantity; linens/skirts are ordered through Bon Appetit (some spaces include tables)	\$10/each
60" rounds	Tables seat 8-10 people depending on chair size (some spaces include tables)	\$10/each
9' Steinway piano	\$300 to move off/on stage not included; tuning fees not included	\$250/day
A/V technician		\$45/hour
Assisted listening devices	Available to event guests	No charge
Bistro tables	Round cocktail tables available in two heights: 30" and 48" (some spaces include tables)	\$10/each
CD player	Two models available: single-disc CD player or "boom box" compact CD/cassette/tuner/speakers	\$10/each
Change classroom configuration	If classroom reconfiguration request has been approved by the Conference and Events Planning office, there will be a one-time reconfiguration charge	\$75/room
Choral risers	Each riser has three steps: bottom step is 63" wide, middle step is 69.5" wide, and top step is 79.5" wide (for use in Kaul only)	\$20/section
Cleaning fee	If additional cleaning is required after event has checked out, a cleaning fee will be assessed	\$75/hr
Coat racks	If delivered outside of Kaul Auditorium	\$10/each
Computer or iPod connected to sound system	Will connect licensee's computer to sound system	\$15/each
Cordless microphone	Shure SLX1 with Beta 87a handheld microphone or WL 185 cardioid lavalier mic	\$30/each
Desk lamp	Small lamps for desk use	\$5/each
Document camera		\$20/each
DVD player	Standard DVD player; Blu-ray player available upon request	\$15/each
Easels and flip charts	Metal easels with adjustable legs; whiteboards with clamp available or flip charts (does not include pens)	\$5/each
Event signs	Burgundy sandwich boards	\$25/each
Folding chairs	Indoor use chairs are included at no additional charge; outdoor use chairs are an additional fee	\$1/each

EQUIPMENT	DESCRIPTION	RATE
Harpichord	Price does not include moving or tuning	\$150/day
Kaul high-lumen large venue projector	10,000-lumen projector capable of HD resolution (1920 x 1080) with HDMI and VGA inputs; can only be used in Kaul	\$300/day
Late change fee	Staffing fee for any changes made less than two weeks prior to event	\$50/hour per person
Lecterns		\$50/each
Linen service	Includes pillow and case, fitted sheet, top sheet, towel, washcloth, hand towel, and blanket	\$20/set
Lost keys	Must be returned within three business days or the charge will apply	\$75/key
Mac computer	Requires two weeks advance notification; CEP to work with CUS	\$50/day
Mac laptop	Current model mid-tier laptop with MS Office, Keynote, internet apps	\$50/day
Metal patio tables	No charge to use; \$50 setup fee applies if tables need to be moved	No charge
Microphone	Several models available including Shure SM57, Shure SM58, Shure Beta 57, Shure MX18 (podium mic)	\$10/each
Music stands	Black Manhasset stands on (3) carts (for use in Kaul only)	No charge
Musician chairs	Blue Wenger musician chairs (for use on Kaul stage only)	No charge
Organ	Price does not include move to Kaul or tuning	\$75/day
Overhead transparency projector	Several models between 1,000 and 2,000 lumens	\$10/each
Phone in room	In event room	\$50/day
Piano tuning	Service provided by contracted tuner	\$150-\$250
Picnic tables	No charge to use; \$50 setup fee applies if tables need to be moved	No charge
Recording fees	Not available for all events and only available in certain spaces (Kaul, Vollum lecture hall); contact AV dept for availability and details; editing services not offered	\$45/hour
Setup fee	Setup fee is charged per room rental for set/strike of all equipment excluding dorm rooms; charge based on contract terms	\$75 when applicable
Shuttle signs		\$25/each
Small fans	For dorm rooms, summer conferences	\$5/each
Sound system	Includes powered mixer, microphone, and two speakers	\$50/each
Stage monitor	EAW LA 212, 12"x2" passive monitor in Kaul (limit 4), QSC k10s or similar for other spaces (limit 2); no charge in Kaul	\$50/each
Staging (indoor use)	4'x8' Wenger platform risers, available in 8", 16", 24", and 32" heights	\$25/section
Standing fans	Box fans	\$15/each
Support services fee	Additional staffing needed due to summer conferences	\$5/person
Wireless internet access	Wireless access code, computer help desk	\$125/day
Video/data projector	3,000-lumen projector capable of HD resolution (1,280 x 720), HDMI and VGA inputs	\$150/each