2024 / 2025 BASE+ EXTENDED COSTS - EQUIPMENT, LABOR, SERVICES

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| **BASE+ extended Items** | **Description** | **Per** | **Price/Unit** | **Notes** |
| **TABLE LINENS** | Tablecloth only: | Per table | $12.00 | Fees cover laundering and labor and replacement over time |
| Skirt only: | $8.00 |
| Cloth & skirt: | $16.00 |
| **CHAIR COVERS** | Spandex white chair covers - we have 200 in stockBlack non-stretch covers White non-stretch covers | per chair - you put on | $2.50 | We have covers only and don't have in house chair ties or bows. |
| Per chair - we put on | $5.00 |
| **AUDIO/SOUND REINFORCEMENT** | Portable speakers, added mics, cabling as necessary, etc. | Per ballroom area | $300.00 | In addition to the standard, included audio setup of 4 wireless mics per ballroom, 1 Direct input and house speakers for ballrooms, and simple plug and play computer speakers for meeting rooms. Excludes set up for live music. |
| Per meeting room or lobby area | $150.00 |
| **AUDIO GEAR access for audio contractors** | Allow audio contractors access to CH’s audio gear closet—no limits | Per event | $100.00 | Contractors usually provide their own gear but often need small items like extra cables or microphones. |
| **PROJECTOR/SCREEN custom locations** | Non-standard locations by request | Per location | $300.00 | For our moveable 12' screens and moveable epson projectors. |
| **OVER 3 PROJECTOR FEEDS in****Ballrooms** | Staff time to route extra cables for these types of set ups. | 4-5 feeds | $75.00 | Up to 3 separate projector feeds in all three ballrooms included in Base+ |
| **CONFERENCE MICROPHONES, setup** | conference table microphones, mixer, conference phone or zoom integration | Per setup | $500.00 | Not always available based on gear use in the building- please talk to our team before booking. |
| **Hybrid Meeting setup/consult** | Meeting owl or ballroom zoom integration | Per event / per space | $100.00 | Hybrid takes careful consideration and extra time for testing, set-up checks & routting |
| **POWER CIRCUITS, added** | additional power circuit runs beyond the included 5 circuits | Per (circuit x 5) | $75.00 | 5 circuits are included in the base price. Any additional long power runs that are dropped from the gird or cross major foot traffic areas are additional. |
| **LIGHTING, added theatrical** | for requested lighting beyond our standard Repretory light plot | Per lighting instrument | $40.00 | This item addresses very specific plots or area lighting requests, or lighting for decorational purposes. Our Repretory lights included in Base+ include basic stage washes for the 3 standard stage positions and the ballroom perimeter light, and a few middle positions. |
| **PIPE AND DRAPE (PND), added BARRACADES** | Added 8’ (or higher) PND, beyond the included 30 lf. | Per linear foot | $2.00 | We can include up to 30 LF of tall (8' or higher) PND. 3’ high PND (which can be typically used as stanchions stand-in) is included in the base cost.Barracades for concerts or beer gardens priced the same. |
| **EVENT BOX** | Box with sisors , tape, paper, and other assundries that our office often gets asked for | per event | $25.00 | If reusable items from the box inventory list (included in box) go missing when turned back in, a replacement charge will be assessed - see inventory for costs per item. |
| **GAFF TAPE** | For events that need full rolls of tape | per roll | $30.00 |  |
| **Allen and Heath SQ7 Sound Board** | For use by experienced audio techs only for large sound events | per event | $75.00 | Wear and tear fee |
| **ETC Ion Light board & fader wing** | For use by experienced light techs only for complicated light needs | per event | $75.00 | Wear and tear fee |
| **CLEARCOM, event crew communications** | A full Tx/Rx setup for clearcom | Per event | $60 - $250 | To be planned with the event techs. |

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| **PIANO, baby grand** | Ground level: | Per event | $125.00 | Not including tuning. |
| On elevated surface: | $400.00 |
| **PIANO, studio upright** | Ground level: | Per event | $75.00 | Not including tuning. |
| On elevated surface: | $200.00 |
| **BANNERS** | Banners (not backdrops) | Per event | $175.00 | Based on 2 labor hours average |
| **STAR DROP** | Hung on Tall Pipe and Drape stands | Per Event | $250.00 | Includes setting it to a color of your choosing |
| **LINE ARRAY SPEAKERS** | No move - Center cluster positon | Per event | $500.00 |  |
| Move to end stage position | Per event | $1,300.00 | To be used for professional arts events only - all other events to use house speakers or portable sound systems. |
| **RIGGING, SET PIECE or ANY SPECIAL EVENT DÉCOR** | Any specialized *hanging, structurally attached and/or potentially hazardous items* that require specialized staff time to safely install in the space. | Per event | ***Base $150******+ $75/hr*** | This would include rigged backdrops, specialized speaker hangs, suspended set pieces etc. |
| **SERVICES AND LABOR** |
| **COPIES/PRINTING** | Emergency day of printing for an event, does not include signage that CH staff put up for wayfinding | Per B&WCopy | $0.20 | First 20 pages of copies/printouts are included - charged per after that |
| Per ColorCopy | $0.50 |
| **EXCESS STAFF TIME** | Examples: Décor set up, excessive IT assistance, room changes, etc | per hour | $75.00 | We can't predict all client asks - Anything not on the list that take excessive staff time will get charged at the staff time rate - we can estimate after an ask ismade |
| **EXCESS EVENT CLEAN UP** | Balloons, Glitter, confetti, left behind décor or swag, excess spills or table clean up, boxes, trash not in recepticals, etc | per event | Base $100+ $75/hr | Be sure to check in with our team to make sure you know how to leave things to not incur this charge. |
| **BODILY FLUID CLEAN UP** | Blood, Vomit, Excriment clean up | per hour | Base $100+ $100/hr |  |
| **POST MIDNIGHT SURCHARGE** | For events that run past midnight and up to 2am | per hr | $100.00 |  |
| **REFUSE, excessive waste disposal** | Charge for excessively generated garbage or recycling | Per pick-up | ***$55*** | Covers extra dumpster pick ups & recycling pick ups |
| **GLASSWARE RENTAL** | Liquids dumped and glasses put back in racks for washing | per glass | $1.00 | For Non-profit groups operating a bar on an AMCO permit or others that wish to use our glassware instead of disposables |
| Glasses left on tables for staff to clean up | per event | $130.00 | This charge is ON TOP of the per glass fee |
| **LATE LAYOYUT/TECH CHANGE POLICY FEES** | The following charges are for changes made 2 weeks from the event or later. We reserve the right to decline changes if they are unreasonable or overtask our staff. | 30 min or less | $0.00 | Based on staff time to get the changes made. Any changes that require more than 120 min not previously discussed in meetings prior to the two week out cut off will be denied. |
| 31-60 min | $75.00 |
| 61 - 90 min | $165.00 |
| 91 - 120 min | $350.00 |
| **AUDIO/VIDEO/LIGHTING CONTRACTOR LIAISON FEES** | Interfacing with external event contractors will be met with an associated cost in order to cover staff time used in interfacing with and training the contractors on on our systems | Approved contractor list | $150.00 | These contractors are on our list of approved contractors who have all appropriate paperwork on file |
| New contractor | $250.00 | Contractor not on our list - extra effort needed to collect appropriate paperwork and train on our systems. |