

SEQUOIA CONFERENCE CENTER FACILITY USE FEE SCHEDULE		
	Commercial/Private	Non-Profit (W-9 Required)
	4 Hour Minimum	4 Hour Minimum
Conference Rooms A & B (One Function) Basic Tech included	\$160 Per Hour	\$130 Per Hour
Conference Room A Basic Tech Included	\$90 Per Hour	\$75 Per Hour
Conference Room B Basic Tech Included	\$115 Per Hour	\$100 Per Hour
Cleaning Fee 100+Guests with Food & Beverage	\$150 Flat Fee	\$150 Flat Fee
Kitchen Full Use	\$150 Flat Fee (includes China)	\$150 Flat Fee (Includes China)
Kitchen Partial Use	\$50 Flat Fee	\$50 Flat Fee
Tech Support Basic Plus	\$25 Per Hour	\$25 Per Hour
Tech Support Advanced	\$100 Per Hour/Per Room	\$100 Per Hour/Per Room
Stage (8'x4') Per Piece	\$15	\$15
Riser Per Piece	\$10	\$10

Note: Time of rental starts at set up and ends when the last person leaves.

Deposit: 4 hour minimum due at time of booking. Saturday Bookings require an 8 hour minimum. 4 hour bookings will only be considered if the event concludes prior to Noon.

Included in room rental:

Set up and tear down of tables and chairs

Basic Technology

Onsite staff for entire event

Definitions

Tech Support (Basic): Access to wireless internet, microphones, projection on one screen. Included in room rental.

Tech Support (Basic Plus): Access to wireless internet, microphones, cameras, projection on multiple screens.

Tech Support (Advanced): Use of full technology (video conferencing, multiple camera and projection changes) with HCOE technical staff on site for event.

Note: Rehearsals and pre-meetings will be charged per hour. Recording available for additional charge.

Kitchen (Partial): Use of refrigerators, warming ovens, freezer, ice, counter space.

Kitchen (Full): Preparation of food, onsite. Use includes all kitchen equipment and dishware

Reviewed: August 8, 2018