

# SERVICES AND EQUIPMENT GUIDE

## box office/ticketing

*(All advance ticketing must use Ticketmaster)*

MCC Box Office Fee	4.75% of gross ticket sales
Charge Card Fee	3.75% of all charges
Ticket Printing	\$ .24 per ticket

## convention service center

Copies – Black and White	\$ .22 each
Color Printed Pages	\$ .60 each
Fax Sent (1 <sup>st</sup> page)	\$ 4.50 each
Fax Sent (additional pages)	\$ 2.50 each
Fax Received (per page)	\$ 1.25 each
Event Sign (24"x 28")	\$ 13.00 each

## electrical/water service

120 Volt – 20 AMP Connection	\$ 75.00 each
208 Volt – 30 AMP Connection	\$ 90.00 each
Water Hook-ups	\$ 80.00 each

## equipment rental

Chairs	\$ 4.00 each
Dance Floor	\$ 365.00 each
Easel	\$ 12.50 each
Flip chart or easel (markers \$1.50 each)	\$ 17.50 each
Followspot	\$ 150.00 each, plus operator
Forklift (full day)	\$ 175.00 plus operator
Highlift (full day)	\$ 235.00 plus operator
Lectern	\$ 20.00
Piano – Baldwin 6' Baby Grand	\$ 170.00
Piano – Baldwin Upright	\$ 120.00
Piano – Steinway 9' Grand	\$ 220.00
Staging (dimensions vary)	\$ 20.00 each section
Tables – 8' banquet	\$ 11.00 each
Tables – 6' round	\$ 14.00 each
Table Linen	\$ 7.50
Table with Skirting	\$ 21.00
White Board (markers \$1.50 each)	\$ 17.50 small \$45.00 large

## event service fees

Personnel & Staffing	Hourly Rate
Box Office Seller	\$ 14.75
Box Office Seller Supervisor	\$ 15.50

Custodian Labor	\$38.50
Event Supervisor	\$ 18.50
First Aid (Level 1)	\$ 85.00
First Aid (Level 2)	\$ 180.00
First Aid required above Level 2	Quoted as needed
Piano Tuning	\$85.00/piano
Police (4 hr. minimum)	\$ 58.00
House Security	\$ 23.50
Stagehand (3 hr. minimum)	\$ 22.00
Stagehand Performance Rate (3 hr. minimum)	\$ 24.00
Stagehand Steward (3 hr. minimum)	\$ 23.75
Rigger (4 hr. minimum)	\$ 31.00
Runner (per day, plus rental vehicle)	\$ 215.00
Usher/Ticket Taker/Doorman	\$ 11.50
Usher (Head)	\$ 15.25

## telecommunications

Telephone line <i>(DOES NOT include phone)</i>	\$155 ea. + long distance
Two-way Radios	\$ 30.00 each per day

## network services

Wireless Internet	
1.5 Mbps upload/download	
Pre-order	\$20.00/day per user
Day of event	\$30.00/day per user
<i>Wi-Fi is available for attendees and patrons throughout the facility via credit card.</i>	
Wired Internet	
3.0 Mbps upload/download	
Pre-order	\$75.00/day per user
Day of event	\$125.00/day per user
Internal Network Connection	\$ 40.00 per event
Customer supplied network	
Cable Television Connection	\$ 55.00 per event
<i>(DOES NOT include TV)</i>	

***For audio visual services, please see the A/V Guide. Additional Services & Equipment Available Upon Request. All prices effective January 1 – December 31, 2009 and subject to change without notice.***

*MCC is a division of the Park & Recreation Department, City of Rochester*