

Event Support Services

Event Support Services has available four LCD projectors, three computers on carts for use throughout Cartwright Center, and a state-of-the-art PA system for both small and national entertainment acts. In addition, Event Support Services offers service outside of the traditional confines of the student center buildings (Cartwright and Whitney). This includes events held at the Clock Tower, outdoor campus events, the Hollywood Theater, Mitchell Hall, and Toland Theater in Center for the Arts, as well as local events at Viterbo, WWTC, and in the local community.

Production staff time will be billed in the following way:

Labor Rates By Category

Category A - \$7.00 per hour (Category A customers do not pay for the first 4 hours of labor for any event in Cartwright Center or Whitney Center. The full labor charge is assessed for all events outside of these locations.)

Category B - \$7.00 per hour

Category C - \$8.00 per hour

Category D - \$10.00 per hour

Category E - \$10.00 per hour

Note: Labor hours are figured by the total number of staff hours worked per event. Therefore, three production staff at four hours would be billed at 12 total hours.

Equipment charges

Due to the increasing demand for equipment that is expensive to both purchase and upkeep, modest charges will be assessed for most user categories. Rates were determined by researching other UW system universities, comparisons to area hotel conference facilities, and maintenance costs to keep the equipment running.

Equipment	Category A	Category B	Category C	Categories D & E
* Denotes Production Staff requirement. The rates listed below do not include any labor charges for production staff.				
*Audio System – A1	150.00	225.00	250.00	399.00
*Audio System – A2	150.00	225.00	250.00	399.00
*Audio System – A3	225.00	350.00	400.00	699.00
*Audio System – A Full	425.00	675.00	725.00	1,050.00
*Audio System – B1	125.00	175.00	200.00	250.00
*Audio System – C1	20.00	30.00	35.00	60.00
*Audio System – C2	10.00	20.00	25.00	40.00
*Audio System – C3	45.00	60.00	65.00	90.00
*Audio System DJ/Karaoke Systems – DJ1	40.00	50.00	55.00	80.00
*Audio System DJ/Karaoke Systems – DJ2	60.00	80.00	90.00	120.00
*Audio System – M (Monitor)	50.00	60.00	65.00	100.00
*Audio System – Valhalla House System	-	10.00	20.00	35.00
Audio System – All in-wall systems (Valhalla A &/or B, Port O' Call, Ward Room, 337, 339)	-	-	-	-
Bandshell	-	-	25.00	50.00
Boombox w/ CD	-	-	5.00	5.00
*Clearcom System – Valhalla only	-	-	15.00	30.00

Cassette Tapes (available from the book store)	-	-	-	-
Computer	-	10.00	15.00	25.00
Network Connection	-	-	10.00	15.00
Remote Mouse	-	5.00	10.00	15.00
Zip Drive	-	5.00	10.00	15.00
Dance Floor *No charge for Cat. A with help from organization.	*25.00	40.00	75.00	100.00
Easel	-	-	5.00	5.00
Flip Chart	-	-	5.00	5.00
Flip Chart W/ Dry Erase	-	-	5.00	5.00
Flip Chart Pad	15.00	15.00	15.00	15.00
*K2 Mixing Console – Upgrade for Midas board for use with the A series sound systems	50.00	60.00	65.00	100.00
Laser Pointer	-	-	5.00	5.00
LCD Multimedia Projector – includes VCR (less than 4 hrs.)	-	10.00	35.00	60.00
LCD Multimedia Projector – includes VCR (4+ hours)	-	15.00	60.00	100.00
*LCD Projector – Valhalla Ceiling Mount (less than 4 hours)	-	10.00	35.00	60.00
*LCD Projector – Valhalla Ceiling Mount (4+ hours)	-	15.00	60.00	100.00
*LCD Projector - outside the Centers' buildings	25.00	55.00	85.00	125.00
*Lights – Cellar stage lights	-	15.00	20.00	30.00
*Lights – Chars stage lights	-	10.00	15.00	25.00
*Lights – Tree	15.00	20.00	25.00	35.00
*Lights – Valhalla Stage	-	25.00	30.00	40.00
*Microphone: Lavalier Mic Valhalla only	-	5.00	15.00	25.00
*Microphone: Handheld Cordless 1 Valhalla only	-	5.00	15.00	25.00
*Microphone: Handheld Cordless 2 Valhalla only	-	5.00	15.00	25.00
Overhead Projector – High Density (Valhalla Only)	-	-	10.00	15.00
Overhead Projector	-	-	10.00	15.00
Piano (Upright)	-	-	-	-
Piano (Electric/Clavinova)	-	-	15.00	25.00
Piano (Baby Grand) – Valhalla stage only.	-	-	20.00	40.00
Piano Tuning	55.00	55.00	55.00	55.00
*Power Distribution Box (set up outside – includes labor charge)	25.00	25.00	30.00	35.00
*Press/Media Passive Splitter	-	-	10.00	20.00
Radios (Family Band - up to 4)	5.00	5.00	10.00	15.00
Slide Projector	-	-	10.00	15.00
Slide Projector with wireless remote (Includes Valhalla projector)	-	-	15.00	20.00
Staging (Trailer stage – 24' X 8')	125.00	125.00	125.00	150.00
*Staging (Trailer stage – 24' X 16') Outside rental subject to availability	200.00	200.00	200.00	250.00
Staging (4'X6') charged per section	-	-	5.00	10.00
Staging (4'X8') charged per section	-	-	5.00	10.00
Tape Deck (Marantz portable)	-	-	10.00	15.00
Telephone (Speaker)	-	-	5.00	10.00
TOA amp	-	-	10.00	15.00
TOA amp w/ 8 D batteries	7.00	7.00	15.00	20.00
TV/VCR	-	-	15.00	20.00
*VCR (SVHS) – Valhalla Only	-	-	15.00	20.00
Video Projector (Eiki) – includes VCR	-	5.00	15.00	20.00
Visualizer (Needs LCD projector to project image)	-	10.00	25.00	40.00