

DONALD L. HOUSTON CENTER SPECIAL EVENTS PRICING

CONFERENCE / MEETING ROOM	ROOM RATE
Atrium/Lobby	\$100/day
110 (Auditorium)	\$175/day
124 (Executive Conference Room)	\$220/day (all inclusive)

NOTE: Half-day Rate is considered less than 4 hours with NO room set-up change, NO AV requirements, and NO food set up/catering (just in and out); otherwise it will be a full-day charge

ADDITIONAL FEES-BASED SERVICES

Budget Administration

- Price proposals/Invoices/IDTs/deposits
- ½ day.....\$ 75.00
 - 1 day.....\$125.00
 - 2 or more days starting at.....\$150.00

Logistics Management

- Pre-event logistics including room set-up/clean-up
- Without meals/refreshments
 - ½ day.....\$ 75.00
 - 1 day.....\$100.00
 - With meals/refreshments
 - ½ day.....\$100.00
 - 1 day.....\$150.00

Note: Additional fees will be assessed for cleaning that requires janitorial services

Parking

Additional parking fees may be incurred if there is a need to use alternative parking.

Handicap Access

The Donald L. Houston Building has handicap access.

Complimentary

- Parking at the Donald L. Houston Building
- Outdoor picnic area
- Walking trails nearby in Research Park

OPTIONAL RESOURCES

IP Technology

- Computer \$ 25.00
- Internet access (per day per room). \$ 50.00
- Microphone, lapel..... \$ 30.00
- Microphone, tabletop \$ 30.00
- Multimedia Projector \$ 50.00
- Overhead Projector..... \$ 15.00
- Speaker Phone \$ 10.00
- Sound System (incl. lapel mic)..... \$ 50.00
- Wireless (1st account) **FREE**
- Wireless (each add'l account)..... \$ 5.00

Note: Charges are per day unless otherwise noted

In-house Amenities

- Coffee (per pot) \$ 20.00
- Copies
 - Black & White \$ 0.15
 - Color..... \$ 0.50
- Easels (tripod) \$ 2.00
- Fax
 - Local (per page) \$ 0.50
 - Long distance (per page) \$ 1.00
- Flip Chart easel w/o paper \$ 5.00
- Flip Chart easel w/ paper \$ 10.00

After Hours/Weekends

Events hosted after normal business hours and during the weekend are charged a premium hourly rate of \$35 per hour (any part of an hour constitutes one hour).

CAPSO Management Fee

Full-service event coordination with registration

- ½ -day - 2 days – 15%
- 3 or more days - 25%

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