

DONALD L. HOUSTON CENTER SPECIAL EVENT PRICING SCHEDULE

CONFERENCE / MEETING ROOM:	ROOM RATE:
108 A or B only	\$75/day
108 A & B combined	\$150/day
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

FEES ASSESSED IN ADDITION TO ROOM RATE

Budget Administration

Price proposals/Invoices/IDTs/deposits

- ½ day – \$50
- 1 day – \$100
- 2 or more days – \$150+

Logistics Management

Pre-event logistics including room set-up/clean-up

- Without meals/refreshments
 - ½ day = \$50
 - 1 day = \$100
- With meals/refreshments
 - ½ day = \$75
 - 1 day = \$150

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

Complimentary

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

Donald L. Houston Center
200 Discovery Drive Suite 101
4460 TAMU
College Station, TX 77843-4460

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http://capso.tamu.edu

OPTIONAL SERVICES

IP Technology

- Internet access – \$50 per day per room
- AV set-up – \$30 per day per room

In-house Amenities

- Coffee = \$18 per pot
- Copies
 - Black & White = \$ 0.10
 - Color = \$ 0.20
- Fax = \$ 0.50 per page

Parking

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

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 a whole hour).

CAPSO Management Fee

Full-service event coordination with registration

- ½ day – 5%
- 1-2 days – 15%
- 3 or more days - 25%