



HRCC Event-Related Charges

Effective February 1, 2019. Subject to change without notice.

General Equipment

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|---|--------------------------|-----------|
| Carts | \$250 ea. | If Lost |
| Chair- Folding | \$1 ea. | Per Event |
| Chair- Ballroom | \$1 ea. | Per Event |
| Full Length Mirror | \$15 | Per Event |
| Highback Bar Stool | \$15 | Per Event |
| Black Leather Lounge Chair | \$15 | Per Event |
| Coat Rack | <i>No Charge</i> | |
| Dance Floor (12'x12') | \$125 | Per Event |
| Dance Floor (up to 24'x24') | \$250 | Per Event |
| Dance Floor (up to 32'x32') | \$350 | Per Event |
| Dance Floor (over 32'x32') | Call for Pricing | Per Event |
| Easel | \$10 ea. | Per Event |
| Risers, 6'x8' piece | \$18 ea. | Per Event |
| Staging, 4'x8' piece | \$25 ea. | Per Event |
| Pipe & Drape | \$3/ft | Per Event |
| Stanchion for Box Office queueing | <i>No Charge</i> | |
| Stanchion | \$10 ea. | Per Event |
| Table, bare | \$10 ea. | Per Event |
| Table, clothed & skirted | \$20 ea. | Per Event |
| Single Extension Cord | \$20 | Per Event |
| Multi-plug Power Strip | \$20 | Per Event |
| Vendor Table Package* | \$25 ea. - Inside Room | Per Event |
| [*Includes (1) Table, clothed & skirted and (2) Chairs] | \$125 ea. - Outside Room | |
| Water Cooler Station | \$15 ea. | Per Event |

Facility Equipment

*Per hour - 1 hour minimum, anything more than 8 hours will be an extra \$125 per hour. All equipment rental charges include operator labor. Please schedule operator hours with your Event Manager.

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|---|----------------|---------------|
| 32' Boom Lift | \$125 per hour | \$350 per day |
| 32' Scissor Lift | \$75 per hour | \$250 per day |
| Forklift (Weight 5000 lbs.) | \$50 per hour | \$250 per day |
| *Rental includes 1 propane tank, any additional tanks needed will be billed at \$45 per tank. | | |

Services

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|---|--------------|--------------|
| Amenities | \$2/Attendee | Per Set |
| After Hours Access (12am-6am) | \$125 | Per Event |
| Safe Rental | \$25 | Per Event |
| Core Changing on Locks | \$100 | Per Door |
| Dumpster Rental and Pull | \$470 | Per Dumpster |
| Dumpster Pull | \$200 | Per Dumpster |
| Dumpster Tipping Fee | \$50 | Per Dumpster |
| Cleaning Fee- Ballroom (Per Section for Exhibits) | \$250 | Per Event |
| Cleaning Fee- Exhibit Hall (Per Section) | \$600 | Per Event |
| Cleaning Fee- Conference Room (Per Section) | \$50 | Per Event |
| Cleaning Fee- Meeting Room | \$50 | Per Event |
| Balloon Removal Fee | \$200 | Per Event |
| Removal of Exhibit Hall Lighting | \$75/Bulb | Per Event |

Event Staff/ Labor

* All labor is based on a four (4) hour minimum per day.

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|---|----------------------------------|--|
| Box Office Staff *Based on (1) Manager and (5) additional staff Please note that a chargeback of 3.5% of all credit card ticket sales collected by the box office on behalf of the client during box office operations will be assessed to the Final Event Settlement | \$600/day | Per Event |
| Dock Master | \$18/hr | Per Event |
| Door Guard | \$11/hr | Per Event |
| Electrician *Service above 50 Amps requires custom installation to be billed at the hourly rate, with a one (1) hour minimum required. | \$45/hr \$67.50/hr \$90/hr | Business Hours Overtime Holiday |
| Housekeeping & Changeover Personnel | \$15/hr | Per Event |
| Hampton Police Officer | \$45/hr | Per Event |
| Hampton Police Officer Overtime | 65/hr | Per Event |
| Mid-Day Room Changeover Personnel Minimum of (2) people | \$25/hr | Per Person / Per Event |
| Technical Support | \$65/hr | Per Event |
| Security Guard | \$21/hr | Per Event |
| Ticket Taker | \$11/hr | Per Event |

1. Additional labor and equipment charges not listed may apply depending on event requirements.
2. All rates and fees are subject to change without notice. Please contact an Event Manager for specific cost estimates.
3. All equipment charges are subject to the current 6% State of VA Sales Tax Rate.
4. All equipment and personnel are limited in quantity and subject to availability. Additional equipment and personnel may be available subject to market price.