



# HRCC Event-Related Charges

Effective February 1, 2023. Subject to change without notice.

## General Equipment

Carts	\$250 ea.	If Lost
Chair- Folding	\$2 ea.	Per Event
Chair- Ballroom	\$2 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')	\$175	Per Event
Dance Floor (up to 24'x24')	\$275	Per Event
Dance Floor (up to 32'x32')	\$375	Per Event
Dance Floor (over 32'x32')	Call for Pricing	Per Event
Easel	\$15 ea.	Per Event
Risers, 6'x8' piece	\$20 ea.	Per Event
Staging, 4'x8' piece	\$30 ea.	Per Event
Pipe & Drape	\$3/ft	Per Event
Stanchion for Box Office queueing	<i>No Charge</i>	
Stanchion	\$15 ea.	Per Event
Table, bare	\$12 ea.	Per Event
Table, clothed & skirted	\$25 ea.	Per Event
Single Extension Cord	\$30	Per Event
Multi-plug Power Strip	\$30	Per Event
Vendor Table Package*	\$35 ea. - Inside Room	Per Event
[*Includes (1) Table, clothed & skirted and (2) Chairs]	\$125 ea. - Outside Room	
Water Cooler Station	\$25 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.

32' Boom Lift	\$150 per hour	\$400 per day
32' Scissor Lift	\$100 per hour	\$300 per day
Forklift (Weight 5000 lbs.)	\$75 per hour	\$300 per day
*Rental includes 1 propane tank, any additional tanks needed will be billed at \$45 per tank.		

## Services

Amenities	\$2/Attendee	Per Set
After Hours Access (12am-6am)	\$125	Per Event
Safe Rental	\$25	Per Event
Core Changing on Locks	\$150	Per Door
Dumpster Rental and Pull	\$525	Per Dumpster
Dumpster Pull	\$250	Per Dumpster
Dumpster Tipping Fee	\$75	Per Dumpster
Cleaning Fee- Ballroom (Per Section for Exhibits)	\$300	Per Event
Cleaning Fee- Exhibit Hall ( Per Section)	\$750	Per Event
Cleaning Fee- Conference Room ( Per Section)	\$75	Per Event
Cleaning Fee- Meeting Room	\$75	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.

Box Office Staff *Based on (1) Manager and (4) additional staff <b>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</b>	\$750/8 hour day	Per Day
Box Office with windows over 8 hours	\$750 plus \$200/for ea. add. hr.	Per Day
Dock Master	\$30/hr	Per Event
Door Guard	\$30/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.	\$65/hr \$100/hr \$130/hr	Business Hours Overtime Holiday
Housekeeping & Changeover Personnel	\$25/hr	Per Event
Hampton Police Officer	\$60/hr	Per Event
Hampton Police Officer Overtime	\$75/hr	Per Event
Hampton Fire Marshal	\$60/hr	Per Event
Mid-Day Room Changeover Personnel Minimum of (2) people	\$25/hr	Per Person / Per Event
Technical Support	\$65/hr	Per Event
Public Safety Guard	\$25/hr	Per Event
Ticket Taker	\$20/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.