



HRCC Event-Related Charges

Effective May 1, 2024. Subject to change without notice.

Audio-Visual Equipment

Wired Microphone	\$35 ea.	Per Event
Wireless Microphone, Handheld	\$100 ea.	Per Event
Mixer, 4 Channel	\$40 ea.	Per Day
Mixer, 8 Channel	\$80 ea.	Per Day
Mixer Patch to House Sound System	\$250	Per Event

General Equipment

Carts	\$250 ea.	If Lost
Chair- Folding	\$2 ea.	Per Event
Chair- Banquet	\$3 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
Cocktail round, clothed & skirted	\$20 ea.	Per Event
Single Extension Cord	\$40	Per Event
Multi-outlet Power Strip	\$30	Per Event
Vendor Table Package* [*Includes (1) Table, clothed & skirted and (2) Chairs]	\$35 ea. - Inside Room \$125 ea. - Outside Room	Per Event
Water Cooler Station	\$25 ea. \$25/per refill	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 do **NOT** include operator labor. Please schedule operator hours with your Event Manager. Proof of operator license required if not utilizing facility provided operator.

32' Boom Lift	\$150 per hour	\$400 per day
32' Scissor Lift	\$100 per hour	\$300 per day
Forklift (Machine weight: 5000 lbs.) (Fork height: max 170in.) (Fork capacity: max 4,600lbs - Higher the forks, lower the max capacity) *Rental includes 1 propane tank, any additional tanks needed will be billed at \$45 per tank.	\$75 per hour	\$300 per day
Operator	\$30 per hour	\$240 per day

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	\$575	Per Dumpster
Dumpster Pull	\$120	Per Pull
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
Banner Hanging (standard/small)	\$75 up and \$75 down	Per Banner
Banner Hanging (3-D and/or large)	\$125 up and \$125 down	Per Banner

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 Please note that a chargeback of 3.5% of all credit card ticket sales collected by the box	\$1,000/8 hour day	Per Day
Box Office with windows over 8 hours	\$1,000 plus \$200/for ea. add. hr.	Per Day
Auditor Fee* Based on client run box office	\$300	Per Event Day
Dock Master	\$35/hr	Per Event
Door Guard	\$35/hr	Per Event
Electrician *Service above 30 Amps requires custom installation to be billed at the hourly rate, with a three (3) hour minimum required.	Minimum: \$270/weekday or \$330/weekend/ or \$390/holiday Each additional hour: +\$90/hr/weekdays +\$110/hr/OT/weekends +\$130/hr/holiday	Business Hours/ Overtime/ Weekend/ Holiday
Housekeeping Personnel	\$35/hr	Per Event
Hampton Police Officer	\$60/hr	Per Event
Hampton Police Officer - Overtime	\$75/hr	Per Event
Hampton Fire Marshal	\$75/hr	Per Event
Mid-day Room Changeover Personnel Minimum of (2) people	\$35/hr	Per Person / Per Event
Technical Support	\$65/hr	Per Event
Public Safety Guard	\$35 - \$40/hr	Per Event
Event Staff	\$35/hr	Per Event
Medics	Prevailing Rate	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.