

University Center Facility Fee Schedule 2011-2012 For Joint-Sponsored and Special Events

EFFECTIVE SEPTEMBER 1, 2011

	Not Charging Admission		Charging Admission
	Events During Normal Operating Hours	Before or After Regular Hours (A 2 hr minimum will be charged)	Anytime
Joint-Sponsored and Special Events			
Small Meeting Rooms	\$33.00/hr	\$55.00/hr	\$85.00/hr
Bexar, Travis, Harris	\$55.00/hr	\$83.00/hr	\$110.00/hr
Retama Auditorium	\$83.00/hr	\$110.00/hr	\$165.00/hr
Ballroom 1, Ballroom 2, Denman	\$83.00/hr (4 hrs minimum)	\$110.00/hr	\$165.00/hr (4 hrs minimum)
Ballroom 1 & 2 (Combined)	\$165.00/hr (4 hrs minimum)	\$193.00/hr	\$220.00/hr (4 hrs minimum)
Gallerias–Retama, Denman, Ballroom	\$83.00/hr	\$110.00/hr	\$165.00/hr
Ski Lodge or Alamo Lounge	\$55.00/hr	\$83.00/hr	\$110.00/hr
UC Food Court or General Areas of UC	\$83.00/hr	\$110.00/hr	\$165.00/hr

Additional Fees		
Damage Deposit (Refundable)	Required for weddings and special events.	\$500.00
After Hours Fee	Required outside operating hours.	\$150.00 per hour
No Show/Cancellation	Less than 24 hours prior to event for small meeting rooms or less than 72 hours prior to event for large meeting rooms and Ballrooms.	Before or after regular hours rate per hour.
Late Add-ons/Changes to Set-up	Less than 72 hours prior to event.	\$50.00 plus labor
Paseo	Set up and equipment fees apply.	

Note:
Admission is defined as: enrollment fees, registration fees, admission fees, monetary donation, etc.
In all situations where security, custodial, or other costs are incurred, these will be billed to the user.

Special Event Packages - Weddings, Quinceañera, etc.		
Ballroom 1 & 2		Denman Ballroom
Standard Package - \$2,500.00 (includes 6-hr. event, 2-hr. setup time and a 1-hr. tear-down time. Additional hours are \$300 per hour. Includes 72" tables, chairs, basic a/v package, pre-function/bridal room and housekeeping.)		Standard Package - \$1,700.00 (includes 6-hr. event, 2-hr. setup time and a 1-hr. tear-down time. Additional hours are \$250 per hour. Includes 60" tables, chairs, basic a/v package, pre-function/bridal room and housekeeping.)
Basic A/V Package Includes: Connection of client laptop to 1 projector and 1 screen and 1 wireless hand-held microphone to house speakers. Basic lighting and 2 hours of technical assistance from start of event.		
Ballroom Gold Package - Includes Standard package plus: Digital signage, hanging columns and lights, 1 small stage, 1 additional microphone, projector, screen and A/V Technician for 4 hours from start of event.		\$3,400.00
Denman Gold Package - Includes Standard package plus: Digital signage, hanging columns and lights, 1 small stage, 1 additional microphone, portable projector, portable screen and A/V Technician for 4 hours from start of event.		\$2,800.00
Ballroom Platinum Package - Includes Standard and Gold packages plus: Complete SkyPar system (screens and lights), 1 simple gobo creation and projection, 1 large stage, 25 lighted table centerpieces, 1 additional microphone, portable projector, portable screen and 2 A/V Technicians dedicated for duration of event.		\$4,800.00
Denman Platinum Package - Includes Standard and Gold packages plus: Denman SkyPar system, 1 simple gobo creation and projection, 1 large stage, 25 lighted table centerpieces, 1 additional microphone, portable projector, portable screen and 2 A/V Technicians dedicated for duration of event.		\$4,000.00

Additional A/V equipment or services may be added a la carte'

Computers and Projectors	
Computer (with Wireless PowerPoint Remote)	\$35 for each hour \$75 up to 3 hours \$100 more than 3 hrs
LCD Projectors (Ceiling Mounted) (Client must supply personal computer)	\$35 for each hour \$75 up to 3 hours \$100 more than 3 hrs
Video Projector - Portable	\$35 for each hour \$75 up to 3 hours \$100 more than 3 hrs
Overhead Transparency Projector/Cart	\$10 per hour
Wireless PowerPoint Remote w/ USB Adapter	\$5.00

Screens	
Portable/Tri-Pod Screens	\$15.00
SkyPar Screens (Ballroom Use Only)	\$400.00

Sound Systems & Support Equipment	
System I - Mini PA system	\$50.00
XLR Audio Cable	\$2.00
Handheld Microphone/Lavaliere	\$10.00
Microphone Stand	\$10.00
Portable Boom Box Stereo/CD	\$10.00

Important: The following items require an AV Tech for set-up, operation, and breakdown. Please see (*) note below.

System II - Small PA system *	\$150.00
System III - Large PA system *	\$225.00
System IV- Major PA system *	\$600.00
Audio Mixers *	\$40.00
Wireless Microphone Headset *	\$50.00

Video Systems and Support Equipment	
Flat Screen 47" TV/Roll Around Cart	\$100.00
Video Conferencing System w/ 47" TV	\$60 per hour
TV/DVD/VCR Combo/Roll Around Cart	\$40.00
Portable DVD/VCR Combo	\$25.00

Lighting Systems	
Follow Spot (AV Tech Required)	\$25 per hour
Large Lighting System	\$50 per hour
Small Lighting System	\$25 per hour
SkyPar Lighting	\$250.00
SkyPar Columns	\$170.00
Disc Lights (Under Table)	\$11.00
Abstract/Glass Bowl Centerpiece (each)	\$10.00
LED Single color light (each)	\$25.00
GOBO - Creation	\$75.00
GOBO - Projector/Spotlight/Rigging	\$30 per hour

* Client will be provided an AV Technician at designated times for set-up and teardown of event as designated by the UC. AV Technician will also be provided during event with a 2 hour maximum length for actual event. After the 2 hours, client will be charged a rate of \$25.00 per hour for technician services.

Linens	
Booth Package: 3 sides pipe/drape, 6' skirted table, & trash can	\$25.00
Napkins (various colors available) (each)	\$3.00
Pipe and Drape (per 10 ft. Section)	\$25.00
Table Skirts (with clips) (each)	\$15.00
Table Cloths (each)	\$15.00
Table Covers (Aluminum)	\$10.00
Table Covers (Spandex) for Cocktail/Rounds	\$12.00

Miscellaneous	
Coat Rack	\$10.00
Easel	\$5.00 each
Electrical Extension Cord or Power Strip	\$2.00
Flip Chart with Paper	\$25.00 each
Steinway Piano	\$200.00
Carpet Runways (Set-Up Fee)	\$25.00
Stanchions (set of 3)	\$10.00
Stool	\$5.00
Table Number Stands	\$1.00 each
Cocktail Tables	\$7.00 each
Shoji Screens	\$10.00 each
Whiteboard (Portable)	\$10.00

Staging and Outdoor Use	
The UC has a variety of indoor staging available for use. Up to 2 (two) 4'x8' sections can be set-up at no charge. Additional staging is available for a fee depending upon the amount of staging and the labor required for your individual set-up. Event Managers can provide more details.	
Outdoor Staging	Same as indoor staging plus required labor
Outdoor Use of Chairs	\$1.00 each
Outdoor Use of Table (1) & Chairs (2)	\$3.00
Outdoor Use of Podium	\$15.00

Labor	
Housekeeping - Required for events of 100+ guests with food, and 350+ without food; or as assessed by UC.	\$150.00
Restoration - May be required for above and beyond normal and reasonable cleaning to return room to original condition.	As assessed by UC
Banner hanging	\$50.00 each
After hours fee - personnel (per hour)	\$150.00
A/V Technician (per hour)	\$25.00
Building Supervisor (per hour)	\$18.00
Crew Leader (per hour)	\$12.00
Student workers (per hour)	\$10.00
Event Manager (per hour)	\$25.00

Video Service	
HD (high definition) video recording	\$150 per event hour
Video recording-simple editing	\$30 per hour

Digital Signage	
Simple graphics or client-supplied visual media displayed	\$10.00

UC Fees are subject to change.