

SEQUOIA CONFERENCE CENTER FACILITY USE FEE SCHEDULE		
	Commercial/Private	Non-Profit (W-9 Required)
	4 Hour Minimum	4 Hour Minimum
Conference Rooms A & B (One Function) Basic Tech included	\$140 Per Hour	\$110 Per Hour
Conference Room A Basic Tech Included	\$80 Per Hour	\$65 Per Hour
Conference Room B Basic Tech Included	\$100 Per Hour	\$85 Per Hour
Cleaning Fee 100+Guests with Food & Beverage	\$150 Flat Fee	\$150 Flat Fee
Kitchen Full Use	\$150 Flat Fee	\$150 Flat Fee
Kitchen Partial Use	\$50 Flat Fee	\$50 Flat Fee
China Rental	\$2.10 Per Person	\$1.70 Per Person
Tech Support Basic Plus	\$25 Per Hour	\$25 Per Hour
Tech Support Advanced	\$100 Per Hour/Per Room	\$100 Per Hour/Per Room
Stage (6'x3') Per Piece	\$15	\$15
Riser Per Piece	\$10	\$10
Coffee Service 4 Hours Basic	\$2.50 Per Person	\$2.50 Per Person
Coffee Service 4 Hours Seattle's Best	\$3.50 Per Person	\$3.50 Per Person
Coffee Service 8 Hours Basic	\$3.50 Per Person	\$3.50 Per Person
Coffee Service 8 Hours Seattle's Best	\$4.50 Per Person	\$4.50 Per Person

**Note:** Time of rental starts at set up and ends when the last person leaves.

**Deposit:** Four hour minimum due at time of booking.

**Included in room rental:**

Set up and tear down of tables and chairs

Basic Technology

Onsite staff for entire event

**Definitions**

**Tech Support (Basic):** Access to wireless internet, microphones, projection on one screen. Included in room rental.

**Tech Support (Basic Plus):** Access to wireless internet, microphones, cameras, projection on multiple screens.

**Tech Support (Advanced):** Use of full technology (video conferencing, multiple camera and projection changes) with HCOE technical staff on site for event. **Note:** Rehearsals and pre-meetings will be charged per hour. Recording available for additional charge.

**Kitchen (Partial):** Use of refrigerators, warming ovens, freezer, ice, counter space.

**Kitchen (Full):** Preparation of food, onsite. Use includes all kitchen equipment.

**China Rental:** Use of all china, silverware and glassware. **Note:** Individual items can be ordered (Inquire for price).