



## CONFERENCE SERVICES FEE SCHEDULE

### Bush Chapel

University attendant required

- \$175/hour; \$750/day; plus A/V equipment and technician services

This includes standard auditorium and stage setup and general cleaning. Special setups and excessive cleaning will be assessed and charged on an individual basis.

#### Weddings

- \$900 for the general public
- \$600 for SEU alumni and dependants of employees
- \$475 for SEU students and employees

These prices include prior evening rehearsal, standard auditorium, bridal dressing room, stage setup and general cleaning. They do not include A/V equipment and technician services. Special setups and excessive cleaning will be assessed and charged on an individual basis.

#### Outdoor Weddings (under 75 people)

- \$75/hour (attendant, sound and A/V are additional)

### Bush Chapel Sound System Options

#### Option 1 (Vocal-Only)

- \$50/day

This system is installed in Bush Chapel, set up for speech only. No technician required (system turned on and microphone volume preset). This sound system consists of the following:

Microphone                      House Speakers

#### Option 2 (Small System)

- \$100/day, Sound technician required

This sound system can be used for small weddings and consists of the following:

4 Microphones                      Monitor  
1 CD Player                          House Speakers

#### Option 3 (Medium System for Small Band)

- \$225/day, Sound technician required

This sound system consists of the following:

1 16 Channel Mackie                6 SM58 Instrumental Mics  
1 CD/Tape Deck                      2 SM57 Instrumental Mics  
1 Dual 32 Channel EQ                2 Extension Cords  
2 Amps                                  2 Speaker Stands  
2 High Pack Speakers                5 Microphone Stands  
2 Subwoofers                          Microphone & Speaker Cords  
4 Monitors                              1 2-Way Crossover

#### Option 4 (Full System)

- \$300/day, Sound technician required

This system and option can accommodate most any event.

56 Channel Board                      6 Floor Monitors  
2 Channels of Effects                4 Independent monitor sends  
1 Mini-Disk Player                      2 CD/Tape Decks  
5 SM57 Instrumental Mics            6 SM58 Instrumental Mics  
4 SM81 Instrumental Mics            CAD Drum Microphones  
4 SM58 Betas                              Wireless lapel

Meyers front of house system

### Bush Chapel Multimedia Screen System

- \$100/day

### Bush Chapel Smart Lighting

- \$150/day, plus technician at \$30/hour

### Bush Chapel Electrical Tie-In

- \$150/day

Required when bringing in outside A/V equipment. Request must be made a minimum of five business days in advance.

### Mechanical Lift Technician

- \$50/hour

To adjust Bush Chapel lighting, an SEU sound technician will be required. This request must be made a minimum of five business days in advance.

### Fog for Bush Chapel

- \$30/gallon, plus technician at \$30/hour, plus two SEU attendants at \$20/hour

### Johnson Chapel

- \$60/hour; \$175/day; plus A/V equipment and technician services

### Johnson Chapel Sound System Options

#### Option 1 (Vocal-Only)

- \$50/day

This system is installed in the Johnson chapel. No technician required (system turned on and microphone volume preset).

This system consists of the following:

1 16 Channel Mackie                      1 SM58 Microphone  
2 Front of House Speakers            1 Straight Microphone Stand

#### Option 2 (Bands)

- \$100/day, Sound technician required

This system is installed in Johnson Chapel, set up is suitable for a small three or four piece band and consists of the following:

1 16 Channel Mackie                      4 SM58 Microphone  
2 Front of House Speakers            1 CD/Tape Deck  
1 Floor Monitor                          3 Microphone Boom Stands  
1 Straight Microphone Stand

### Classrooms

- \$20/hour with a 3-hour minimum; \$90/day (general classrooms)
- \$35/hour with a 3-hour minimum; \$175/day (Sawgrass and Cypress Rooms)

### Classroom Computer/VCR Projection Hookup

- \$20/hour; \$60/day

### Tuscan Ristorante Banquet Rooms

- Salon A – \$170/event, seats 56 people
- Salon B – \$330/event, seats 140 people
- Salon C – \$500/event, (Salon A&B combined) seats 196 people

Catering charges are additional. (All food service and catering on campus must be contracted through Southeastern University)

### Lounges

#### Aventura, Esperanza and Destino Halls

- Included with housing

Second floor lounges are available for general use (includes big screen TV, microwave, sink/counter and the ability to serve food).

Third floor lounges are suitable as a general gathering area and small SEU catered receptions. Subject to availability through reservations. Lounges must be adult supervised at all times.

Requests for use of university facilities should be directed to: **Southeastern University Conference Services**

Call 863.667.5195 or e-mail [conferenceservices@seuniversity.edu](mailto:conferenceservices@seuniversity.edu)

## Residence Halls

Bauer Hall, Bethany Hall, Aventura Hall, Esperanza Hall, Destino Hall, Valencia and South Pointe

- \$17/person/night for multiple occupancy
- \$25/person/night for single occupancy

## Athletic Sportsplex

- \$150/hour with a 3 hour minimum; \$400/4 hour block; \$1,050/day
- \$200 service fee for floor rollout, if required

University attendant required. Sportsplex day rate includes score table, time clock, up to 30 sideline chairs and bleachers.

## Athletic Sportsplex Sound System Options

### Option 1

- \$50/day

This system is currently installed in the Sportsplex. No technician required (system turned on and microphone volume preset). The system consists of the following:

- |              |                |
|--------------|----------------|
| 1 Microphone | House Speakers |
|--------------|----------------|

### Option 2

- \$75/day, Sound technician required

This system is currently installed in the Sportsplex and consists of the following:

- |              |                |
|--------------|----------------|
| 1 Microphone | Monitors       |
| 2 CD Players | House Speakers |

## Student Activities Center as Gymnasium (Standard Setup)

University attendant required.

- \$100/hour with a 3-hour minimum; \$300/4-hour block; \$750/day

## Student Activities Center as Auditorium

University attendant required.

- \$850/day includes stage and chairs

## Student Activities Center Sound System Options

### Option 1

- \$50/day

This system is installed in the Student Activities Center, set up for speech only. No technician required (system turned on and microphone volume preset). This system consists of:

- |            |                |
|------------|----------------|
| Microphone | House Speakers |
|------------|----------------|

### Option 2

- \$75/day, electrical tie-in

Required when bringing in outside A/V equipment.

### Option 3

- \$150/day

This sound system is good for small bands and public address in venues that do not have sound systems installed. This sound system consists of the following:

- |                      |                            |
|----------------------|----------------------------|
| 1 16 Channel Mackie  | 6 SM58 Instrumental Mics   |
| 1 CD/Tape Deck       | 2 SM57 Instrumental Mics   |
| 1 Dual 32 Channel EQ | 2 Extension Cords          |
| 2 Amps               | 2 Speaker Stands           |
| 2 High Pack Speakers | 5 Microphone Stands        |
| 2 Subwoofers         | Microphone & Speaker Cords |
| 4 Monitors           | 1 2-Way Crossover          |

Sound technician required. In addition the system is set up for two separate monitor mixes.

## Student Activities Center Multi-Media Screen System

- \$100/day

## Intramural Fields

University attendant required.

- \$30/hour per field
- \$150/per field lining fee, if required

## Aquatic Center

- \$140/hour
- \$15/hour per lifeguard, as required

## Additional Audio Visual Equipment

### Small Portable P.A. System

- \$45/day

This System is a speech only system. It consists of two speakers on stands and an all-in-one mixer amplifier and one microphone on a boom stand. Includes set up, no technician required (system turned on and microphone volume preset).

### Small Portable P.A. System w/CD

- \$55/day

This system consists of two speakers on stands, an all-in-one mixer amplifier and one microphone on a boom stand and CD/Tape Deck Combo. Includes set up, no technician required (system turned on and microphone volume preset).

## Additional Services

### Arrangement Fee

- \$25

An arrangement fee will be assessed on all rental events less than \$100.

### Table Setup

- \$6/each

### Chairs

- Prices vary based on the type of chair rental required

### Setup Changes and Alterations

- \$20/hour

There is a charge for personnel needed to make setup changes and restorations including but not limited to chair setups, electrical tie-in, room setup, etc.

### Media Services Technician

- \$30/hour

When the services of a sound or lighting technician are required to run lighting or sound or to provide additional setup, the charge for personnel will be billed hourly, rounded up to the nearest half hour.

### Overhead Projector

- \$20/hour; \$30/day

### TV/VCR Unit

- \$20/hour; \$30/day

### Portable Lighting

- \$75/stick

### Microphones

- \$25/each per day

*Audio visual requests other than the listed options will be reviewed individually to assess proper charges.*

### Golf Cart Charger Station Electrical Tie-In

- \$150

Charging station for up to six different golf carts. This request must be made a minimum of five business days in advance.

### Fee for Lost Key or Door Access Card

- \$10 per key or card

### Equipment Rider

A letter listing setup needs must be submitted within five business days of the scheduled event.

### Requests Made With Minimum Notice

- \$100/per request

Requests for services that have not been made in advance will be subject to a "rush" fee per request.

*Damage, other than normal wear, will be billed to the group/individual who has contracted for services.*

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