

SPECIALTY SERVICES PRICE LIST

COMPLIMENTS OF THE VICTORIA CONFERENCE CENTRE (VCC)

Delegate chairs/tables/movable walls - initial set-up in a predetermined configuration for meetings

Up to 25 sign easels - while quantities last

Message board

Flags, bases, poles – City of Victoria, all provinces and territories, Canada and the United States

Computer-generated signage – directional and information signage at entrance to the Centre

Kiosks - mobile, counter-top desk units with illuminated signs: Messages, Information, Registration, Tickets, Coat check

Coat racks – portable coat racks supplied inside or outside meeting rooms

Registration – built-in registration counter, subject to availability

In addition to the *complimentary* items for your conference, the VCC engages a number of client service suppliers to provide specific services and products. Your Event Manager looks forward to discussing these services with you.

SERVICES AND EQUIPMENT PRICE LIST

Coat Check Tags \$10.00 per package of 100

Carpeted Riser (includes backdrop curtain, stairs and labour)
4' x 8' and 6' x 8' modules \$50.00 per module

Dance Floor

Size recommendation: 9 square feet per couple, 3' x 3' sections, maximum size 51' x 51' (2,601 square feet)

1 - 100 pieces	\$400.00
101 – 200 pieces	\$750.00
201 – 289 pieces	\$1,050.00

Parking

Rate per first two half hours	\$1.25
Each additional hour	\$2.50
Maximum Daily Rate	\$16.00
Overnight Rate	\$29.00

Piano Rental

Upright Samick piano includes bench and tuning \$175

Room Sets / Labour Charges

Minimum catering fee	\$250.00
Key replacement and door re-keying	\$100.00
Labour charge for set-up changes (based on room)	\$40.00 - \$600.00
Room set-up for seminars and trade shows (based on room)	\$45.00 - \$650.00
Patch-in fee to house sound system	\$50.00 per patch
Balloon removal	\$40.00 per hour
Banner hanging	\$50.00 per hour
Extra cleaning	\$40.00 per hour
Art work removal	\$20.00 per painting

Recycling

Fee depends on amounts and materials.

Security Services

Four hour minimum, supplied by the in-house security company \$26.00 per hour

SOCAN Charges

The Society of Composers, Authors and Music Publishers of Canada has a licence fee for each event held where music is played, live or recorded. The fees are as follows:

Room Capacity	Fee Per Event	
	Without Dancing	With Dancing
1 – 100	\$20.56	\$41.13
101 – 300	\$29.56	\$59.17
301 – 500	\$61.69	\$123.38
Over 500	\$87.40	\$174.79

Display/Exhibit Tables and Chairs

Table tops, topped and skirted \$50.00 / 6' table
 \$55.00 / 8' table
 Padded folding chair \$7.50 / chair

Telecommunications

Telephone line with single line set \$150.00
 Telephone line for standard computer modems/fax/Interac/conference call \$125.00
 ISDN line (does not include ISDN modem or server) rate is for 1 to 3 days \$250.00
 High Speed Internet, wired (does not include Internet card)
 - 1 day \$100
 - each additional day \$50.00

Vehicle Ramps (maximum load: 6,000 lb. includes labour)

Vehicle access to and exit from Courtyard \$150.00
 Vehicle access to and exit from Level One Prefunction Area \$300.00

Wood Deck Staging (stairs and labour included)

4' x 8' modules, heights at 8", 16", 24", 32", 40", 48" \$45.00 each module

SUPPLIER SERVICES

For client convenience the VCC engages a number of Client Service Suppliers to provide specific services at an additional cost. VCC Sales Representatives and Event Managers are knowledgeable in the service areas provided by these suppliers, and additional information regarding these services is available from your VCC representative.

- **Audiovisual** The VCC's in-house supplier maintains VCC audio/video systems, Internet services & rigging - *Sharp's Audio Visual*
- **Food and Beverage** F&B is an exclusive service area - *The Fairmont Empress*
- **Security** Security is an exclusive service area - *The Commissionaires*
- **Special Lighting** Rigging is an exclusive service area - *Sharp's Audio Visual*
- **Electrical Services** Exclusive service area - *VCC*
- **In-house Exhibit / Display Services**
- **Host-Hostess / Plant Rental** The VCC is happy to refer you to a number of local suppliers
- **Flags** Additional countries available at \$20.00 per flag

**All prices are subject to applicable taxes: 5% GST and 7% PST
 All prices are subject to change without notice.**

