

EVENT RATE SHEET

EQUIPMENT	NO. AVAILABLE	CHARGE PER ITEM	NO. NEEDED	FOR OFFICE USE ONLY
Chair (<i>folding</i>)	200	\$1.00		
Easel	5	\$4 per easel per day		
Electricity (<i>120-volt plugs</i>) inside/outside		\$15.00		
Electricity (<i>3-phase</i>) outdoor use (<i>\$100 Deposit for cord</i>)		\$40.00 plus \$5.00/hour		
Podium	1	\$30.00		
Public Address System (<i>Electricity & one microphone included</i>)	1	*		
Additional Microphones	2	\$10.00 each		
Table (<i>folding</i>)	3 - 6' x 18" 15 - 6' x 30"	\$7.00 per table per day	_____ - 6' x 18" _____ - 6' x 30"	
Tabletop Lectern	1	\$12.00	_____	
Hose and Water (non-potable)	1 each	\$10.00		
Trash Can	10	\$2.00		
Ropes / Standards	30	\$5.00 per 6' section		
Dumpster		Actual Cost		
Risers	8	**		
EQUIPMENT TOTAL				
WEEKDAY RATE Change out rate – this will vary for each employee				
WEEKEND/HOLIDAY RATE The average hourly wage and benefits as above, with any applicable overtime rates applied.				
If you are a State agency, will you be paying by GSB? _____ Yes _____ No If yes , which Department/Agency should be billed?				
TOTAL				

*The charge will be the cost to assemble, operate, and remove the public address system using current classification charge out rates.

- The building public address system has the capability of more than one microphone and can play cassettes and CDs. No equipment (i.e., band, additional mikes, etc.) can be connected to the building public address system.
- A portable sound system is available if the area where the event is being held is not serviced by the building public address system. The portable sound system is not allowed to be used outside.

**The charge will be the cost to assemble and remove the risers using current classification charge out rates.