



# Event Proposal

Virtual Meeting  
 Group 4 - Resident Business  
 Operating Hours

<i>Event Schedule</i>			
Set Up Time	7:00 AM	Room Cleared	2:00 PM
Event Start Time	8:00 AM	Event End Time	1:00 PM
Function Type	Meeting	Expected Guest Attendance	15
Non-Refundable Application Fee			\$35.00
Refundable Damage Deposit			\$500.00
Insurance			\$85.00
Celebration Hall 7:00 AM to 2:00 PM			\$2,456.75
<i>**The Facility Fee Includes the following Included Amenities, Required Safety Amenities and Event Staff</i>			

<i>Included Amenities</i>	
<i>ITEM</i>	<i>QUANTITY</i>
6' Table with Black Drape	15
Standard Banquet Chairs	15
Lectern	1

<i>Required Safety Amenities</i>		
<i>ITEM</i>	<i>QUANTITY</i>	<i>COST</i>
Restroom Porter, per hour. (4 Hour Minimum)	5	\$216
Sanitation Fee	1	\$68
		<b>TOTAL: \$284</b>

<i>Additional Amenities</i>		
<i>ITEM</i>	<i>QUANTITY</i>	<i>COST</i>
Built in Screen and Projector	1	\$200.00
Wireless Microphone	1	\$50.00
65" TV Monitors	2	\$100.00
15 Wired Microphones with Mixer	1	\$150.00
2 4K Hi-Def Video Camera Package	1	\$250.00
Tech Crew to include an Audio Engineer	1	\$510.00
<b>TOTAL</b>		<b>\$1,260.00</b>

Transaction Fee:	\$153.47
<b>Total with Damage Deposit:</b>	<b>\$4,490.22</b>
<b>Total without Damage Deposit:</b>	<b>\$3,990.22</b>

Proposal is a cost estimate based on details and fees at time of creation and/or updates. Pricing subject to change based on event needs, scheduled fee updates, required safety amenities and vendor availability.