

ADDENDUM A

WASHINGTON COUNTIES BUILDING

ROOM RENTAL RATES

Monday through Friday

Normal Business Hours 8:00 a.m. – 5:00 p.m.

Extended Hours 7:00 a.m. – 7:00 p.m.

WCB Conference Room

Conference Room rental includes full use of kitchen. The hallway can be used for food and beverage stations. There are men’s/women’s restrooms located across the hallway. There are two hookups for power and A/V in the floor on each end of the room.

	County Government	State Agencies/Non-profits	For Profit/Non-Governmental
Normal Business Hour Rental Rates	FREE	\$50/hr	\$75/hr
Half-Day Rental (4 hours)	FREE	\$175	\$250
Full-Day Rental (9 hours)	FREE	\$350	\$500
Extended Hours Rental (between 7am-8am and 5pm-7pm)	FREE	\$75/hr	\$100/hr

Room Capacity

Room Dimensions 37 ½ feet long by 22 feet wide

Standard Setup – hollow rectangle – capacity 28 16 tables with 28 chairs

Board Room Setup – capacity – capacity 26

Classroom Setup – capacity 36 6 rows of 3 tables-18 tables with 36 chairs

Theater Setup – capacity 42 7 rows of 6 chairs each

Audio Visual

Screen (87 x 139” or 60 x 48”) Free

White Board (48x48) Free

Easels Free

TV Free

Internet/Wifi Free

Power Cords Free

Conference Phone	\$25/day
LCD Projector	\$25/day
Laptop	\$25/day (4 available)
Wireless Handheld Mics	\$50/day (2 available)

Hybrid Setup

	County Government	State Agencies/Non-profits	For Profit/Non-Governmental
Normal Business Hour Rental Rates	FREE	\$100/hr	\$150/hr
Half-Day Rental (4 hours)	FREE	\$350	\$500
Full-Day Rental (9 hours)	FREE	\$700	\$1,000
Extended Hours Rental (between 7am-8am and 5pm-7pm)	FREE	\$150/hr	\$200/hr

Hybrid setup includes:

- Microphones 24(corded mics- up to 24 available and 2 lapel mics available)
- Cameras USB Laptop or PTZ (PTZ requires manual operation)
- Laptop(s)
- Speakers (4 Bose Speakers on stands)
- Onsite A/V Tech

Onsite A/V Tech

	County Government	State Agencies/Non-profits	For Profit/Non-Governmental
Normal Business Hour Rental Rates	FREE	\$50/hr	\$75/hr
Half-Day Rental (4 hours)	FREE	\$200	\$300
Full-Day Rental (9 hours)	FREE	\$400	\$600
Extended Hours Rental (between 7am-8am and 5pm-7pm)	FREE	\$75/hr	\$100/hr

Room Setup/Reset

\$25

Cleaning Fees

\$25/hour or billed upon actual cost if outside vendor is needed.