

## AUDIO

HOUSE SOUND PATCH FEE | 50

12" TWO WAY POWERED SPEAKERS | 55

DESKTOP SPEAKERS | 25

WIRELESS MIC COMBO KIT | 80

18" PODIUM MICROPHONE | 40

4 CHANNEL MIXER | 35

8 CHANNEL MIXER | 45

POLYCOM CONFERENCE PHONE | 75

## VIDEO & PROJECTION

AV TABLE, POWER CORD  
AND POWER STRIP | 20

8' X 8' CEILING MOUNTED SCREEN | 25

6' X 6' PORTABLE TRIPOD SCREEN | 35

3000 LUMEN VGA PROJECTOR | 150

STANDARD WIRELESS ADVANCER | 30

VGA TO HDMI ADAPTER | 20

60" LCD HD TV | 400

ROLLING MONITOR MOUNT | 75

## MEETING SUPPLIES

FLIPCHART EASEL | 20

FLIPCHART EASEL WITH PAPER | 35

"POST IT PAPER" | 40

PODIUM | 25

WHITE BOARD (DRY ERASE) | 50

EXTENSION CORDS | 5

POWER STRIP | 10

*Additional Equipment Available Upon Request.*

## POLICIES AND PROCEDURES

Conference rooms are selected based on estimated attendance.

Once the event is confirmed, we will assist you with menus, audio visual needs and room set up.

Meals served in a space other than the meeting room with less than 25 attendees will incur a \$50.00 catering charge.

## ATTENDANCE / GUARANTEE

Guaranteed attendance is required 72 hours prior to function. Failure to provide a final guarantee will be billed for the expected number on the contract.

All events require full payment 72 hours prior in advance of the event.

## SERVICE CHARGE / STATE TAX

All prices on food, beverage, meeting room rental, audio visual are subject to a 22% service charge and MN State Tax.

All prices are subject to change without notice. Prices at time of contract will be honored.

## STATE LAWS AND REGULATIONS

Minnesota licensing laws/health department regulations state that alcoholic beverages and/or food may not be brought in to or taken out of the meeting rooms.

