

### Heritage College Reference Document #P29.3

(Supporting material for Heritage College Policy #29 concerning Facilities Use and Rental)

#### Facilities Use and Rental—Audio-Visual Equipment Rental Rates (GST Included).

Description of Equipment	Rates (/24 hrs.)	Comments
Flipchart	\$ 10	
Flipchart with pad	\$ 17	
Sound System & Microphone (portable) (1 to 4 microphones)	\$ 40	
CD Player (portable)	\$ 15	
TV/VCR combination or TV/DVD combination	\$ 35	
Basic set-up including: 1 microphone + podium + lighting	\$ 50	<b>No technician required.</b>
Full use of lighting + sound system (in Auditorium) (Also includes CD player) [+ Monitors]  ("Technician Fees" include operation & set-up of custom focus for lights, multiple microphone set-up & monitors when required.)	\$ 150 + Technician Fees <sup>1</sup>	<b>Technician <u>is</u> required.</b>
Data/Multimedia Projector + Computer (Microsoft Office Suite) Sound available	\$ 100 + Technician Fees <sup>1</sup>	<b>Technician <u>maybe</u> required.</b>

*Rental fees are on a per-day rate only, subject to availability.*

<sup>1</sup> See also Reference Document #P29.2, *Specialized Staff*, for Technician fees.