

# SERVICES & EQUIPMENT

## VICTORIA CONFERENCE CENTRE



# SERVICES & EQUIPMENT

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## STANDARD SERVICES & EQUIPMENT

### Services Available in a Basic Meeting Setup

- Tables and Chairs - *theatre, classroom, rounds, boardroom, u-shape, hollow square*
- Table Linens – *black or white*
- Head Table and Chairs – *draped linen*
- Registration Table and Chairs
- Podium
- Water at Head Table
- Touchless Water Refill Stations – *Prefunction Area*
- One Easel
- Wastebasket & Recycle Bin
- Coat Racks - *Prefunction Area*
- Information Signage – *entrances & elevators*
- Digital Signage – *scrolling schedule of day's events*
- Individual Room Signage
- General Housekeeping
- Electrical Services – *convenience only*
- Shared Prefunction Space, *unless floor has been exclusively contracted*

**NOTE:** Labour charges apply for same-day room re-configurations.

### NOT Included in the Basic Meeting Setup

- Additional Easels
- Electrical Services – *meeting, production and tradeshow*
- Custom Digital Signage
- Paper, Pens and Candies
- Boardroom Chairs
- Microphone – *podium, wireless, lavalier, handheld, etc.*
- Staging
- Stage Backdrop
- Pipe & Drape
- AV - *Stage Lighting, Screens, Projectors, etc.*
- Exhibit Tables
- Flipcharts
- Security
- Services by official or exclusive service providers

### Additional Complimentary Items

*available upon request & subject to availability*

- Message board, *maximum of 2*
- Additional easels, *up to 20 total*
- Flags, bases and poles – *City of Victoria, BC and Canada only; additional flags available at a charge*
- Cocktail Tables in Prefunction Areas

### Services Available in a Basic Banquet Setup

- Tables and Chairs – *banquet/ reception style*
- Table Linens – *black or white*
- Head Table and Chairs – *draped linen*
- DJ and Tech Table
- Registration Table and Chairs
- Podium
- Cocktail Tables
- Water Service with Meals
- Touchless Water Refill Stations – *Prefunction Area*
- One Easel
- Coat Racks - – *Prefunction Area*
- Information Signage – *entrances & elevators*
- Digital Signage – *scrolling schedule of day's events*
- Individual Room Signage
- General Housekeeping
- Electrical Services – *convenience only*
- Shared Prefunction Space – *unless floor has been exclusively contracted*

### NOT Included in the Basic Banquet Setup

- Additional Easels
- Electrical Services - *meeting, production and tradeshow*
- Custom Digital Signage
- Microphone – *podium, wireless, lavalier, handheld, etc.*
- Staging
- Dance Floor
- Stage Backdrop
- Pipe & Drape
- Background Music
- AV - *Stage Lighting, Screens, Projectors, etc.*
- Centerpieces or Candles
- Entandem: Re:Sound & SOCAN Fees
- Security
- Services by official or exclusive service providers

# SERVICES & EQUIPMENT

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## SERVICES & EQUIPMENT RATES

### STAGING, ACCESSORIES & DANCE FLOOR

Carpeted Riser	\$50.00/module
6' x 8' modules, 8" height, up to 4 pieces	
6' x 8' modules, 16" or 24" height, up to 20 pieces	
<i>Includes installation and as required chair guards, stairs and skirting</i>	
Wood Deck Staging, up to 34 pieces	\$75.00/module
4' x 8' modules, 8", 16", 24", 32", 40", 48" heights	
<i>Includes installation, and as required chair guards, stairs and skirting</i>	
<i>Maximum weight load 3,000 lb</i>	
Wheelchair Ramp, 24' x 24", <i>advance notice required</i>	\$450.00
<i>Includes installation and guard rails to carpeted riser or wood deck stage</i>	
Backdrop Black Drape, up to 7 pieces	\$50.00/ panel
8' W x 12' H to a max of 12' H	
Theatre Stage 12' runway, with 2-step stairs	\$450.00
Dance Floor	
1 – 100 pieces	\$500.00
101 – 200 pieces	\$750.00
201 – 289 pieces	\$1050.00
<i>Available in 3' x 3' pieces to a maximum of 51' x 51'</i>	

### HOUSE LIGHTING & SOUND

Lecture Theatre Lighting, <i>stage wash</i>	\$175.00
Carson Hall Lighting, <i>DMX patch fee (custom lighting effects)</i>	\$500.00
Patch Fee for In-House Sound System, <i>contact your Event Manager</i>	Varies

### ELECTRICAL SERVICES

15-amp double receptacle	\$105.00
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*Additional power requirements are available.*

*Electrical distribution for meeting style setups, audiovisual and production must be arranged with your Event Manager.  
Electrical distribution for tradeshows must be arranged through Global Convention Services.*

*Convenience electrical services (ex. attendees charging cell phones) are included with the function space rental. Additional charges apply should power distribution and cable management be required. Convenience power is not intended for use by show production.*

### INTERNET & TELECOMMUNICATIONS

Wired and wireless internet services are available in a range of options to best suit your event needs.

Complimentary – 3 mb/s, *suitable for basic web browsing, email and viewing SD videos*

Premium – 5 mb/s, *suitable for HD videos and heavier usage*

UltraFast – 10 mb/s, *suitable for streaming and webcasting*

*Contact Encore Canada for current pricing & package rates.*

Telephone Line with single line set	\$150.00
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## LABOUR CHARGES – STATUTORY HOLIDAYS

Victoria Conference Centre	\$80.00/ hour/ staff, 4 hour min
Fairmont Empress	\$60.00/ hour/ staff, 4 hour min
Encore Canada	Please contact Encore Canada
Housekeeping	\$60.00/ hour/ staff, 4 hour min
Security	\$67.50/ hour/ staff, 4 hour min

## LABOUR CHARGES – ROOM RESETS

Labour charges will be incurred if the setup of a function space will change once or more throughout the day for a meeting or breakout. Labour charges will also be incurred to change the room setup to a catering function only if the room must be reset as meeting/trade show/breakout again during the same 24-hour period.

### LEVEL 1

Saanich	\$320.00
Saanich 1	\$240.00
Saanich 2	\$80.00
Sooke	\$60.00
Oak Bay	\$320.00
Oak Bay 1	\$160.00
Oak Bay 2	\$160.00
Esquimalt	\$240.00
Victoria	\$80.00

### LEVEL 2

Carson Hall	\$960.00
Salon A, B or C	\$320.00 each
Sidney	\$240.00
Metchosin	\$80.00
Langford	\$80.00
Colwood	\$240.00
Colwood 1	\$120.00
Colwood 2	\$120.00
View Royal	\$160.00

## PARKING

Parking	\$2.25 per ½ hour
Maximum Daily Rate	\$20.00

## SECURITY

Security, <i>exclusive service provided by Paladin Security</i>	\$45.00/ hour/ staff, 4 hour min
Late Order, <i>request less than 3 business days' notice</i>	\$50.00/ hour/ staff, 4 hour min

## MISCELLANEOUS

Artwork Removal	\$40.00 per painting
Balloon Retrieval	\$40.00/ hour
Banner Hanging	Varies
Boardroom Chairs, <i>mid back height</i>	\$15.00/ chair
Catering Fee Minimum	Varies
Cleaning, <i>extraordinary</i>	\$60.00/ hour, <i>billed post event</i>
Coat Check Tags	\$15.00/ package of 100
Digital Signage Programming – TV Monitors, <i>service by Encore Canada</i>	Varies
Flags – <i>Canada, USA &amp; Canadian Provincial - additional flag above complimentary offerings</i>	\$20.00
Key Replacement, <i>hard key or keyless fob</i>	\$135.00
Pens and Pads of Paper	\$75.00/ box of 50
Photocopies, <i>black and white, max 500 copies</i>	\$0.15/ each
Photocopies, <i>colour, max of 500 copies</i>	\$0.30/ each
Piano, <i>upright Samick with bench and tuning – Lecture Theatre only</i>	\$350.00
Recycling Fee, <i>may apply depending on amounts &amp; materials</i>	Varies
Recycling Fee - Pallet	\$10.00/ pallet

## MUSIC ROYALTIES. – ENTANDEM: RE:SOUND& SOCAN

The fees are based on maximum room capacity and not on the number of delegates attending the event.

CAPACITY	WITH DANCING	CAPACITY	WITHOUT DANCING
1-100 guests	\$62.64	1-100 guests	\$31.31
101-300 guests	\$90.12	101-300 guests	\$45.02
301-500 guests	\$187.91	301-500 guests	\$93.86
500+ guests	\$266.21	500+ guests	\$133.11

## SUPPLIER SERVICES

The Victoria Conference engages a number of suppliers to provide various services at an additional cost. Please contact your Event Manager for more information

Audio Visual	Encore Canada, <i>preferred provider</i>
Electrical Services	Global Convention Services, <i>exclusive provider</i>
Exhibit/ Display Services	Global Convention Services, <i>preferred provider</i>
Décor	Please contact your Event Manager for local suppliers
Food & Beverage	Fairmont Empress, <i>exclusive provider</i>
Host Services	Please contact your Event Manager for local suppliers
Internet	Encore Canada, <i>exclusive provider</i>
Rigging/ Specialty Lighting	Encore Canada, <i>exclusive provider</i>
Security	Paladin Security, <i>exclusive provider</i>
Shipping / Materials Handling	Global Convention Services, <i>exclusive provider</i>
Customs	Please contact your Event Manager or Global Convention Services

All prices are subject to applicable taxes: 5% GST and 7% PST  
All prices are subject to change without notice.