

Village Conference Center Rate Schedule

Available Services	Fees for Tenants of Lance-Kashian & Co. (except VCY East Tenants & Non Profit Org.)	Fees For Non-Tenants
Conference Room Only	\$100 first 3 hrs \$25/hr thereafter	\$125 first 3 hrs \$35/hr thereafter
Conference Room w/ Equipment Use*	\$125 first 3 hrs \$35/hr thereafter	\$150 first 3 hrs \$50/hr thereafter
Video Conferencing**	\$175 first hr minimum \$87.50 / 30min increment thereafter	\$195 first hr minimum \$97.50 / 30min increment thereafter
Non-Refundable Deposit Applied to Rental Fee Usage		\$100 (72 hr Cancellation Required) Notice
Time Reserved will be the Time Billed to all Users		
<i>All Users will be billed based on inventory used for all refreshments in Refridgerator.</i>		

Video Conference Users:

Please make arrangements a day or two prior to meeting to test connection with other site
Communication charges will apply to all calls if necessary

Video Conferencing Technician Support**

\$75 initial fee
\$75/hr thereafter if needed

Conference Room Users:

Room Arrangement Charges:

Sm. Boardroom: **\$0**
Lrg Boardroom: **\$10**
Classroom: **\$20**
Presentation: **\$30**

Conference Room Technician Support: **

\$35/hr of technician time during regular business days & hours. To be determined for alternate times.

Applies to All Users:

Custodial Charges:

For groups larger than fifteen (15), a \$20/hr custodial charge will be required for clean up.
(If necessary)

Weekend Meetings

5 hour minimum reservation required

Catering**

Lance-Kashian can reserve upon request. Directly Billed to User Company

Additional Charges:

Excessive set up time, lost or damaged equipment, etc.
All fees are subject to change on non-business day/after hours
Fees may vary on a case to case basis.

* Equipment includes use of Laptop/projector interface, internet access, TV/VCR/DVD, surround sound, microphone, teleconferencing unit and all kitchen facilities. .

Users must provide own laptops

** 7 Business Days notice required if needed.