

# Fee Schedule

2022-2023

## Exhibit B

SOUTHEASTERN  
UNIVERSITY

Event Services

Requests for the use of Southeastern University's facilities should be directed to the Office of Event Services, **863.667.5448** or **events@seu.edu**.

### ATHLETIC SPACES

#### The Furnace *(Bleachers can seat up to 1,200 guests)*

- \$550/four-hour block
- \$1,120/full day, plus:
  - \$20/hour university attendant  
*(minimum of one attendant required per event)*
  - \$200 additional service fee for auditorium set-up/floor rollout  
*(optional)*

May be set up as an auditorium to accommodate a large stage, lighting, and up to 1500 guests. Additional fees apply.

#### Audio/Visual Options *(No lighting system is installed)*

- Option 1 \$60/day, plus \$35/hour for technician services  
This system includes up to three handheld microphones, a 1/8" audio input cable, and house speakers. One hour of technician time will be required for setup/tear-down. A technician will also be required throughout the event.
- Option 2 \$150/day, plus electrician fee and \$35/hour for technician services throughout the setup/tear-down processes. For clients who bring and run their own A/V equipment, the fee includes a 150-amp connection for electrical tie-in. The request must be made a minimum of five business days in advance.
- Option 3 \$250/day, plus \$35/hour for required technician services  
Use of installed audio system, plus 2 subs, 2 speakers, and up to 16 audio inputs. Appropriate for a small band when a floor seating layout is utilized.

#### Victory Field

- \$800/four-hour block
- \$1,500/full day
- \$20/hour university attendant  
*(minimum of two attendants required per event)*
- Restrictions apply. See Policies and Procedures.

#### Intramural Field

- \$45/hour, plus at least one university attendant per field used
- Soccer net: \$50/day; ball not included
- \$150 field lining fee, if required  
*(Minimum of four weeks advance notice required)*

#### Baseball Outfield

- \$90/hour
- Restrictions apply. See Policies and Procedures

#### Aquatics Center *(Pool capacity – 88 guests)*

- \$150/hour, plus lifeguards
- \$20/hour per lifeguard, as required
  - 1-50 guests 2 lifeguards
  - 51-88 guests 3 lifeguards

#### Student Activities Center

##### Gymnasium

- \$300/four-hour block
- \$500/full day
- \$20/hour university attendant  
*(minimum of one attendant required per event)*

##### "Fire Pit" Wrestling Arena *(Seats up to 600 guests)*

- \$450/four-hour block
- \$750/full day
- May be set up as an auditorium to accommodate up to 750 guests. Additional fees apply.

##### Audio/Visual Options

- Option 1 \$60/day, plus \$35/hour for services  
This system includes up to two handheld microphones and house speakers. One hour of technician time will be required for setup/tear-down. A technician will also be required throughout the event.
- Option 2 \$150/day, 150-amp connection  
This fee is for clients who bring and run their own A/V equipment. (Request must be made a minimum of five business days in advance.) If SEU technicians are requested to run the client's equipment, the fee per technician is \$35/hour.
- Option 3 \$250/day, plus \$35/hour for required technician services  
Use of installed audio system, 2 front fill speakers, and up to 16 audio inputs. Appropriate for a small band when a floor seating layout is utilized.

##### Multimedia Screen System

- \$100/day, plus \$35/hour for required technician services
- Staging is available upon request at \$20/deck/day. Stage decks are 4'x6'. Maximum stage deck request is 6'. Larger staging needs require a custom quote.

Lessee's initials: \_\_\_\_\_

## AUDITORIUM & CONFERENCE SPACES

### Bush Chapel *(Seats up to 700 guests)*

- \$250/hour or \$1,200/day, plus A/V equipment, technician services and a university attendant. At least one university attendant, billed at \$20/hour, is required at all times. Additional attendants may be required.

*This fee includes podium use, house and stage lighting and standard chair setup. If sound is used, at least one technician is required.*

#### Audio/Visual Options

The sound system in Bush Chapel may only be run by SEU staff/technicians, so requests must be made a minimum of four weeks in advance. The dimming of house lights is included in all three options, but it will require a lighting technician (in addition to the required sound technician). Please see the *Intelligent Lighting* section for additional lighting options.

- Option 1      \$70/day, plus \$35/hour for technician services  
This system includes up to three handheld microphones, house speakers and house lighting (on or off). A technician will also be required throughout the event.
- Option 2      \$125/day, plus \$35/hour for technician services  
This system, designed for small events, includes four microphones, a monitor, house speakers and house lighting (on or off).
- Option 3      \$325/day, plus \$35/hour for each sound technician  
Use of installed audio system, 96 audio inputs, wireless in-ear monitors, personal mixers, floor monitors, and full wired/wireless microphone inventory access. Appropriate for bands of any size.
- Option 4      For clients who bring and run their own A/V equipment, the fee is \$150/day for a 150-amp connection for electrical tie-in, plus electrician fees and \$35/hour for technician services throughout the setup/tear-down process. The request must be made a minimum of five business days in advance.

#### Multimedia Screen System

- Side screens — \$110/day, plus \$35/hour for technician fees, if technician is required.
- Full screens — \$500/day, plus \$35/hour for technician fees

#### Intelligent Lighting

- \$200/day, plus \$35/hour for each required technician

*At least one lighting technician is required when the intelligent lighting system is used (in addition to any necessary sound technicians).*

#### Rigging

Contact the Office of Event Services if custom setup is needed. This may involve additional fees.

#### Mechanical Lift Technician *(for lighting adjustments)*

- \$100/hour per technician

*This request must be made a minimum of five business days in advance.*

#### Fog

- \$100/day

*This request must be made a minimum of four weeks in advance. At least 1 lighting technician and 3 university attendants are required when the fog system is used (in addition to any required sound technicians).*

### Johnson Chapel *(Seats up to 96 guests)*

- \$70/hour, \$150/four-hour block or \$185/day

*This fee includes standard chair setup, plus one required university attendant (if the event is nonresidential). A/V equipment and technician services at additional cost (see below).*

#### Audio/Visual Options

- Option 1      \$60/day, plus \$35/hour for required technician services  
This system includes up to three handheld microphones, two speakers and one microphone stand. A technician will also be required throughout the event.
- Option 2      \$150/day, plus \$35/hour for required technician services  
Use of installed audio system, and up to 14 audio inputs. Appropriate for single performer or small bands.

### Sawgrass Multipurpose Room *(Seats up to 42 guests)*

- \$225/four-hour block or \$300/day
- Multi-purpose room that may be utilized as a classroom, event office, registration area, reception space, etc., or divided into multiple meeting rooms.

### Conference Rooms *(Seating for up to 16 guests)*

- \$225/four-hour block or \$300/day

### Classrooms *(Seating for up to 90 guests)*

- \$100/four-hour block or \$150/day
- \$20/hour, university attendant (may be required depending on the nature of the event)

#### Audio/Visual Options

Includes screen & projector  
\$35/hour or \$50/day, plus \$35/hour for required technician services. Clients must supply their own laptop.

### Lecture Halls

#### S107 — Seats 114

- \$225/four-hour block or \$300/day
- Up to 4 wireless handheld microphones, appropriate for panel discussions

#### A115 — Seats 134

- \$225/four-hour block or \$300/day
- Up to 4 wireless handheld microphones, appropriate for panel discussions

#### Audio/Visual Options

Includes screen, projector, and/or one microphone. \$35/hour or \$50/day, plus \$35/hour for required technician services. Clients must supply their own laptop.

### Buena Vida West Auditorium — Seats 250

- \$325/four-hour block or \$450/day
- \$20/hour, university attendant (may be required depending on the nature of the event)

## Audio/Visual Options

- Option 1 \$60/day, plus \$35/hour for required technician services  
This system includes up to three handheld microphones, two speakers and one microphone stand. A technician will also be required throughout the event.
- Option 2 \$150/day, plus \$35/hour for required technician services  
Includes use of installed audio system, and up to 16 audio inputs, with 4 wireless microphones. Appropriate for single performers or small bands.

## OVERNIGHT HOUSING

### Residence Halls

Aventura — 256 guests	Destino — 256 guests
Bauer — 199 guests	Esperanza — 256 guests
Bethany — 180 guests	South Pointe — 119 guests
Buena Vida East — 208 guests	Valencia — 143 guests
Buena Vida West — 153 guests	

- \$20/person/night for multiple occupancy
- \$50/person/night for single occupancy  
*If “single-occupied” rooms exceed more than 10% of the final bed count on campus, single-occupancy rates will be in effect.*

### Residence Hall Lobbies

Lobbies must be adult-supervised at all times. Lobby use is included only with the overnight housing cost for the following residence halls: Aventura, Esperanza, Destino, Bethany and Bauer Halls.

Lobby rentals (for non-overnight clients):

- Aventura, Esperanza, Destino:  
Second-floor — \$85/hour
- Destino:  
Third-floor — \$75/hour

## TUSCANA RISTORANTE

### Banquet/Reception Rooms (No dance floor)

- Salon A — Seats 56 guests  
\$125/four-hour block or \$300/day
- Salon B — Seats 140 guests  
\$225/four-hour block or \$400/day
- Salon C (A + B combined) — Seats 196 guests  
\$350/four-hour block or \$600/day

The fee **does not** include catering, tablecloths, flowers, A/V equipment, a sound technician or a required university attendant. The pricing above does not apply to the use of salons in conjunction with other campus facilities. Please contact Event Services for more information.

## Audio/Visual Options

- Salon A \$30/event, plus \$35/hour for required technician services  
One multimedia screen and/or one microphone are available. The client must use his or her own laptop. A technician is required.
- Salon B/C \$60/event, plus \$35/hour for technician services  
Two multimedia screens and/or one microphone are available. The client must use his or her own laptop. A technician is required.

If music is requested, a P.A. system may be rented from the university, and a technician is not required. If clients need music to be played through the installed sound system (other than the unchangeable, overhead ambient music), a technician is required at \$35/hour throughout the time that music is played.

## Through-the-Line Meal Prices (All prices are per person)

### Groups of 50–199

Day rate for three full meals — \$27.81  
Day rate for two full meals and continental breakfast — \$24.36

Single meal pricing:

Breakfast — \$8.40    Lunch — \$10.10    Dinner — \$10.78  
Continental breakfast — \$4.44

### Groups of 200–399

Day rate for three full meals — \$27.34  
Day rate for two full meals and continental breakfast — \$24.01

Single meal pricing:

Breakfast — \$8.26    Lunch — \$10.01    Dinner — \$10.51  
Continental breakfast — \$4.44

### Groups of 400–699

Day rate for three full meals — \$26.12  
Day rate for two full meals and continental breakfast — \$23.08

Single meal pricing:

Breakfast — \$7.94    Lunch — \$9.37    Dinner — \$10.18  
Continental breakfast — \$4.44

### Groups of 700+

Day rate for three full meals — \$25.55  
Day rate for two full meals and continental breakfast — \$22.73

Single meal pricing:

Breakfast — \$7.69    Lunch — \$9.19    Dinner — \$10.01  
Continental breakfast — \$4.44

Child age 0–3: Complimentary

## ADDITIONAL AUDIO/VISUAL EQUIPMENT

### Additional Wireless Microphones

- Wireless hand-held microphone — \$30/each per day
- Lapel microphone — \$35/each per day

### Portable Lighting (Student Activities Center, The Furnace or Tuscana Salons)

- \$100/stick/day, plus \$35 for one hour of technician services for setup/tear-down

### Portable P.A. System

- \$100/day, 1/8" audio input cable, up to two speakers. Appropriate for outdoor use and small classrooms.

This is a speech-only system that includes two speakers on stands, an all-in-one mixer amplifier and one microphone on a boom stand. The fee includes setup/tear-down, and no technician is required (system turned on and microphone volume preset).

### TV/Digital Media Player Unit

- \$25/hour or \$45/day, plus \$35 for one hour of technician services for setup/tear-down. Can also be connected with client provided laptop.

### Basic Projector/Screen *(Portable System)*

- \$150/day, plus \$35/hour for required technician

Includes projector, portable screen, & HDMI cable. Client provides laptop. Audio is passed through projector.

### Show Package Add-ons

- Confidence Monitor (fixed input) \$50/day
- Confidence Monitor (switched input) \$100/day
- Recording/Streaming Add-on
  - Audio recording - \$50/day
  - Audio recording - multitrack \$150/day
  - Video recording (single fixed camera) \$50/day
  - Video recording + Live Streaming (single fixed camera) \$250/day + usage
  - Multi-camera recording/Streaming (Chapel only) - custom packages available
- Lighting Add-on
  - Basic stage wash (for venues w/o installed stage lights) \$100/stick/day
  - Battery color LED uplights (8 per case) \$150/day or \$35/day/light
- Intercom Add-on
  - Wireless intercom (5 wireless packs) \$150/day
- Wireless IEM Add-on
  - Up to 6 mono packs (ear pieces not included) \$150/day

## ADDITIONAL SERVICES AND FEES

**Damage to SEU property**, other than normal wear, will be billed to the lessee. Additionally, lost or damaged rental items are subject to a replacement fee and will be billed to the lessee.

### Electrical Tie-In & Water Hook-Up Fees

- \$150 one-time fee

Applies to golf cart charger station electrical tie-in, other electrical tie-in, and/or water tie-in with hoses. This request must be made a minimum of five business days in advance.

### Equipment Rider

A letter listing all final facility requests, the event schedule, room setup requirements, final A/V needs and all requested items and services for the event must be received by our office as previously noted in this document.

### Ethernet Cords, Extension Cords or Power Strips

- \$20/each (rental); subject to availability

### Excessive Cleaning Fees

- Up to \$250/Room

Rooms that require cleaning above and beyond the normal housekeeping process may be charged an additional cleaning fee of up to \$250 per room. Such instances include, but are not limited to, excessive amounts of personal belongings left in the room, more than a reasonable amount of sand/dirt/grass, and an abnormal amount of trash/food/beverages left behind.

### Late Check-Out Fee

- \$25/room or \$100/suite

### Late Key Batch Return Fee

- Up to \$250

### Lost Metal Room Key or Swipe Card

- \$10/key or card

### Lost Master Metal Key or Swipe Card

- \$500/key

### Media Services Technician

- \$35/hour

This charge is billed hourly and rounded up to the nearest half-hour; includes sound and/or lighting services, equipment setup and tear-down, and on-call support and is charged as specified in this schedule.

### Portable Stage Decks

- \$20/deck

Each deck measures 4 feet by 6 feet. Fee includes setup and tear-down. Staging is available upon request at \$20/deck/day. Stage decks are 4'x6'. Maximum stage deck request is 6'. Larger staging needs will require a custom quote. Additional advanced AV services list provided upon request.

### Requests Made with Minimal Notice

- \$100/request

Requests for services not meeting the required advance notice time frame will be subject to a "rush" fee per each request.

### Reset Fees

- \$100/Room

This fee will be applied if any room (classroom, lobbies, residence halls, etc.) is re-arranged without prior approval and if they are not reset to original set up after use.

### Room Setup Changes

- \$20/hour per worker

This fee applies for changes to room setup and tear-downs. Number of workers will vary based on nature of event.

### SEU Chair Rental

- \$1/each

### Table Rentals *(SEU 6-ft. tables)*

- \$8/each (if reserved at least 48 hours in advance)
- \$12/each (if reserved less than 48 hours in advance)

### University Attendant

- \$20/hour per attendant

This fee is required for all events in Bush Chapel, the Furnace, the Aquatics Center, the Student Activities Center, and the fields. The number of attendants required depends on the size of the group and/or nature of the event.

### Wi-Fi

Wireless Internet is available at no charge in Mi Casa, Portico Coffeehouse, Bush Chapel and Tuscana Ristorante. Please contact Event Services at least five business days prior to the event for pricing to add access in additional locations.

Events that require use of more than one on-campus facility may be eligible for **hourly pricing** (subject to minimum). Please contact Event Services for a personalized quote.