



CASPER EVENTS CENTER
Exhibit "A" – Reimbursable Costs
Meetings and Receptions
Revision Date: July 2013

The rental fee for use of the Events Center arena and second floor meeting rooms includes set-up and tear down and maintenance of basic meeting requirements. Unusual or excessive set-up or clean-up may require additional charges to lessee. All reimbursable expenses will be charged to the show promoter. Lessee agrees to pay all expenses incurred by the Events Center even if the Lessee cancels the event.

EQUIPMENT

Staging (4'x8')	\$10.00 per section per show
Electrical Service Charges.....	\$235.00 per day
9'x12' Projection Screen	\$50.00 per show
Multi-Media LCD Projector.....	\$75.00 per day
Sound System (arena)	\$150.00 per show, plus operator
Microphone - Wireless	\$50.00 per day
Theater Equipment Package	\$450.00, includes drapery hanging
Baldwin Grand Piano	\$100.00 per show, plus tuning
Table Cloths	\$5.00 each, per show (Negotiable)
Big Screen (20' x 20').....	\$200.00 per show, includes standard installation
Television	\$25.00 per show
VCR or DVD.....	\$20.00 per show
Sofa; Love Seat; Chair and Ottoman.....	\$35.00 per unit
Coffee Table.....	\$10.00 per unit
End Table and Lamp	\$20.00 per pair
Floor Lamp.....	\$15.00 per unit
Trees	\$15.00 per unit
Flip Charts with markers	\$10.00 each
White Board with markers.....	\$5.00 each
Forklift Service (includes operator)	\$50.00 per hour, 1 hour min. or \$250 per 8 hr/day
30' Genie Lift	\$50 for 4 hours; \$100 per 8 hr/day
Oxygen and Masks	\$30.00
Copies – 8 ½ x 11	\$.10 each Black & White, \$.25 each Color
Copies – All Other Sizes	\$.25 each Black & White, \$.50 each Color
Phone/Fax Line - Restricted credit card/collect.....	\$50.00 installation fee, as available
Phone/Fax Line - Unrestricted Line	\$175.00 installation fee, as available
Wireless Internet Access	\$35.00/device - must order 3 business days before event;
.....	\$50.00/device if ordered after 3 business day deadline
Wireless Internet Access	\$200 flat fee - must order 3 business days before event

EQUIPMENT AVAILABLE AT NO CHARGE

Podiums (4)	Easels (18)
Carts and Dollies	Table Lecterns (3)
United States and Wyoming Flags (1 each)	Music Stands (20)
Meeting Room Screen, 6'x6' (3), 5'x5' (1)	(#) indicates the number available

PUBLIC SERVICE PERSONNEL

Event Supervisor.....	\$25.00 per hour
Security Worker	\$13.50 per hour
Security Chief.....	\$21.00 per hour
AV Technician	\$24.00 per hour
Houseman.....	\$22.00 per hour
Usher.....	\$12.00 per hour
Head Usher	\$16.00 per hour
Police.....	\$60.00 per hour
First Aid	\$19.00 per hour
First Aid Supervisor.....	\$25.00 per hour
Maintenance Worker.....	\$17.00 per hour
Maintenance Supervisor	\$22.00 per hour
Piano Tuner.....	Prevailing Rate

NOTE: All hourly labor rates will be calculated at 1-1/2 times on any official City holiday.

SIGNATURE, LESSEE