



**RAMSEY CONFERENCE CENTER  
RENTAL INFORMATION**

**ADDITIONAL RENTAL SERVICES OFFERED**

**TECHNOLOGY**

<b>Computer Display Package includes :</b> Projector and screen	Complimentary
<b>Wireless Internet Access</b>	Complimentary
<b>Basic Audio Package includes:</b> Podium Standard Microphone House Sound	Complimentary
Video Conferencing (minimum 2 hours)	\$50 p/hr
Wireless microphone	\$50
55" Confidence Monitor	\$100
Live Stationary Video Feed (includes AV technician)	\$75 p/hr
Laptop Computer	\$50
LED Uplighting (6 available)	\$20 each
Video Recording with digital download	Pricing available
Video Switcher	\$200
Speakerphone	Complimentary

**EQUIPMENT**

Easel with Flip Chart (flipchart, 1 pad, set of markers)	\$30
Easel with Dry Erase Board (set of markers)	Complimentary
B/W Photocopies (first 25 copies free)	\$0.10 each
House Linen (132" round for all banquet tables and maximum of ten 90" x 132" buffet/registration tables only)	Complimentary
Banquet Table Linen Overlay (85" x 85")	\$8 each
Additional Banquet Table Linen (132" round)	\$12 each
Additional Six Foot Table Linen (90" x 132")	\$9 each
Linen Napkins – Black, White or Ivory	\$0.30 each
Dance Floor (up to 30' x 30')	\$250
Staging includes backdrop, skirt, steps, guide rails (price per piece – sections are 4 ft x 8 ft) 24 sections are available	\$25

**PERSONNEL**

AV Technician	\$40 p/hour
Security Officer	\$35 p/hour

Any additional services that are incurred during the event may require a new contract.