



Essex County College
Phone (973) 877-3508 Fax (973) 877-3197

Facility Rental Application

Client/Organization: Phone: Fax:

Address: Email:

Event Title: Area(s) Requested:

Event Date: Event Start & End Time:

Contact Person: Expected No. of Attendees:

Will this event be advertised off-campus? Yes No

Is the event open to the public? Yes No

Will there be prominent attendees? Yes No

Will tickets be sold at the door or in advance? Door Advance

ROOM ARRANGEMENTS

For other room arrangements, please attach a diagram

ECC does not guarantee the use of College tables, chairs, or other equipment

Room Set-up Type: (Please circle one per room) Lecture Conference Classroom Café U-Shape Other

Extras

Podium Head Table(s) No. of Head Table Chairs

Table(s) No. of Chairs (6ft. long tables seat 3 people per side, rounds seat 10 people around)

Is catering needed for event?* Yes No Food Stations

*Please contact Essex County College for catering information.

Audiovisual Equipment (AV charges are separate from Facilities Rental fees)
(Audio and lights are only inclusive in Mary Burch Theater rental)

Podium Microphone (\$15) Table Microphone (\$15)

Standup Microphone (\$15) Small Sound System (\$200)

Computer (LCD) Projector (\$200) Projection Screen (\$50)

(Please see Media Production & Technology Fees List for additional equipment/services pricing)

As an authorized representative of, I accept responsibility for the conduct of the group using the facilities and guarantee Essex County College against damage to property, its replacement or repair as necessary, compliance with time and purpose specified above, and charges incurred. I have read and understood the policy statements included with this application and agree to abide by all applicable policies of Essex County College.

For Essex County College Internal Use Only

Auxiliary Rental Fee \$ Deposit \$

Audiovisual Equipment Rental \$ Technician \$

Maintenance \$ Security \$ Other Fees \$

Remarks & Comments:

FACILITY RENTAL FEES*

<u>Location</u>	<u>Schedule</u>	<u>Capacity</u>	<u>Rental Fee</u>
Physical Education Bldg. (Gym) Non-Profit	8 hrs.	3,000	\$10,000.00 \$5,000.00
PEB/Basketball Games	2hrs. (Maximum)	3,000	\$1,500.00
Mary Burch Theater Rehearsal/Tech	6hrs. 4hrs.	434	\$2,100.00 \$400.00
Dance Studio	3hrs.		\$150.00
ECC Dining Hall	4hrs.	500	\$800.00
Computer Lab	2hrs.	20	\$750.00
4 th Level Multi-Purpose Room	4hrs.	80	\$450.00
J. Harry Smith Lecture Hall	4hrs.	367	\$450.00
Morton A. Siegler Lecture Hall	4hrs.	290	\$400.00
Clara E. Dasher Multi-Purpose Room	4hrs.	100 (without tables)	\$350.00
Classroom	2hrs.	25	\$85.00

*Note: Setup, security, and audio/visual needs are additional fees.

MEDIA PRODUCTION AND TECHNOLOGY FEES

<u>Item</u>	<u>Rate</u>
DVD Player (DVD/VCR Combo) - Daily	\$25.00
DVD Player (DVD/VCR Combo) – ½ Day	\$15.00
CD Player	\$15.00
Large Public Address System – Daily	\$500.00
Large Public Address System – ½ Day	\$250.00
Small Public Address System – Daily	\$200.00
Small Public Address System – ½ Day	\$150.00
Videotaping Services (one person shoot) – 2hrs. Minimum amount of production time is 2 hours SD Card supplied by client. DVD Master provided <i>Minimum 1 week to schedule</i>	\$250.00
Microphone (wireless lavalier/headset)	\$35.00
Microphone (wireless handheld)	\$25.00
Microphone (wired)	\$15.00
Projection Screen – Daily	\$75.00
Projection Screen – ½ Day	\$25.00
MPT Part-Time Staff	\$20/hour
LCD Projector – Daily	\$300.00
LCD Projector – ½ Day	\$150.00
PC – Daily	\$50.00
PC – ½ Day	\$25.00

Note: Daily = More than 4 hours | ½ Day = 4 hours or less