



## Meeting Room Rates

*Valid through June 30, 2016*

<b>College Hall</b>	All Day
<b>Chapel</b>	\$600
<b>Gallery</b>	\$475
<b>*Café Anna (North Gallery)</b>	\$300
half day (4 hrs) \$150	
<b>South Gallery</b>	\$150
<b>Room 204</b>	\$150
<b>Room 205</b>	\$150
<b>Room 206</b>	\$175
<b>Room 208</b>	\$200
<b>Room 103</b>	\$150
<b>Noble Hall</b>	All Day
<b>Noble Lounge</b>	\$350
<b>Reading Room</b>	\$225
<b>Annex 1</b>	\$150
<b>Annex 2</b>	\$125
<b>Conference Room</b>	\$200
<b>Dewey Hall</b>	All Day
<b>Dewey Lounge</b>	\$200
<b>Gym</b>	All Day
<b>Alumni Hall</b>	\$2,000
<b>Green</b>	All Day
<b>Campus Green</b>	Please Inquire

\*\*Café Anna (North Gallery) is the only room that we offer a half-day rental rate. Room set-up is café style only. Please inquire.

### VCFA Conference & Retreat Center

Host an Event | 36 College Street (College Hall)

802-828-8580 | Fax 802-828-8649 | [conference@vcfa.edu](mailto:conference@vcfa.edu)



## Additional Requests and Services

(rates listed per day)

<b>Technical and Equipment</b>		<b>detail</b>
LCD Projector	<b>\$100</b>	
Sound	<b>\$50</b>	
Flat Screen (includes sound)	<b>\$65</b>	
Screen/AV Cart/Extension cords	<b>\$55</b>	
Microphones	<b>\$25ea</b>	Options: hand held wireless, clip on wireless, or wired
Wireless Service	<b>Inquire for rate</b>	Access codes and limits apply
Dry erase board	<b>\$15</b>	dry erase markers not provided
Easels	<b>\$10</b>	flip chart paper not provided
Conference Phone	<b>\$75</b>	(please inquire if room is capable)
Additional IT support	<b>\$75/hour</b>	
<b>Weekend &amp; Special Event Services</b>		
Event Assistant and Event Planner	<b>Inquire for rate</b>	For special events and weekend events.
Campus Relations Staff	<b>Inquire for rate</b>	For special events and overnight dorm stays
Media Coordinator	<b>Flat rate of \$250</b> (8 hours)	Meets with client to review equipment and answer any questions related to technology and is available throughout event. For additional time, please inquire

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