



Meeting Room Rates

Valid through June 30, 2016

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

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802-828-8580 | Fax 802-828-8649 | conference@vcfa.edu



Additional Requests and Services

(rates listed per day)

Technical and Equipment		detail
LCD Projector	\$75	
Sound	\$50	
Flat Screen (includes sound)	\$65	
Screen/AV Cart/Extension cords	n/c	
Microphones	\$25ea	Options: hand held wireless, clip on wireless, or wired
Wireless Service	n/c	
Dry erase board	n/c	dry erase markers not provided
Easels	n/c	flip chart paper not provided
Conference Phone	\$50	(please inquire if room is capable)
Additional IT support	\$35 /hour	
Weekend & Special Event Services		
Event Assistant and Event Planner	Inquire for rate	For special events and weekend events.
Campus Relations Staff	Inquire for rate	For special events and overnight dorm stays
Media Coordinator	Flat rate of \$250 (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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