

SERVICES & EQUIPMENT
CRYSTAL GARDEN

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SERVICES & EQUIPMENT

STANDARD SERVICES & EQUIPMENT – CRYSTAL GARDEN

Services Available in a Basic Meeting Setup

- Tables and Chairs - *theatre, classroom, rounds, boardroom, u-shape, hollow square*
- Table Linens – *black or white*
- Head Table and Chairs – *draped linen*
- Registration Desk – *built-in registration counter*
- Podium
- Water at Head Table
- Touchless Water Refill Station
- One Easel
- Wastebasket & Recycle Bin
- Coat Racks
- Informational & Directional Sign – *main VCC entrance*
- General Housekeeping

Services Available in a Basic Banquet Setup

- Tables and Chairs – *banquet/ reception style*
- Table Linens – *black or white*
- Head Table and Chairs – *draped linen*
- DJ and Tech Table
- Registration Desk – *built-in registration counter*
- Podium
- Cocktail Tables
- Water Service with Meals
- Touchless Water Refill Station
- One Easel
- Coat Racks
- Informational & Directional Sign – *main VCC entrance*
- General Housekeeping

NOTE: Labour charges apply for same-day room re-configurations.

NOT Included in the Basic Meeting Setup

- Additional Easels
- Electrical Services
- Paper, Pens and Candies
- Boardroom Chairs
- Microphone – *podium, wireless, lavalier, handheld, etc.*
- Staging
- Stage Backdrop
- Pipe & Drape
- AV - *Stage Lighting, Screens, Projectors, etc.*
- Exhibit Tables
- Flipcharts
- Security
- Services by official or exclusive service providers

NOT Included in the Basic Banquet Setup

- Additional Easels
- Electrical Services
- Microphone – *podium, wireless, lavalier, handheld, etc.*
- Staging
- Dance Floor
- Stage Backdrop
- Pipe & Drape
- Background Music
- AV - *Stage Lighting, Screens, Projectors, etc.*
- Centerpieces or Candles
- Entandem: Re:Sound & SOCAN Fees
- Security
- Services by official or exclusive service providers

Additional Complimentary Items

available upon request & subject to availability

- Message board, *maximum of 2*
- Additional easels, *up to 20 total*
- Flags, bases and poles – *City of Victoria, BC and Canada only; additional flags available at a charge*
- Cocktail Tables

SERVICES & EQUIPMENT

SERVICES & EQUIPMENT RATES – CRYSTAL GARDEN

STAGING, ACCESSORIES & DANCE FLOOR

Carpeted Riser	\$50.00/module
6' x 8' modules, 8" height, up to 4 pieces	
6' x 8' modules, 16" or 24" height, up to 20 pieces	
<i>Includes installation and as required chair guards, stairs and skirting</i>	
Wood Deck Staging, up to 34 pieces	\$65.00/module
4' x 8' modules, 8", 16", 24", 32", 40", 48" heights	
<i>Includes installation, and as required chair guards, stairs and skirting</i>	
<i>Maximum weight load 3,000 lb</i>	
Dance Floor	
1 – 100 pieces	\$500.00
101 – 200 pieces	\$750.00
201 – 289 pieces	\$1050.00
<i>Available in 3' x 3' pieces to a maximum of 51' x 51'</i>	

ELECTRICAL SERVICES

Electrical Services	
7 amp single receptacle	\$69.00
15 amp double receptacle	\$79.00
<i>Additional power requirements are available.</i>	

INTERNET & TELECOMMUNICATIONS

Wired and wireless internet services are available in a range of options to best suit your event needs.

Complimentary – 3 mb/s, suitable for basic web browsing, email and viewing SD videos

Premium – 5 mb/s, suitable for HD videos and heavier usage

UltraFast – 10 mb/s, suitable for streaming and webcasting

Contact Encore Canada for current pricing & package rates.

Telephone Line with single line set	\$150.00
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LABOUR CHARGES – STATUTORY HOLIDAYS

Victoria Conference Centre	\$80.00/ hour/ staff, 4 hour min
Fairmont Empress	\$60.00/ hour/ staff, 4 hour min
Encore Canada	<i>Please contact Encore Canada</i>
Housekeeping	\$60.00/ hour/ staff, 4 hour min
Security	\$52.5.00/ hour/ staff, 4 hour min

LABOUR CHARGES – ROOM RESETS

Labour charges will be incurred if the setup of a function space will change once or more throughout the day for a meeting or breakout. Labour charges will also be incurred to change the room setup to a catering function only if the room must be reset as meeting/trade show/breakout again during the same 24 hour period. Please speak with your Event Manager.

PARKING

Parking	\$1.75 per ½ hour
Maximum Daily Rate	\$18.00

SECURITY

Security, <i>exclusive service provided by Paladin Security</i>	\$35.00/ hour/ staff, 4 hour min
Late Order, <i>request less than 3 business days' notice</i>	\$42.00/ hour/ staff, 4 hour min

MISCELLANEOUS

Balloon Retrieval	\$40.00/ hour
Banner Hanging, <i>service by Encore Canada</i>	Varies
Catering Fee Minimum	Varies
Cleaning, extraordinary	\$60.00/ hour, <i>billed post event</i>
Coat Check Tags	\$15.00/ package of 100
Flags, <i>each additional flag above complimentary offerings</i>	\$20.00
Pens and Pads of Paper	\$75.00/ box of 50
Recycling Fee, <i>may apply depending on amounts & materials</i>	Varies
Recycling Fee - Pallet	\$10.00/ pallet

MUSIC ROYALTIES – ENTANDEM: RE:SOUND& SOCAN

The fees are based on maximum room capacity and not on the number of delegates attending the event.

CAPACITY	WITH DANCING	CAPACITY	WITHOUT DANCING
1-100 guests	\$62.64	1-100 guests	\$31.31
101-300 guests	\$90.12	101-300 guests	\$45.02
301-500 guests	\$187.91	301-500 guests	\$93.86
500+ guests	\$266.21	500+ guests	\$133.11

SUPPLIER SERVICES

The Victoria Conference engages a number of suppliers to provide various services at an additional cost. Please contact your Event Manager for more information

Audio Visual	Encore Canada, <i>preferred provider</i>
Electrical Services	Victoria Conference Centre, <i>exclusive provider</i>
Exhibit/ Display Services	Please contact your Event Manager for local suppliers
Décor	Please contact your Event Manager for local suppliers
Food & Beverage	Fairmont Empress, <i>exclusive provider</i>
Host Services	Please contact your Event Manager for local suppliers
Internet	Encore Canada, <i>exclusive provider</i>
Rigging/ Specialty Lighting	Encore Canada, <i>exclusive provider</i>
Security	Paladin Security, <i>exclusive provider</i>
Shipping/ Receiving/ Materials Handling/ Customs	Events on the Move, <i>preferred supplier</i>

All prices are subject to applicable taxes: 5% GST and 7% PST
All prices are subject to change without notice.