



## SOUTH SAN FRANCISCO CONFERENCE CENTER

### ADDITIONAL SERVICES CHARGES

<b>Additional Clean-Up</b>	Per Person/Per Hour	\$50 (Two hour minimum)
<b>Room Re-set</b>	Per Person/Per Hour	\$35 (Four hour minimum)
<b>Banner Installation</b>	Per Banner	\$50 Minimum Charge
<b>Re-Keying</b>	Per Room	\$50
<b>Lost Room Keys</b>		\$250 Each
<b>Easels</b>		\$10 Each
<b>Poster Board 4' x 8'</b>		\$80 Each
<b>Display Tables</b>	(4) Skirted Display Tables	Complimentary
	Each additional 6' Skirted	\$40 Per Table
	Each additional 8' Skirted	\$45 Per Table

**\*\* For special colored, floor length linen, an additional \$15/per table will apply\*\***

<b>Electrical Usage</b>	The Conference Center can provide basic electrical services. If your event requires power, please notify your Event Coordinator.	
<b>Charging Station</b>		\$100 Each
<b>Power Strip</b>		\$35 Each
<b>Extension Cord Rental</b>		\$10 Each
<b>Photocopies</b>	Per copy	\$.25 Per Copy
<b>Fax Transmissions</b>	Includes cover sheet and first page	
	Incoming Fax	\$3
	Outgoing Fax	\$5
	Each additional page	\$1
	International per page	\$10
<b>Security</b>	Per Security Officer/Per Hour	\$50 (Four Hour Minimum)
	Per Police Officer/Per Hour	\$110 (Four Hour Minimum)
<b>Staging</b>	Four Sections – 6' x 8' each	Complimentary
	Each Additional Section	\$50 Per Section
<b>Dance Floor</b>	Each Piece – 3' x 3'	\$7
	150 Pieces Available	
	Full Dance Floor (36' x36')	\$900

**\*\*Staging & Dance Floor requirements over and above Conference Center Inventory will be provided at prevailing rates. The Conference Center has limited inventory which is available on a first-come, first-serve basis\*\***

**Other Services:** A Surcharge of 25% will be added to the invoices of outside contractors who are secured by the Conference Center Staff on behalf of our clients.

**Prices Subject to Change Without Notice – December 1, 2017**