

Event Space Fees

UWF DEPARTMENTS



Space	Setup Type	Square Feet	Maximum Occupancy	Setup Style Available							Hourly Rate	Daily Rate
				Fixed Seating	Lecture	Workshop	Banquet	Pods	Vendor	Empty Space		
MEETING ROOMS												
Rm. 259 Troy	Open Space	289	12	<input checked="" type="checkbox"/>	N/A	N/A	N/A	N/A	N/A	N/A	-	-
Rm. 260 Athens	Open Space	425	40	N/A	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	N/A	<input checked="" type="checkbox"/>	N/A	<input checked="" type="checkbox"/>	-	-
Rm. 265 Marathon	Open Space	561	22	<input checked="" type="checkbox"/>	N/A	N/A	N/A	N/A	N/A	N/A	-	-
Rm. 268 Sparta	Open Space	400	12	<input checked="" type="checkbox"/>	N/A	N/A	N/A	N/A	N/A	N/A	-	-
Rm. 272 Olympia	Open Space	578	45	N/A	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	N/A	<input checked="" type="checkbox"/>	N/A	<input checked="" type="checkbox"/>	-	-
INDOOR EVENT SPACES												
Argo Galley	Open Space		Flexible	N/A	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-	-
Auditorium	Open Space	3,930	325	N/A	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-	-
Conference Center A B C	Open Space	3,903	500	N/A	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-	-
Conference Center A	Open Space	1,595	140	N/A	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-	-
Conference Center B	Open Space	1,588	130	N/A	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-	-
Conference Center C	Open Space	1,652	140	N/A	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-	-
Conference Center Lounge	Open Space	1,130	80	N/A	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-	-
Great Hall	Open Space	5,449	200	N/A	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-	-
Rm. 255 Nautilus Chamber	Open Space	960	40	N/A	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-	-
OUTDOOR EVENT SPACE (UCES MANAGED)												
Cannon Green	Open Space	7,352		All tables, chairs, trashcans, and staging must be requested through the University Facilities Office via work order. Customers may contact the Facilities Office at 850.474.2007 for additional information.							-	-
Commons Patio	Open Space	5,152									-	-
TABLING SPACES												
Information Table indoor	Open Space		2	Requesting an information table space (indoor or outdoor) will automatically come with a 6" rectangle table and two chairs.							-	-
Patio Table outdoor	Open Space		Flexible								-	-

[☑] Indicates complimentary service / equipment

Event Setup Services

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UNIVERSITY of WEST FLORIDA

Item	Package Details	Pricing
Chairs	All indoor event spaces include chairs	-
Color Overlay	61"x61" Call for availability. Must be paired with black or white tablecloth. Available colors: Ivory, Gold, Navy, Royal Blue, Sandalwood, Green, Burgundy, Red, Brown, Teal, Purple, Black	\$4.00
Dance Floor		\$50.00
Dry Erase Board	60"x40" Large	-
Dry Erase Board	40"x28" Small	-
DVD Player		-
Easels	Black	-
Grand Piano	Commons first floor only	-
Grill		\$35.00
Laptop	Dell or Chromebook options	-
Lighting	Up Lighting	\$8.00
Lighting	Logo or image projector. Customer provides GOBO image	
Lighting	Moving Head Lighting	\$20.00
Microphone	Wireless	-
Microphone	Handheld	-
Microphone	Lapel	-
Napkins	21"x21" Call for availability. Available colors: Ivory, Gold, Navy, Royal Blue, Sandalwood, Green, Burgundy, Red, Brown, Teal, Purple, Black, White. Quantity of 100.	\$2.00
Pipe and Drape	8'-14'	\$10.00
Pipe and Drape	16'	\$10.00
Podium		-
Popcorn Machine	Popcorn supplies not included	\$35.00

'-' Indicates complimentary service / equipment

Item	Package Details	Pricing
Projector	Portable	-
Projector screen	8'x8' medium pop up	-
Projector screen	10'x10' large pop up	-
Portable Sound System	Bluetooth. Includes two microphones and audio hookups. Does not include delivery fees	-
Risers	4'x8' does not include stairs, portable style	\$10.00
Sign Holders	8.5"x11" Indoor	-
Stanchions	Black	-
Stage Pieces	4'x8' Includes up to two sets of stairs	\$10.00
Table	32" Round with linen. Includes spandex cover	\$16.00
Table	6" small rectangle	-
Table	6" larger rectangle	-
Table	5" Round	-
Tablecloths	85"x85" black or white	\$4.00
Truss	8' *price per piece, does not include stairs	\$25.00*
Truss	10' pair plus spandex. *Price per piece, light for truss not included	\$25.00*

ADDITIONAL FEES

Delivery	On-Campus delivery fees apply to all equipment deliveries made to non-ucses managed event spaces on the UWF Main Campus (see Event Space Fees).	\$25.00
Delivery	Off-campus delivery fees apply to all equipment deliveries made to any UWF hosted event or event space off of the UWF Main Campus.	\$50.00
After Hours	On-Campus. Any events booked after building operating hours will be charged per hour	\$15.00/hr
Late Cancellation	Events canceled within 24 hours	\$20.00
Late Reservation	Major event space only	\$20.00

Audio/Visual Services

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Use	Package Description	Pricing
AUDIO		
Announcements, background music	Package includes: PA sound system, up to two microphones, anchor system with audio Bluetooth capabilities, up to two speakers for sound	-
Larger performance events	Package includes: PA sound system, multiple microphones, instrument Di boxes as needed, basic stage wash lighting, auxiliary cable for phone or laptop.	\$225.00 ♦ *
Smaller performance events	Package includes: PA sound system, multiple microphones, instrument Di boxes as needed, basic stage wash lighting, auxiliary cable for phone/laptop	\$150.00 ♦ *
Lecture, presentation, panel, multiple screens	Package includes: multiple microphones, Auxiliary cable for phone or laptop, multiple projectors and screens (mobile or mounted), up to 3 presentation clickers, multiple video sources per room	\$150.00 ♦ *
Lecture, presentation, panel, single screen	Package includes: multiple microphones, Auxiliary cable for phone or laptop, one mobile or mounted projector and screen, up to 3 presentation clickers, multiple video sources per room	\$130.00 ♦ *
Lecture, presentation, panel, no screens	Package includes: multiple microphones, Auxiliary cable for phone or laptop, up to 3 presentation clickers, multiple video sources per room	\$50.00 ♦ *

♦ Price includes setup / tear down time but does not include delivery fee

* Package **does not** include installed equipment in event spaces

Use	Package Description	Pricing
LIGHTING		
Larger performance events	Package includes: Multiple intelligent (moving) light fixtures, up to 27 stationary uplights, truss lighting, hazer, lighting console and/or laptop to control lights, programming of lighting cues	\$150.00 ♦ *
Smaller performance events	Package includes: multiple intelligent (moving) light fixtures, up to 10 stationary uplights, truss lighting, lighting console and/or laptop to control lights, programming of lighting cues	\$130.00 ♦ *
Podium lighting	Package includes: podium, light and lighting stand	\$25.00
GOBO projector and stand	Package includes: GOBO projector and stand. GOBO stencil not included	\$25.00

♦ Price includes setup / tear down time but does not include delivery fee

* Package **does not** include installed equipment in event spaces