

EASTERN MICHIGAN UNIVERSITY
CONVOCATION CENTER AND PEASE AUDITORIUM
GENERAL PERSONNEL AND SERVICES

ADDENDUM A
 May 2013

<u>BOX OFFICE</u>	<u>RATE</u>	<u>EVENT EQUIPMENT</u>	<u>RATE</u>
Box Office Manager	\$25/hr	Additional Power Generator	Prevailing Rate
Credit Card Sales Service Charge	4%	Bike Rack 6.5'	\$20 ea
Parking Fee	varies	Carpet	\$0.35/square foot
Telephone Receptionist	\$8/hr	Chairs	\$2 ea
Ticket Fee	\$2/tkt	Coat Rack	\$15 ea
Ticket Seller	\$10/hr	Concert Barricade 4'	\$50 ea
Ticket Taker	\$10/hr	Curtain	\$1,500
		Ficus Tree	\$5 ea
		Forklift	\$300/day
		Internet Drop (in-house)	\$50/drop
		Internet Drop (new drop)	\$300/drop
		Piano-Pease Auditorium	\$250/event
		Pipe & Drape 3'x4'	\$15 ea
		Pipe & Drape 10'x8'	\$35 ea
		Pipe & Drape 10'x16'	\$50 ea
		Podium	\$50
		Portable Stage 64'x40'	\$400
		Projector & Screen 15'x20'	\$1,000
		Radios	\$15 ea/day
		Risers-Portable 6'x8'	\$35 ea
		Scoreboard Message	\$50/screen/event
		Scoreboard Rental	\$500/event
		Sound System-Atrium	\$100
		Spotlight	\$250/event
		Tables	\$8 ea
		Telephone (in-house)	\$8 ea
		Telephone (new line)	\$150/line
		Towel Rental	\$1.50 ea

<u>EVENT MANAGEMENT</u>	<u>RATE</u>
Ambulance	\$135
Clean Up (estimate)	\$850-\$2,000
Clean Up during event	\$25/hr/person
Coat Check	\$8/hr
Conversion	\$1,200
Electrician	\$60/hr-\$90/hr
Fire Watch	\$500/day
Forklift Operator	\$45/hr
General Laborer's	\$11/hr
IT	\$50/hr
Medical Personnel	\$35/hr
Operations Assistant – Pease	\$18/hr
Operations Assistant – CC	\$22/hr
Operations Director	\$26/hr
Runner	\$175/day
Sound/AV Technician	\$65/hr
Ushers	\$14/hr

<u>SECURITY</u>	<u>RATE</u>
T-shirt Security	\$19/hr
Uniformed Officer	\$58/hr

<u>PARKING</u>	<u>RATE</u>
Parking Lot-Convo Ctr	\$500/day

CATERING
Must use EMU Dining/Catering
 Contact Marcelo Marandino 734.487.4108

ALL RATES ARE SUBJECT TO CHANGE

TENANT: _____
 (Type/Print)

CONVOCATION CENTER:
 By: _____
 Convocation Center Director

By: _____

Date: _____

Date: _____