

# APPENDIX G: HALIFAX CONVENTION CENTRE EQUIPMENT SERVICES AND LABOUR

## AUDIO, VIDEO AND LIGHTING REQUIREMENTS:

Please speak with our official audiovisual supplier, Encore, for all audio, video and lighting requirements, including stage lighting, focusable lighting, and other specialty lighting.

EQUIPMENT RATES:	Per Day	Per Event
Tripod Easel:	\$20	\$40
1 x Pen & 1 x Note Pad per seat	\$2 per setting	\$2 per setting
Note Pads and Pens, placed at the back of the function room (25 units = 25 pads, 25 pens)	\$30/25 units	\$30/25 units
Cruiser/Cocktail Table with Black Spandex Covering: (complimentary with food and beverage-related events)	\$30	\$60
Stage Piece (3'3"x6'6" / 1mx2m) (including stairs with rails and black stage skirting): (Stage pieces are non-carpeted. Wheelchair ramps are available upon request, at no extra charge.)	\$50	\$100
Dance Floor Piece (4'x4'):	\$15	\$30
Flag with Pole and Base: • Canadian Flag • Nova Scotia Flag	\$30 per flag	\$60 per flag
Halifax Convention Centre Aluminum Lecterns: (Please note microphones must be ordered through Encore.)	\$75	\$150

## MEETING ROOM SET-UP:

The standard set-up for meeting rooms each day is included in your rent. The initial room set-up includes: the seating style selected, head table and banquet chairs, registration, hand-out tables, waste and recycle stations, a digital event posting outside the room, general housekeeping, and building security.

Charges will apply for any room set-ups beyond the first standard selected for each day. Each room re-set fee will be calculated according to the set-up requirements, with general base costs as follows;

ROOM RE-SET RATES:	Per Re-set
Ballroom, Main Convention Hall and C5:	\$2,000
Argyle Suite or any section of Ballroom or Convention Hall:	\$1,000
Individual sections of Argyle Suite or all others meeting rooms:	\$300

*Please note that a meeting room being re-set for the purpose of food and beverage events are not subject to re-set fees, provided food and beverage selections are ordered from our catering menus and there is a minimum of 3 hours provided.*

*Please note all pricing is subject to 15% HST.*

# APPENDIX G CONT.:

# HALIFAX CONVENTION CENTRE

# EQUIPMENT SERVICES AND

# LABOUR

<b>LABOUR RATES:</b> <i>(A minimum of four (4) hours is required for each)</i>	<b>Per Hour</b>
Event Technician:	\$30
Equipment Operator:	\$50
Police Officer:	\$125
Security Guard:	\$35
Security Lead:	\$40
First Aider:	\$55
Coat Check Staff: <i>(Minimum billing is based on the greater of the two options. Minimum requirement of two (2) coat check staff)</i>	\$25 per hour per coat check staff person or \$3 per coat
Cleaning Staff:	\$25
Electrician:	\$75
Drayage: <i>(Mandatory facility supervision required when suppliers transport goods from loading dock to any location within the facility)</i>	\$150 (4 hour timeframe)

<b>FOOD AND BEVERAGE LABOUR RATES:</b> <i>* Minimum of three (3) hours required.</i>	<b>Per Hour</b>
Wait Staff:	\$40*
Bartenders:	\$40*
Culinary Staff:	\$60*
Stewarding Staff:	\$40*

*Please note menu prices include all staff required for the event. The above rates are applied for requests above the standard staffing levels and are subject to a service charge of 18%.*

<b>WATER SERVICE RATES:</b>	<b>Per Refill</b>
Water cooler re-fill (18.5L):	\$25
Water Station (glassware & pitchers):	\$1 per person
Individual water service (at each table): <i>(Please note, there is a minimum of 1 hour required for individual water service refresh.)</i>	\$1 per seat

*Please note all pricing is subject to 15% HST.*