

**STANDARD CHARGES FOR SPECIAL EVENTS**

(effective 1 January 2005)

**1. Events held during Regular Working Hours**

VENUE / SERVICES	Up to 2 hours	Up to 4 hours
<b>DAG HAMMARSKJOLD LIBRARY AUDITORIUM</b>		
A. Event with Audio Services only	\$ 225	\$ 345
B. Event with Video Projection	\$ 225	\$ 345
C. Event with Audio and Video Projection	\$ 345	\$ 585
D. Event with Audio/Video Projection and Video Conferencing/Webcasting	\$ 345 <sup>1,2</sup>	\$ 585 <sup>1,2</sup>
<b>CONFERENCE ROOMS 1,2,3,4,5,6,7,8,9, ECOSOC/TRUSTEESHIP</b>		
E. Event with Audio or Video only	\$ 225	\$ 345
F. Event with Audio and Video Projection	\$ 345	\$ 585
G. Event with Audio/Video and Video Conferencing/Webcasting	\$ 345 <sup>1,2</sup>	\$ 585 <sup>1,2</sup>
<b>CONFERENCE ROOMS A,B,C,D,E</b>		
H. Event with Video Projection	\$ 120	\$ 240

**2. Events held after 6:00 p.m. on weekdays**

SERVICES	OFFICE CHARGES	REMARKS
A. Utilities fee	\$ 105	For programs ending by 9:00 p.m.
B. Audio charges	\$ 300 /person <sup>3</sup>	For programs ending by 9:00 p.m.
C. Video charges	\$ 300 /person <sup>3</sup>	For programs ending by 9:00 p.m.
D. Support Services Officer	\$ 220 <sup>3</sup>	For programs ending by 9:00 p.m.

**3. Charges for Events held in lobbies and 1B neck area are based on the level of services required. A cost estimate will be provided by the Special Events Unit.**

- <sup>1</sup> Should an electrician be required, additional charges will apply.
- <sup>2</sup> Video Conferencing/Webcasting costs to be determined according to the requirements.
- <sup>3</sup> Number of persons needed to provide required services are determined by the service provider.
- Additional charges apply for events held outside the above times or requiring other services i.e the loan/rental of equipment. The charge will be determined on a case-by-case basis.
- Security costs are additional, based on time, location and requirements.
- All prices are quoted in United States dollars.

**BREAKDOWN OF STANDARD CHARGES FOR SPECIAL EVENTS**

(effective 1 January 2005)

**1. Events held during Regular Working Hours**

VENUE / SERVICES	Up to 2 hours	Up to 4 hours
<b>DAG HAMMARSKJOLD LIBRARY AUDITORIUM</b>		
A. Event with Audio Services only	<b>\$ 225</b>	<b>\$ 345</b>
	\$ 105 Utilities \$ 120 BCSS	\$ 105 Utilities \$ 240 BCSS
B. Event with Video Projection	<b>\$ 225</b>	<b>\$ 345</b>
	\$ 105 Utilities \$ 120 BCSS	\$ 105 Utilities \$ 240 BCSS
C. Event with Audio and Video Projection	<b>\$ 345</b>	<b>\$ 585</b>
	\$ 105 Utilities \$ 240 BCSS	\$ 105 Utilities \$ 480 BCSS
D. Event with Audio/Video Projection and Video Conferencing/Webcasting	<b>\$ 345<sup>1,2</sup></b>	<b>\$ 585<sup>1,2</sup></b>
	\$ 105 Utilities \$ 240 BCSS	\$ 105 Utilities \$ 480 BCSS
<b>CONFERENCE ROOMS 1,2,3,4,5,6,7,8,9, ECOSOC/TRUSTEESHIP</b>		
E. Event with Audio or Video only	<b>\$ 225</b>	<b>\$ 345</b>
	\$ 105 Utilities \$ 120 BCSS	\$ 105 Utilities \$ 240 BCSS
F. Event with Audio and Video Projection	<b>\$ 345</b>	<b>\$ 585</b>
	\$ 105 Utilities \$ 240 BCSS	\$ 105 Utilities \$ 480 BCSS
G. Event with Audio/Video and Video Conferencing/Webcasting	<b>\$ 345<sup>1,2</sup></b>	<b>\$ 585<sup>1,2</sup></b>
	\$ 105 Utilities \$ 240 BCSS	\$ 105 Utilities \$ 380 BCSS
<b>CONFERENCE ROOMS A,B,C,D,E</b>		
H. Event with Video Projection	<b>\$ 120</b>	<b>\$ 240</b>
	\$120 BCSS	\$240 BCSS