

FRIST CENTER FOR THE VISUAL ARTS
DAILY AUDIO VISUAL RENTAL FEES/ORDER FORM

Contact Name: _____	EVENT DATE: _____
Organization/Event Name: _____	
Facility Rental Room: _____	

AUDITORIUM (Equipment use in auditorium only)

- ___ Lectern with microphone (no charge) *Left, right or center stage*
- ___ Additional wired microphones (\$35) *Please provide stage diagram*
- ___ Wireless lavalier/handheld microphone (\$100) *Clip to clothing or carry*
- ___ Audio Cassette (\$75) *Played through house sound system* Record meeting?* ___
- ___ Compact Disc (\$75) *Played through house sound system*

Film Projection: (\$200/Hour Equipment Fee)

- ___ 16mm Film (2)* How many reels? ___
- ___ 35mm Film (2)* How many reels? ___
- ___ 35mm Slide (\$75) Single or dual projection? *Presenter must load slides for projectionist prior to event*

Front Screen Video Projection:

- ___ Video Camera and Tripod (\$185)
- ___ VHS Playback or S-VHS Playback (\$75) *Videocassette projected onto auditorium screen*
- ___ DVD Playback (\$350) *Digital Video Disc projected onto auditorium screen*
- ___ BetaSP Playback (\$300) *Analog Beta tape projected onto auditorium screen*
- ___ Visual Presenter (\$75) *Documents/objects/transparencies projected onto auditorium screen*
- ___ Data Power Point Presentation (\$350) *images front projected onto auditorium screen.*
Includes LCD Projector, VGA and audio connections. Client to provide laptop.

RECHTER ROOM

- ___ Lavalier Microphone (\$100) _____ 10 ft. x 12 ft. Screen (\$50.00)
- ___ Wired Microphone (\$35, Subject to availability)
- ___ VHS Playback (\$75)
- ___ DVD Playback (\$75)
- ___ Data Power Point Projector (\$350) * Organization to provide own laptop
- ___ Conference Speaker Phone/Polycom Premiere 550D (\$75)

OTHER EQUIPMENT (for use in Rechter Room, Café, and Education Classrooms):

- ___ Flipchart, Pad and Markers (\$25)
- ___ Laser Pointer (\$30)
- ___ 35mm Slide Package (\$75) *(Projector on stand, screen, wireless remote control)*
- ___ Portable 6" TV/VCR (\$60) *1-5 people (AC/DC power, antenna)*
- ___ Video Playback Package (\$100) *Small group (19" TV Monitor on cart, VHS player)*
- ___ Video Playback Package (\$200) *Video Projector on cart, VHS player, screen*
- ___ Data LD Projection Package (\$350) *LCD projector, screen, skirted cart, VGA & audio cables*
- ___ Video Conferencing System (\$80)* *Large screen monitor on cart with camera and phone hookup*
- ___ Portable Tripod Projection Screen (\$30)
- ___ VHS Video Cassette Recorder (\$50)
- ___ Easel (\$15) each
- ___ Document Projection/Overhead (\$150) *Elmo Projector, Screen*
- ___ Polycom Phone (\$100)
- ___ Internet or Power Interface Fee (\$50)

___ Event Technician (\$35 per hour, \$70 per hour for Holidays) 4 hour minimum. A technician is required for Frist Center equipment, house sound and lighting coordination of event. Equipment is on a first come, first served basis.

Information herein accurate through December 2008 (10/07)