Event Pricing

Below are estimates of costs associated with events. This is not to be used for exact budgeting and these prices are subject to change.

Event Rentals (delivery charge: $40.00 per trip plus 6.75% sales tax)

- Tables & Chairs:
  - Six Foot Tables- $8.00 each
  - Eight Foot Tables- $8.00 each
  - Classroom Tables (used for meeting set-ups)- $7.00 each
  - Cocktail Rounds (42”-48”)- $6.00 each
  - 60” Rounds (seat up to 8 guests)- $8.00 each
  - 72” Rounds (seat up to 10 guests)- $10.00 each
  - Plastic Folding Chair- $1.00- $1.50 each
  - Chiavari/Opera Chair with Cushion- $8.00 each

- Staging:
  - Riser Panels (for staging)- $35.00 per 3’ x 6’ panel
  - Riser Stairs- $15.00
  - Riser Skirting- $15.00 per 16” x 12’ skirt panel

- Tenting:
  - 10x10- $285.00
  - 20x20- $200.00
  - 20x30- $300.00
  - 14x45- $375.00
  - 50x50 Gable- $4,100.00
  - Marquee (9x15)- $300.00
  - Sidewalls (clear)- $60.00 per 30 foot piece
  - Double French Door- $150.00
  - Guttering (per 10 feet)- $25.00
  - 15 Gallon Water Drums- $150.00 each
  - Drum Covers (white)- $12.50 each
  - Heaters w/ Ducts- $150.00 each
  - Permits- $85.00
  - Emergency Exit Signs- $20.00 each
  - Fire Extinguishers- $10.00 each
  - Delivery- $80.00

- Linens:
  - General Rental Linens (Poly/Cotton Solid Color):
    - 120 inch round linens- $15.00 each
    - 132 inch round linens- $20.00 each
    - Linens for Six or Eight Foot Tables (90x132 or 90x156)- $15.00 each
    - Napkins- $.50 each
  - Specialized Rental Lines:
    - 120 inch linens- $35.00
    - 132 inch round linens- $40.00
    - 80” square overlay- $22.00- $30.00 each
    - Solid color underlay- $18.00- $25.00 each
    - Linens for Six or Eight Foot Tables (90x132/90x156)- $35.00- $45.00 each
    - Napkins (pattern, hem stitch, ribbon trimmed, etc.)- $1.00- $2.50 each
**Catering:**

- **Food:**
  - Light Hors d’oeuvres $9-12 pp
  - Heavy Hors d’oeuvres $15-20 pp
  - Plated Lunch - $8.95 - $14.95 pp
  - Buffet Lunch - $10.95 - $14.95 pp
  - Plated Dinner $21.95 - $26.99 pp
  - Dessert Reception – Assorted finger desserts $12.50/dozen up to $5.95 pp for specialty desserts
  - Boxed Lunch - $7.95 - $10.95 pp
  - Coffee Break for 20 -
    - $22.99 - $42.50 per gallon that serves 20
    - Hot chocolate - $1.50 pp
    - Hot tea - $1.75 pp

- **Beverage:**
  - Non-Alcoholic Beverage Station:
    - Juices $2.25 each
    - Bottled Water $1.50 each
    - Sodas $1.25 each
    - Lemonade/tea $17.50-$24.00 per gallon that serves 20
  - Wine/Beer/Full Bar Reception –
    - Bartender fee of $35/hour per bartender- One bartender for 75-100 guests
    - Add one hour to the length of the event for set up and clean up.
    - Mixed Drinks $6.00 each / house brands
    - Domestic Beer $4.00 / bottle
    - Imported Beer $4.50 / bottle
    - Full Domestic Keg - $250
    - Half Domestic Keg - $150
  - *cash bar available for 100 guest minimum
  - Wine Served with Dinner - $20.00 per bottle
  - Champagne Toast - $18.00 per bottle

- **Taxes & Fees:**
  - Sales Tax
  - Service charge of 10% for university events, 15% for non-university events
  - Minimums- Buffet – 25 people, plated- 50 people
  - Delivery Fee-no fee on campus, $25.00 off campus under 5 miles, $50.00 off campus 5 miles and over
  - Bridger Field House/Off- Campus Fee- additional catering fee of 15% for events at Bridger

**Audio-Visual Equipment:**

- **Microphone**
  - On Podium (wired)- $20.00
  - Wireless - $60
  - Lavaliere or headset - $60
- **Sound System** (2 speakers and a channel mixer)- $150.00
- **Stage Lighting** (2 lights and podium light)- $150.00
- **2100 Lumens Projector** - $150
- **5000 Lumens Projector** - $450
- **Screen**
  - 7’ Floor Screen - $45
  - 9’ x 5’ Fastfold Screen with dress kit - $150
  - Large Rear Projection - $225
- **Set-up/Break Down Fee (approx. 1 man for 3 hours)- $400.00**
• Delivery/Pick-Up Charges- $25.00

**Floral/Decor:**

**Floral**

• Table Centerpieces (for 60” or 72” round)- $35.00-$45.00 each (depending on flowers selected for arrangements)
• Small Table Centerpieces (for cocktail rounds, nametag table, beverage station, etc.)- $15.00-$25.00 each
• Buffet Centerpieces (large and tall)- $75.00-$150.00
• Conference Table Centerpiece (low and long)- $45.00-$55.00 each
• Purchasing Wholesale Flowers to Create 10-12 Centerpieces- approx. $300.00 (not including containers and floral supplies needed to create centerpieces)
• Floral Delivery Fee- $35.00

**Greenery**

• Ferns on the concrete shelves in Wait Chapel- $112.00
• Ferns & Blooming Plants on Stage (large)- $150.00-$200.00
• Ferns and Blooming Plants around Podium (small)- $100.00
• Greenery Delivery Fee- $60.00

**Entertainment:**

• Harpist- $200.00-$250.00 for 2 hours, which is usually the minimum, and $75.00 for each additional hour
• Pianist- $75/hour or $100/hour if pianist brings keyboard
• Jazz Ensemble- $450
• Swing Band- $2000 (8-piece band) plus $200 (female vocalist); $600 (trio)
• Reggae Band-$1500-$2500 (depends on weekday/weekend and if p.a. system is provided)

**Awards/Photography:**

• Sample Favor: WFU Chocolate Truffles- $400.00 for 100 (custom order w/ WFU embossed; packaging and 2 gourmet truffles included)
• Sample Award: Engraved Plaque- $75
• Prints of Event Purchased from University Photographer
  - 5x7- $12
  - 8x10- $20

**Facilities Management Charges:**

Facilities is in the process of creating a price list for frequently requested items:

• Davis Field Parking (roping off and putting up ramps)-
• Hanging Banner-
• General Custodial (cleaning, restocking bathrooms, etc.)-
• Moving/Picking-Up Furniture-
• Setting Up Stage in Wait Chapel-
• Electrical-
• Golf Cart Rental-

**Parking Security:**

• $25.00 per hour per officer (4 hour minimum)

**Shuttle Rental:**

• $115.00 per day per 15-20 passenger shuttle
• $25.00 per hour per driver (4 hour minimum)
• Additional cost to refuel shuttles
Printed Items:
WFUBMC is currently working in conjunction with C&ER to create a 3-tiered/2-level price system that has a maximum price per 100 units based on item category. Items under this new system include: Invitations, save-the-dates, programs, brochures, menu cards, and place cards.

Other printed items:
- Generic Blank Nametags Purchased Through WFU Printing Services- $165.00 Per Box of 100 sheets (800 total nametags)
- Publicity / Advertisement
  - Poster from Benson Copy Center- 11x17 color poster- $0.10 each (if quantity=200)
  - Tent Cards from Benson Copy Center-11x17 tent cards glued & trimmed-$0.50 (if quantity=240)