



Audio/Visual, Electrical and Service Fees

(All fees are per unit, per day, and per room)

Audio/Visual:

Internet: Wireless (500Mb / 95 MBPS upload/download)	\$0
Microphone, Wired (23)	\$25
Microphone, Wireless - handheld (6)	\$50
Microphone, Wireless - lapel (6)	\$50
Microphone, wireless - headset (2)	\$50
Mobile Microphone kit w/ speaker	\$50
Audio Mixing Console (2)	\$50
Add 2 large speakers	\$50
Add 2 small speakers	\$25
Camera, tripod, and streaming dongle	\$200
4 HDMI input video switcher	\$50
SDI to HDMI converter (4)	\$20
Ethernet to HDMI extender	\$20
SDI Cable 100 linear feet (2)	\$20
Ballroom Projector & Screen (14.5'x 8') (2)	\$200
Ballroom Projectors and Screens stage left & stage right (dual)	\$300
Garden Room 105 Projector and Screen (8'x4.5') (1)	\$100
Garden Room TV (52') (5)	\$0
Exhibit Hall Projector & Screen (20'x11') (3) stage left, stage center, stage right	\$450
Exhibit Hall Center Stage	\$150
Exhibit Hall Stage Left	\$200
Exhibit Hall Stage Right	\$200
Exhibit Hall stage left and right	\$300
Color selectable up lights (2 large/ 8 small)	\$20
Spotlight Color Change/per light	\$5
Spotlight Setting/per light	\$5
Spotlight Setting for Gobo	\$25
Presentation Remote/Laser Pointer (3)	\$10
LTI Converter	\$10

Special Event Set-Up:

Exhibit Hall floor box power package (per event)	\$200
Exhibit Hall floor box power (120V 20A circuit) 36 total boxes available	\$20 / box
Building exterior banner hanging (per hour)	\$50
Building exterior banner removal (per hour)	\$50
Genie Lift with client provided operator (per hour)	\$30
Genie lift with staff operator (per hour)	\$50
Power Cam lock or distribution panel	\$45

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Event Equipment:

Banquet Chairs (2200 total)	\$0
6' Round tables (123 total)	\$0
6' x 30" tables (316)	\$0
6' x 18" tables (190)	\$0
Registration tables 6' x 30" (10)	\$20
Cocktail tables (20)	\$10
30" Bronze round tables (3 total)	\$25
6' Bar-Top (4)	\$10
Coat rack	\$10
Courtyard Fun N' Games	\$140
Dry Erase Board (2)	\$25
Easel (aluminum) (15)	\$5
Easel (metal) (2)	\$10
Beige Pipe and Drape (12' height) up to 100 linear feet available	\$3 / foot
White Pipe and Drape (12' height) up to 30 linear feet available	\$3 / foot
Black Pipe and Drape (12' height) up to 160 linear feet available	\$3 / foot
Royal Blue Pipe and Drape (8' height) up to 100 linear feet available	\$3 / foot
White Pipe and Drape (8' height) up to 100 linear feet available	\$10
Pipe only, no drape (12' height)	\$1.50 / foot
Pipe only, no drape (8' height)	\$1.50 / foot
Podium (wood) (3)	\$20
Podium (wood) with wired microphone (3)	\$30
Podium (wood) with wireless microphone (3)	\$55
Riser w/ skirting (blue) (16)	\$15
Stanchion with 7' retractable belt (8 black/ 4 stainless)	\$10
White chairs (92)	\$5 / chair
Traffic Cone (10)	\$0
U.S. and Texas flag (2)	\$0

Other Additional Fees:

Dressing Rooms: not included in entire facility rental agreements additional fee for usage per day	
Monday- Thursday:	Standard/Non-Profit \$40/\$32
Friday-Sunday:	Standard/Non-Profit \$50/\$45
Cleaning fee (per hour/ per staff member)	\$50
Client is responsible for removing decor and other items. Caterer, and Client are responsible for removal and disposal of food/beverage, including busing.	
Damage	(Labor, materials +20%)
Room Reset Fee (per hour/ per staff)	\$100
Building use outside pre-arranged access times during business hours 8a-5p per hour	\$100
Building use outside pre-arranged access times outside business hours 7a-1a per hour	\$200
Storage fees for items left at facility outside of pre-arranged access times {Per hour starting at 8am next business day}	\$100/hour

Equipment and services are available on a first-come first-serve basis, only as available. Charges are in accordance with the rates as established by the City of New Braunfels as of May 1, 2024, and are in effect at the time of the event (subject to change without notice).