

Additional Fees for the White Stag Block

Fee Type	Rate
Alcohol Wristbands – per tag	\$0.25
Cable – Comcast	\$45
**Cancellation Fee – Based on Room Rental Fee	30%
Cleanup – Extensive	\$100
***Conference Line – Multiple Lines	\$20
*Hours – Extended, Before or After 8am – 8pm	\$60
Hours – Weekend (including set up and vacate)	\$120/4 hour + \$30/hr after that
*Hours – Extended A/V assistance, Before 8am	\$60/hour
Laptop – MAC or PC	\$50
Microphone – Lapel	\$30
Microphone – Extensive set up	\$30
Projector – Mobile	\$45
Projector/Screen Combo – Mobile	\$75
Screen – Mobile	\$45
Setup – Extensive or Change Order	\$50
Setup – Light Court Commons Extensive	\$50
Setup – Short Turnaround (Client Request)	\$50
Sound System – Mobile	\$75
*Staff – Alcohol Designee (See Below)	\$50/hour
*Staff – Security	\$30/hour
Stage/Riser	\$150
Video Conference – Mobile Unit	\$50
Video Conference – Per Each Additional Site	\$10
*Video Recording – Active	\$50/hour
Video Recording – Static	\$30
*Webcasting	\$30/hour

Room rental fees include:

- Event Services
 - Coordination management and catering recommendation from an Event Services Coordinator.
- Facility Services
 - Room setup as arranged and coordinated with an Event Services Coordinator prior to the event.
 - If applicable, Light Court Commons basic setup includes bar, buffet, registration table, and 5 bistros.
- Audiovisual Services
 - Basic AV in (most) rooms includes AV Technician support for event setup, plasma/projector with screen, conference phone, microphone (wired), basic videoconferencing, static video recording.

Alcohol Designee requirement: Onsite supervision by university faculty or staff is required for all events where alcohol is being served. The UO department hosting or sponsoring an event held at UO Portland is required to provide the alcohol designee. For endorsed events and those where the UO affiliated department cannot provide an alcohol designee, Scheduling and Event Services can provide this service for an additional hourly fee.

Charged per hour - - - **Charged for events cancelled less than 7 days prior to the event date - - - *Additional fees will apply depending upon call duration and number of connecting lines*