

JANE S. MCKIMMON CONFERENCE AND TRAINING CENTER
Campus Box 7401 Raleigh, NC 27695-7401
Phone: 919-515-2277 Fax: 919-515-6974

MEETING RESERVATION AND CONFIRMATION AGREEMENT

CONTACT INFORMATION

Name
Account
Address 1
Address 2
City, State Zip
e-mail
Main Phone Number

BILLING INFORMATION

Name
Account
Address 1
Address 2
City, State Zip
e-mail
Main Phone Number

Thank you for reserving space at the McKimmon Conference and Training Center (hereinafter "MCTC"). Based on the initial space request, the estimated room rental fee will be (_____), the (_____) rate. This estimate does not include catering or equipment charges and may change if there are adjustments made to the initial request. Based on the amount of meeting space reserved, a deposit of \$_____ is required upon return of this contract. If you wish to pay the deposit by credit card, please call the McKimmon Center Accounting Office at 919-515-9165.

Please review the information regarding your event for accuracy and make any necessary corrections. If everything is correct, complete the relevant sections, review the attached policies, sign, and return within 10 days of receipt (_____) to secure your reservation. The "Room Setup & Catering Requirements Form (McK-2)" is required in our office, no later than two weeks (_____) prior to your event date. If you have any questions, contact _____ at 919-515-2277. You can reference event number _____.

Event Title: _____

Event Start Date: _____ **Event End Date:** _____

Event Start Time: _____ **Event End Time:** _____

General Session Attendance: _____ **General Session Setup:** _____
No Subsessions

***PLEASE RETURN THIS PAGE, THE NEXT PAGE AND ALL ATTACHMENTS TO MCKIMMON
CLIENT RELATIONS OFFICE***

Please continue to next page

MEETING RESERVATION AND CONFIRMATION AGREEMENT (continued)

Completion of all information in this box is required. If you have no exhibitors, please write "0" in the appropriate space.

Detailed Educational Purpose of Meeting: _____

Type of Audience Expected: _____

Number of Potential Exhibitors: For-Profit _____ Non-Profit _____

Completion of this information is required for NC State University Departments Only. Please indicate "N/A" if your department will not be paying by IDT.

FAS/Project Number: _____

OUC Account Number: _____

• **Cancellation Information**

Cancellation requests must be received in writing by the cancellation date listed below in order to avoid a cancellation fee. The late cancellation fee will be the applicable room rate based on volume of rooms reserved.

- One meeting room = at least 30 days prior to event
- Two to five meeting rooms = at least 45 days prior to event
- More than five meeting rooms = at least 90 days prior to event

• **MCTC Policies and Catering Information are found on Attachments "A" and "B" on the following pages**

The signature below signifies acceptance of the aforementioned terms and the attached policies for MCTC.

Signature of Authorized Representative of User Group: _____

Printed Name of Authorized Representative: _____

Date: _____

NC State University McKimmon Center Authorizing Signature: _____

Date: _____

MCKIMMON CONFERENCE AND TRAINING CENTER POLICIES ATTACHMENT “A”

By signing the “Meeting Reservation and Confirmation Agreement”, you (hereinafter “the USER”) agree to the following:

All “POLICIES” are part of the McKimmon Conference and Training Center (hereinafter “MCTC”) Meeting Reservation and Confirmation Agreement made between North Carolina State University, on behalf of the MCTC (“UNIVERSITY” or “MCTC”), and the USER identified on the Meeting Reservation and Confirmation Agreement.

Contracts and Deposits: USER agrees to return the signed contract fourteen (14) calendar days prior to the event date with a non-refundable deposit of 10% of total room costs or \$50 whichever is greater. This agreement shall be rendered null and void if not returned signed to MCTC by the designated date with payment. If you would like to make a credit card payment please contact our Accounting Office at 919-515-9165.

Deposits cannot be refunded but will be credited toward a rescheduled event. If the reservation is made less than 30 days from the start date of the event, the full amount of estimated fees will be required as the deposit. This payment will not be refunded if the event is cancelled.

Room Setup & Catering Requirements Form (McK-2): The “MCK2” form is due in the MCTC Client Relations Office by 5:00pm, fourteen (14) calendar days prior to your event date. If the MCK2 form is not returned back to MCTC by the due date listed, MCTC cannot guarantee your event setup and a \$50 administrative fee per meeting room reserved will apply.

Payment: USER agrees to pay the room fee and “additional expenses” no later than 30 days from receipt of the MCTC’s invoice.

Hours of Operation: MCTC is open from 7am – 6pm Mondays through Thursdays, 7am – 5pm Fridays, and on evenings and weekends as requested. For day functions, a fee of \$150 per hour or any part thereof will be assessed to open the building prior to 7am or past 5:30pm. Groups requesting to stay past 10pm will be assessed a fee of \$200 per hour or any part thereof.

Sole User: Sole users of MCTC regardless of USER category, are charged a minimum of \$850 building rate or rate of rooms reserved whichever is greater.

Room Reset: A fee of half the rate of room reserved will be charged to reset a room after the room has been set to the McK-2 form specification.

Rental Space: If the USER requests a “DO NOT MOVE” on any rental space, then the USER is required to pay the actual room rate of that space that MCTC has guaranteed. MCTC shall have the right to move the USER to any room at MCTC’s discretion. MCTC will provide space that will accommodate the contracted setup.

For clients requesting a 24 hour hold on room(s) a fee of half the evening room rate will be assessed on all overnight holds.

Attendance: USER agrees to provide in writing, an “estimated number” of participants 14 calendar days prior to the first day of meeting. If USER fails to submit an estimated number by the aforementioned deadline date, the reserved number of participants originally contracted when booked shall be used as the “estimated number”. Final numbers must be communicated no later than five (5) calendar days prior to event date.

Equipment: Included in the room rate is one (1) LCD projector with screen, one (1) podium with cordless handheld microphone and wireless internet. Additional charges will apply if additional equipment is needed.

MCKIMMON CONFERENCE AND TRAINING CENTER POLICIES

ATTACHMENT “A”

Power Supply: Electrical power supply and related work must be done and supervised by the MCTC Support Staff. No outside power supplies or extension cords are allowed without specific approval due to liability and safety issues. There is an additional charge for furnishing electrical power supply to individuals and groups. No power supplies or cords may be placed across a floor or walkway without being properly secured by the MCTC Support Staff.

The MCTC will provide one power supply with at least 2 outlets for each 120 volt outlet that you request. Sharing power between attendees by using privately-furnished power supplies is prohibited without prior approval. Convenience outlets that may exist near your booth are not included in your room rental and may not be used without consent. All wiring must be UL listed and conform to applicable electrical code and fire marshal regulations.

If “bare wire hook-ups” (such as 200 amp 3-phase service) are needed in Room 1 to support a program, the connection can be made for a fee of \$50.00, provided the connectors are received in advance of the program at the MCTC and during the hours of 7am-3:30pm. Inform the Client Relations or Facility Support staff at least fourteen (14) calendar days in advance to schedule the connection.

Phones and Conference Calls: If phones, phone lines or conference calls are needed, please contact MCTC Client Relations office at least fourteen (14) calendar days prior to an event date to make arrangements. An additional fee will apply for added phones and phone lines.

Wired and Wireless Internet: If a hard-wired internet connection (ethernet) is needed, please contact MCTC Client Relations office at least fourteen (14) calendar days prior to an event date. A fee will apply for the use of a hard-wired connection. Wireless internet is provided throughout MCTC at no charge and is included in the room rate. For large groups wishing to furnish their own wireless network, contact the Facility Support office at 919-515-8251 fourteen (14) calendar days prior to the event date as special accommodations to the networks may be needed.

Emergencies: All emergencies should be directed to the front desk at MCTC. If a person needs medical attention MCTC will call NC State public safety at 919-515-3333 for emergency assistance. The MCTC Client Relations / Facility Support staff will assist in the evacuation of individuals from rooms and public spaces in MCTC in the event of an emergency.

Fire Alarm: Programs requiring any deactivation of the fire alarm for any purpose will be charged \$100.00. All criteria and arrangements must be approved by MCTC Client Relations/Facility Support staffs at least fourteen (14) calendar days in advance.

Audio Visual Equipment: Clients are permitted to bring into MCTC their own audio-visual equipment, but are not permitted to bring in own wireless mics or LCD Projector and Screen unless approved by MCTC Client Relations office. MCTC staff will not service malfunctioning equipment brought into the MCTC by clients, if assistance is requested, an automatic \$55 fee per hour or any part thereof will apply.

Groups requiring mixer board and portable sound for entertainment or a room requiring more than 12 mics will be required to pay a per hour AV tech fee of \$55 per hour or any part thereof to operate the sound board plus the additional mic cost.

Groups requesting AV tech assistance the day of the event will be assessed a “floor rate” of \$75.

Webinars and Videotaping: All Webinars will need to be reserved fourteen (14) calendar days prior to event date. Webinar/Videotaping includes static shot with one tech, one camera, a MAC or Media Site player, and archiving for later viewing. All clients will be charged the appropriate rate as well as an additional one hour pre and post setup/tear down fee. Extra fees will be assessed based on current tech rate and equipment needs. This service is based upon availability of equipment and staffing.

Furniture: Client movement of furnishings in the lobby and/or hallways, including but not limited to plants, tables,

MCKIMMON CONFERENCE AND TRAINING CENTER POLICIES ATTACHMENT “A”

chairs and any free-standing items is prohibited without prior approval by appropriate MCTC staff and must not be moved by the client or others under their direction. There is a charge of \$10 per item for using or moving lobby furnishings.

Sales and Solicitation: The USER will not engage in sales or solicitation of sales of goods or services except as described in go.ncsu.edu/saleofgoods. Any sales and solicitation must be conducted in accordance with the UNIVERSITY'S Administrative Regulation on solicitation, which can be viewed at go.ncsu.edu/solicitation or obtained by calling 919-515-2277.

Ingress/Egress: All portions of the sidewalks, entries, doors, passages, vestibules, halls, corridors, stairways, passageways, and all ways of access to public utilities of the premises must be kept clean and unobstructed by USER and must not be used by USER for any purpose other than ingress to or egress from the premises.

Designated “emergency exit” aisles must be maintained clear of crates and exhibit materials during move-in or move-out.

All empty boxes or crates during exhibit setup or cleanup must be placed on the back service hall behind Area 2 to the left of the exit door. If you need help locating this area, please contact the MCTC front desk.

Emergency Exits: All fire communications equipment, fire extinguishers, alarm strobes and emergency exits must be visible and accessible at all times.

Damages and Repairs: The USER agrees to be responsible for any and all damages to buildings, grounds, and equipment incident to the use of the PROPERTY, including that caused by participants and attendees. USER shall make no temporary or permanent modifications to the PROPERTY without the prior written consent of the MCTC.

Please ensure that all items, signs, banners, etc. used to decorate the registration area or the rooms you occupy are free-standing or on easels. Classrooms are furnished with a tack-safe area that may be used as needed. No items may be attached to the furniture, walls, doors, columns or other non-glass areas. Damage to surfaces will result in additional charges to the client for repair or restoration.

Use of tape is restricted to facility staff and approved contractors. Tape used on the floor to secure carpet and any other flooring must be gaffers tape or other approved tape furnished through the MCTC Support Staff.

Additional Cleaning Expenses: In addition to the room fee and catering fee, USER will be responsible for paying any and all expenses incurred by USER and/or MCTC in support of or as a result of the use. Such expenses may include, but are not limited to, cleaning costs beyond the standard Center cleanup, security costs, and reset fees should USER request a change to initial room setup.

Equipment requested the day of an event will be charged the MCTC “floor rate”. Any meeting and catering changes made to a program the day of an event must be requested by the event coordinator or designated point of contact who will be asked to sign a request form.

Compliance: The USER agrees to use and occupy the FACILITY in accordance with all MCTC policies, regulations, rules, and practices and with all applicable municipal, state and federal laws, including but not limited to fire codes, NC State University policies, regulations, and rules can be found at policies.ncsu.edu. USER may not use the UNIVERSITY's names or marks, or imply UNIVERSITY endorsement or support, without express permission from an authorized UNIVERSITY official.

Some events will be asked to provide UNIVERSITY sponsorship in order to hold an event at MCTC.

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ATTACHMENT “A”

Parking: Parking at MCTC is allowed only in designated lots and must abide by all campus parking and traffic regulations. MCTC is not authorized to waive parking citations or fines. MCTC reserves the right to engage the services of parking personnel for traffic management that may involve additional fees which may be passed along to the USER.

Security: Security will be obtained by MCTC as needed and charges incurred for services will be passed along to client for payment.

In order to provide a safe and secure environment for the campus community and visitors, when there is a threat of disruption of the event, for protection of NC STATE property when there is a threat of damage, and to maintain public order for large events, security will be provided for the event as necessary based on a security assessment by NC STATE Police. If NC STATE Police determine that special event security is required for the event, USER shall be responsible for paying all costs for the security personnel and for other security measures including, but not limited to, barricades, metal detectors and parking control measures, as specified by the NC STATE Police Chief or designee. NC STATE will provide a security fee estimate to USER for the event. This estimate is for USER'S budgeting purposes only, and actual security expenses shall be charged at the conclusion of the event.

Accommodations: In accordance with the provisions of the Americans with Disabilities Act, certain services or facilities may be required for participants attending events. It is the client's sole responsibility to determine whether any such need exists and whether MCTC has the capability to provide for them. The USER agrees to pay all costs for such services, equipment or facilities furnished by MCTC at the request of the client.

Decorations and Entertainment: Please contact the MCTC Client Relations Office for approval of entertainment and/or musical accompaniments, and for restrictions related to decorations, helium balloons, confetti, glitter or wall hangings. An additional cleaning fee may apply.

Participants and Attendees: USER is responsible for providing all necessary and appropriate safety instruction to all participants and attendees at USER'S activity. If the use of the property is open to any nonmembers or nonemployees of USER, then no person shall be denied the equal privileges and enjoyment of having free and open access to the USER'S event on the basis of age (40 or older), color, disability, gender identity, genetic information, national origin, race, religion, sex (including pregnancy), sexual orientation, or veteran status.

Check-out: USER is responsible for completing check-out procedures prior to leaving the MCTC once event has ended. This includes:

- Removing all of the USER'S materials and belongings from all rooms used
- Clearing/dismissing all of the USER's participants from all rooms (unofficial after hours meetings must be approved prior to event date by Client Relations office)
- Leaving all MCTC audiovisual and other equipment inside rooms
- Notifying the front desk staff that USER has finished in all rooms
- Completing and turning in evaluation forms to the front desk staff

Abandoned Property: Any property left at the MCTC shall, after a period of ten days from the last day of the scheduled use, be deemed abandoned and shall become property of MCTC to be disposed of or utilized at MCTC's sole discretion. MCTC is not responsible for any items left at the facility after an event.

Print Shop & Mail Services: The MCTC Print Shop provides print shop and mail services for client groups participating in meetings at MCTC. The Print Shop has state-of-the-art production equipment that can produce tape bound books with insert tabs, covers and color sheets, transparencies, etc. Printing jobs or print work can be sent from an office computer and stored on the system for 30 days for future reprints. Mail Services handles all the shipping and receiving needs of MCTC staff and clients. The Print Shop is located on the back service hallway of MCTC in room number 138 or 139. The print shop phone number is 919-515-3692 or fax 919-513-3428. The print shop's hours of operation are Monday through Friday, 7:30am – 5pm.

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Exhibitors: All exhibit booths, event materials, etc. can be shipped to MCTC no earlier than 72 hours prior to event date. MCTC’s shipping address is: McKimmon Conference and Training Center, 1101 Gorman Street, Raleigh, NC 27606. Name, date of event and event coordinator must be listed on mailing label. For location of items shipped to MCTC please contact Print Shop & Mail Services.

Deliveries and Responsibility: MCTC will not be responsible for any items delivered or shipped to MCTC such as, but not limited to plants, flowers, boxes, materials, equipment, etc. for any events. It will be the sole responsibility of the USER for placing any delivered or shipped items where needed for an event. If a client should need labor assistance for an event at MCTC a fee of \$20 per hour will be assessed.

Non-Assignment: This agreement is personal and the USER shall not assign this agreement nor allow any other person, group or entity to use the PROPERTY during the scheduled time(s) without the prior written consent of MCTC

Force Majeure: If the PROPERTY is rendered unsuitable for the conduct of the USER’S activity by reason of force majeure, MCTC and the USER are released from their obligations under this contract. Force majeure means fire, earthquake, hurricane, flood, act of God, strikes, work stoppages or other labor disturbances, riots or civil commotions, war or other act of any foreign nation, power of government, governmental agency or authority, or any other cause like or unlike any cause mentioned which is beyond the control of the MCTC.

Termination: MCTC may terminate this agreement at any time in its discretion. If MCTC terminates because USER has violated the terms of this agreement, or because participants or attendees have violated laws or University policies, the USER is obligated to make full payment of all fees under the Meeting Reservation and Confirmation Agreement. Otherwise, termination by MCTC shall result in a refund of the applicable fee, less any expenses incurred by MCTC on behalf of the USER. Further, MCTC reserves the right not to enter into an agreement with the USER for future events.

Indemnification: USER shall indemnify and save harmless NC State University from all loss, cost and expense arising out of any liability, for injuries or damages to persons or property sustained by or claimed to have been sustained by anyone, by reason of the use or occupation of the MCTC facilities, whether such use is authorized or not, or by any act or omission of USER or any of its officers, agents, employees, guests, patrons, or invitees, and USER shall pay for any and all damage to the property of NC State University, or the loss or theft of such property, done or caused by persons attending USER’S event at the MCTC. Provided, however, UNIVERSITY will remain liable for injury to persons caused by the negligence of its employees or agents, to the extent allowed by North Carolina law (the Tort Claim Act).

In the sole discretion of the UNIVERSITY, at all times during the use of the MCTC, USER will be required to have a policy of general liability insurance covering bodily harm, property damage, and personal injury, written by a company licensed to do business in the state of North Carolina, covering the use contemplated by the Meeting Reservation and Confirmation Agreement, with minimum combined single limits of \$1 million on an occurrence basis. NC STATE UNIVERSITY shall be named as the “Certificate Holder” for the purpose of the use described in the Reservation Agreement. A certificate of insurance shall be provided to MCTC a minimum of fourteen (14) calendar days prior to the Event. USER agrees that the insurance will be primary coverage and will contain no terms allowing the insurer to be subrogated to the rights of any injured or damaged person or entity insofar as said person or entity may have claims against UNIVERSITY. Failure to meet the UNIVERSITY’S insurance requirement shall make the agreement null and void and shall result in cancellation.

If USER is a department, division, or other unit of UNIVERSITY, the foregoing indemnification and insurance requirements do not apply and are not part of the Agreement between the parties. If USER is a state or federal government agency, indemnification is not required where prohibited by law.

Whole Agreement: This writing, the attached policies and the Meeting Reservation and Confirmation Agreement constitute the whole and complete agreement between MCTC and USER.

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Severability: The terms of the Meeting Reservation and Confirmation Agreement and the accompanying policies are severable such that if one or more provisions are declared illegal, void, or unenforceable, the remainder of the provisions shall continue to be valid and enforceable.

Additional information: For additional information for use of the MCTC (including eligibility requirements and priorities among user groups) please call 919-515-2277 or check online at mckimmoncenter.ncsu.edu.

Version: September 2014

Policies, Regulations, and Rules (PRR) Disclaimer

The actual NC State University policies, regulations, and rules can be found at policies.ncsu.edu

MCKIMMON CONFERENCE AND TRAINING CENTER CATERING POLICIES ATTACHMENT “B”

Booking: All catering will be provided only by the MCTC list of approved caterers which can be found on the MCTC website at go.ncsu.edu/cater.

Break Service: Break service will be ordered through MCTC’s Catering Coordinator with NCSU Rave Catering Monday through Friday. On Saturday and Sunday break service can be ordered through any caterer of your choice listed on the MCTC list of approved caterers. To place a break service order with Rave Catering please contact the MCTC Catering Coordinator by e-mail at mckimmoncenter@ncsu.edu or directly by phone at 919-515-8196.

Continental Breakfast: Continental breakfast is considered a break service. Please call MCTC’s catering coordinator at 919-515-8196 or e-mail mckimmoncenter@ncsu.edu to place a continental breakfast or break service order.

Confirmation: For groups of 300 or less, menu choices must be confirmed 7 business days prior to event start date and groups greater than 300, three weeks prior to event start date. The guaranteed number of participants for all groups must be confirmed 72 business hours prior to event, with only a minimal fluctuation in numbers accepted.

Cancellation of Lunch Space: To cancel lunch space that is reserved in a separate room from event space, a request to cancel lunch space must be received in writing 30 days prior to the event date to avoid a late cancel fee of \$100.

Standard Catering Setup: Standard catering setup includes linens for buffet tables only, disposable place settings for number guaranteed. China service or linens for dining tables can be upgraded through your caterer for an additional fee.

Outside Food and Beverages: No outside food or beverages are allowed to be served inside MCTC.

Alcohol: Alcohol can be served in conjunction with an educational event given MCTC’s Special Occasion permit status. The serving of alcoholic beverages must be in accordance with the UNIVERSITY guidelines and applicable state law. No one under 21 can be served or consume alcoholic beverages. No alcohol may be served before the hour of 5pm Mondays through Fridays or before 3pm on Saturdays and Sundays. Alcohol can only be served for 1 hour. Extensions of this time limit must be submitted in writing and approved by the Client Relations office. MCTC reserves the right to refuse service of alcohol to any groups or individuals. For more information please refer to go.ncsu.edu/mckalcoholpolicy, go.ncsu.edu/alcoholpolicy and go.ncsu.edu/regulation for specific MCTC and UNIVERSITY guidelines and policies.

University Groups Serving Alcohol: University Groups are required to complete and have signed by appropriate Dean or Vice Chancellor the “Request for Permission to Serve Alcohol” form and returned to MCTC fourteen (14) calendar days prior to event date. If the request is granted, the serving of alcohol will comply with all North Carolina and UNIVERSITY’s alcohol policies.

Food Handling: In accordance with North Carolina Health Department regulations, any leftover food remains the property of the caterer and under law, must be disposed of by the caterer, and cannot be removed by the client. The caterer is not permitted to give excess food/beverages to the USER after a meal function. All food must be disposed of by the caterer either at MCTC or taken back to the caterer’s facility.

Billing: Catering costs will be billed separately from space and equipment rental costs incurred at MCTC.

McKimmon Center Support Services Remote Audio Visual Services Guidelines

The McKimmon Conference & Training Center is pleased to offer our audio-visual services to our regular clients. MCSS is an extension of the McKimmon Center's excellent in-house staff, providing additional, professionally trained technical support for specialized audio, visual and recording services.

Parameters for providing off-site services:

- Reservations are limited to groups that currently have a business relationship with the McKimmon Center and have hosted, sponsored or operated programs at the McKimmon Center.
- Reservations cannot be made in excess of six (6) months in advance of the scheduled time for the program.
- All reservations are subject to the availability of adequate support staff to be absent from the McKimmon Center such that there is no negative impact on programs, events or other support services on the premises.
- All requests for off-site AV support services must be cleared through the Director's Office.

The McKimmon Center Support Services will provide the following:

For off-site locations on the contiguous North Carolina State University campus

Production of a video or webinar recording and/or web-stream for your event, along with a presentation page titled for your program. After completion of your event, either a CD/DVD or web file will be provided to you upon request. If editing of the recording is needed, up to two (2) hours of post-production editing of your event will be provided. The addition of speaker bios as well as individual presentations can also be included in the post-production work, if not provided prior to the event. In addition, the webinar will be available by URL for a period of two (2) years after the event.

The per hour rate of \$210.00 will be charged for each hour or partial hour of recording time, with one (1) additional hour for transport and set-up time as well as one (1) additional hour for tear-down and return time. This charge includes all equipment necessary (with one camera) for the recording as well as a professional operator.

For off-site locations away from the North Carolina State University campus

Available for reservation only when managed or operated by a university department.

Production of a video or webinar recording and/or web-stream for your event, along with a presentation page titled for your program. After completion of your event, either a CD/DVD or web file will be provided to you upon request. If editing of the recording is needed, up two (2) hours of post-production editing of your event will be provided. The addition of speaker bios as well as individual presentations can also be included in the post-production work, if not provided prior to the event. In addition, the webinar will be available by URL for a period of two (2) years after the event.

The per hour rate of \$250.00 will be charged for each hour or partial hour of recording time, with one (1) additional hour for transport and set-up time as well as one (1) additional hour for tear-down and return time, each per day,

McKimmon Center Support Services Remote Audio Visual Services Guidelines

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provided the location is within 30 minutes (15 miles) of the McKimmon Conference & Training Center. Locations greater than 30 minutes (15 miles) will warrant an additional hour for every 15 miles or part thereof. This charge includes all equipment necessary (with one camera) for the recording as well as a professional operator.

Any additional charges necessary to obtain a reliable internet connection, if needed, will be paid by the reserving client.

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