



# CONFERENCE AND MEETING FACILITIES

## ADDITIONAL SERVICES

We offer the following services and options to complement your overall event experience.

<b>DÉCOR / LINEN SERVICES</b>	
Table Linens	\$10 - 90" house beige/chocolate \$10 - 90 x 90 square \$12 - 108" round \$15 - 120" round \$15 - Spandex (6 fts., High Boy – white / black)
Check in / Gift table linens	Complimentary
Food table skirts / spandex	\$15 each
Centerpieces*	\$3 - \$10 depending on style
Columns (DeKalb)	\$10 (3 ft.) / \$15 (3' 8")
Candelabras (DeKalb)	\$30 each
/Uplights	\$50 each

<b>AUDIO / VISUAL / TECHNOLOGY / BUSINESS SERVICES</b>	
Wireless Internet	Complimentary
Projector	2 hours - Complimentary; \$50 / hour thereafter (DeKalb) \$50 per hour / \$250 for 6 hours (Newton D)
Laptop *	\$25 each
Podium (DeKalb)	1 complimentary; \$100 for 2; \$350 for 3-5; \$400 for all
Podium (Newton D)	Complimentary
Stage Lights (DeKalb)	\$50
Dedicated AV Technician	Starts at \$250 for 4 hours; Fee depends on complexity
Line Out	\$50
Photocopies	10 Complimentary; \$.10 thereafter (only B/W)
Dry Erase / Flip Chart / Easels *	1 complimentary; \$5 each for 2+
Extension Cord/Power Strip	\$25

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### DEKALB CONFERENCE CENTER

**Damita Young**  
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### DIRECTOR, CONFERENCE CENTER OPERATIONS

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### NEWTON CONFERENCE CENTER

**Kevin Lane**  
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<b>ADD ONS &amp; OTHER PARTICULARS</b>	
Room 111 & 112 (DeKalb)	\$75 for one; \$100 both (in conjunction with other rental)
Executive Suite (Newton D)	\$75 for one; \$125 full suite with kitchenette (in conjunction with other rental)
Atrium (DeKalb)	\$150 Basic setup - 1 hr., \$200 – 2 hrs.; \$300 Special setup
Atrium (Newton D)	\$100 Basic setup – 1 hr., \$200 – 2 hrs.; \$300 Special setup
Exhibit Hall (Newton D)	\$100 Basic setup – 1 hr., \$150 – 2 hrs.
Stage w/skirting, backdrop, steps	\$50 per piece (6'x 8') (DeKalb); \$150 entire stage (Newton D)
Backdrop Only *	\$20 per piece
Dance Floor (DeKalb)	\$200 (up to 324 sq. ft.); \$400 (720 sq. ft.)
Piano (DeKalb)	\$100 Self Play; \$150 Pianist; \$100 Move Fee
Vendor Tables (5 and 6ft.)	4 Complimentary; \$10 each thereafter
High Boy Tables * (DeKalb)	2 Complimentary; \$10 each thereafter
Wedding Rehearsal	\$100 hour (space provided may not be in your actual room)
Early Entrance	\$50 before 730 aM
Late Change Requests (within 24 hours of event)	1 table complimentary; \$10 thereafter 8 chairs complimentary; \$5 thereafter
Non Approved Catering Fee	\$150

<b>MISCELLANEOUS SERVICES</b>	
Food / Beverage Services	\$1.25 per person (Coffee/tea/lemonade/sodas) \$ .50 per person (Water) \$3.00 per person (Light Snacks) (DeKalb)
Minor Room Flip	\$150 - 200
Security	\$175 Guard; \$250 Police Officer
Water Service	\$1.00 per person

\* Availability depends on quantity requested

**IMAGINE YOUR EVENT.** Your Way.

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