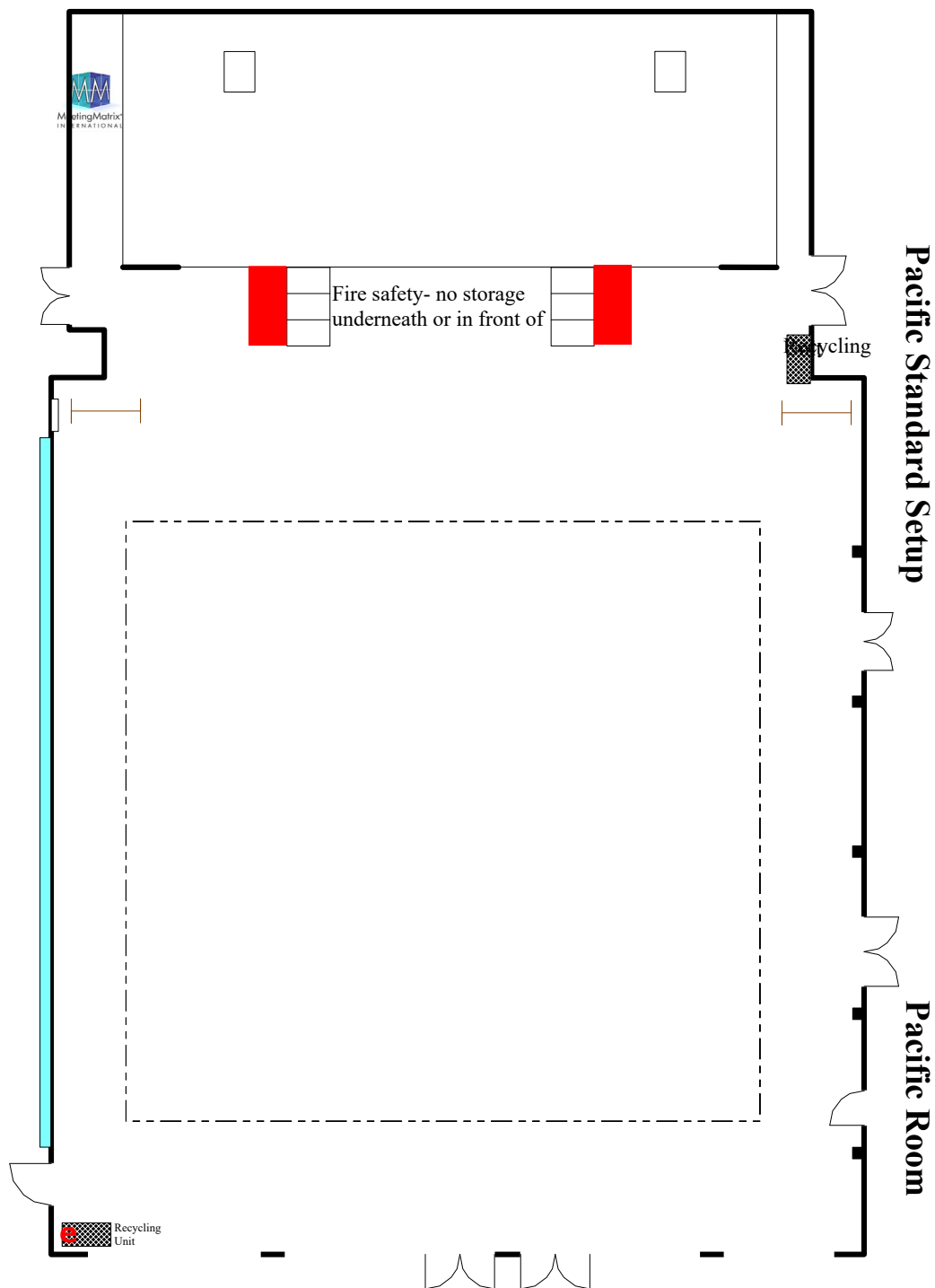


Western Oregon University

Werner University Center

Set-up / Take-down Charges

<u>Set-up</u>	<u>Number</u>	<u>1-Jul-23</u>	<u>27-Sep-27</u>
<u>Banquet-round tables/chairs</u>	<i>Up to 50</i>	\$70.00	\$73.50
	<i>51-100</i>	\$130.00	\$136.50
	<i>101-200</i>	\$185.00	\$194.25
	<i>201-Maximum</i>	\$220.00	\$231.00
<u>Rows of chairs</u>	<i>Up to 50</i>	\$35.00	\$36.75
	<i>51-100</i>	\$55.00	\$57.75
	<i>101-200</i>	\$90.00	\$94.50
	<i>201-300</i>	\$110.00	\$115.50
	<i>300- aximum</i>	\$155.00	\$162.75
<u>6ft or Conference Tables / chairs</u>	<i>Up to 12</i>	\$25.00	\$26.25
	<i>13 - 32</i>	\$35.00	\$36.75
	<i>33 - 56</i>	\$55.00	\$57.75
	<i>57 - 100</i>	\$90.00	\$94.50
	<i>101 - Maximum</i>	\$135.00	\$141.75
<u>Custom set up</u>		\$20 Per hour per person	
	<i>Custodial</i>	\$59 per hour per person	

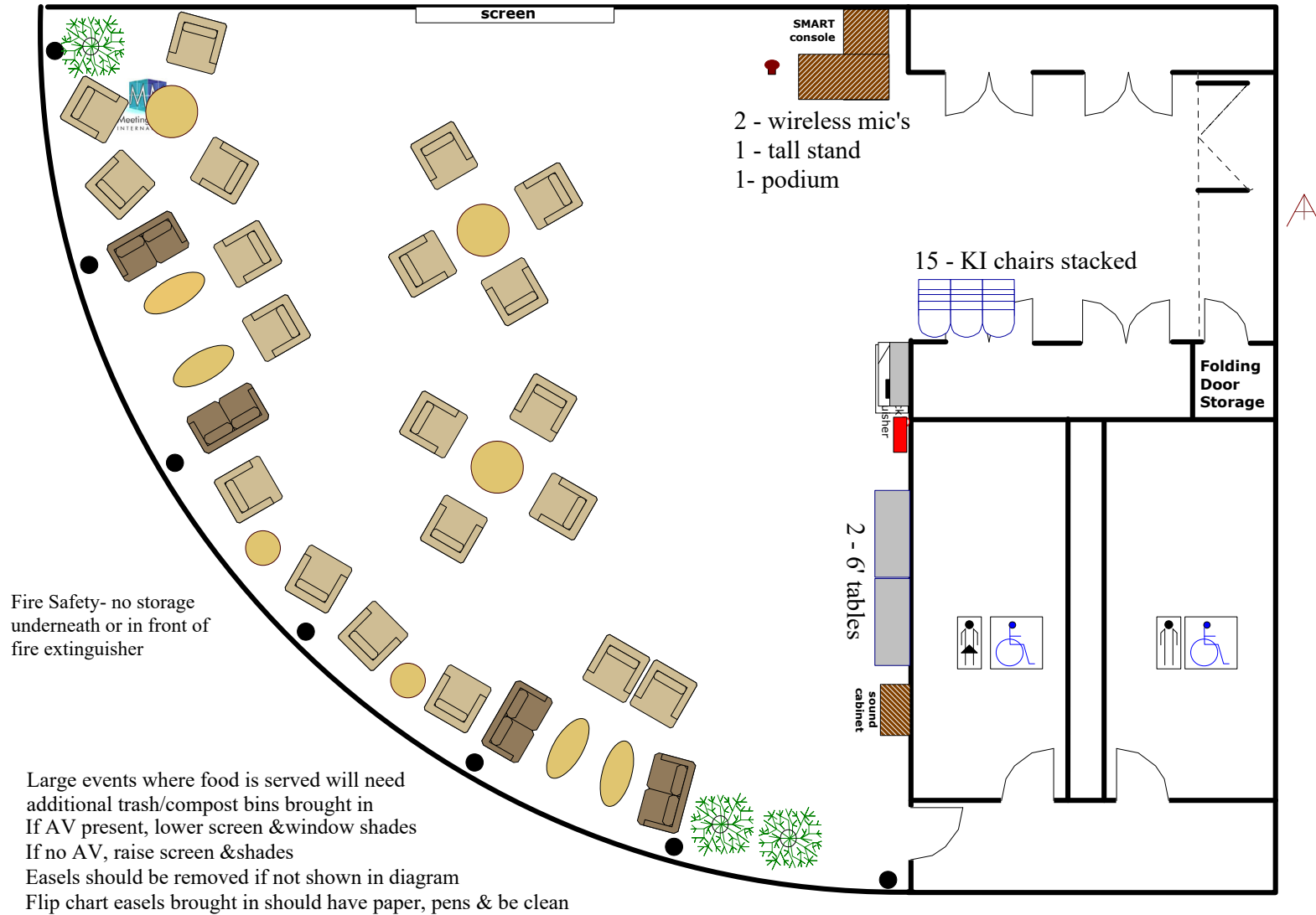


Large events where food is served will need additional trash/compost bins brought in
 If AV present, lower screen & window shades
 If no AV, raise screen & shades

Easels should be removed if not shown in diagram
 Whiteboards should be spotless w/a set of 4 pens & eraser
 Thermostats- set on 65 & volume control "0"

Willamette Standard Setup

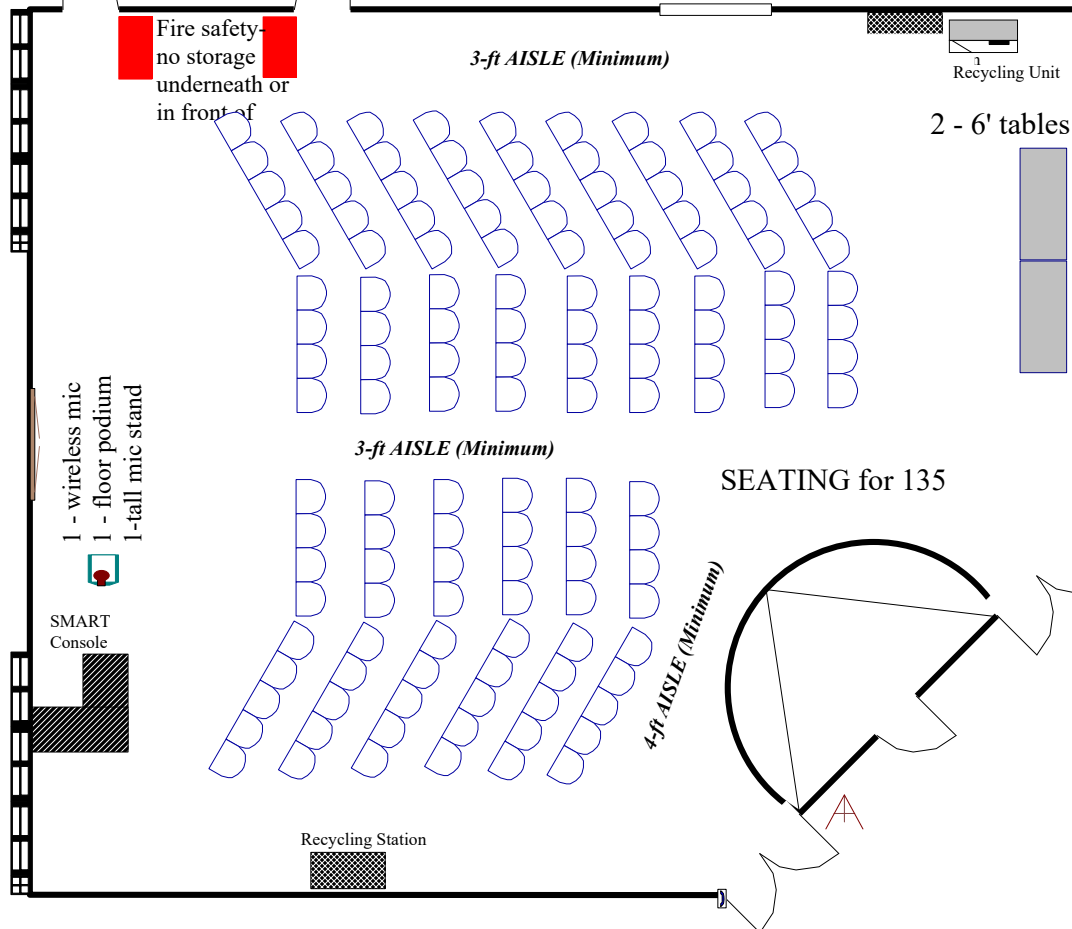
Willamette Room





Columbia Standard Setup

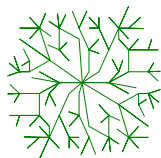
Columbia



Large events where food is served will need additional trash/compost bins brought in
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If no AV, raise screen & shades
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Thermostats- set on 65 & volume control "0"

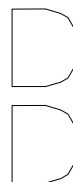
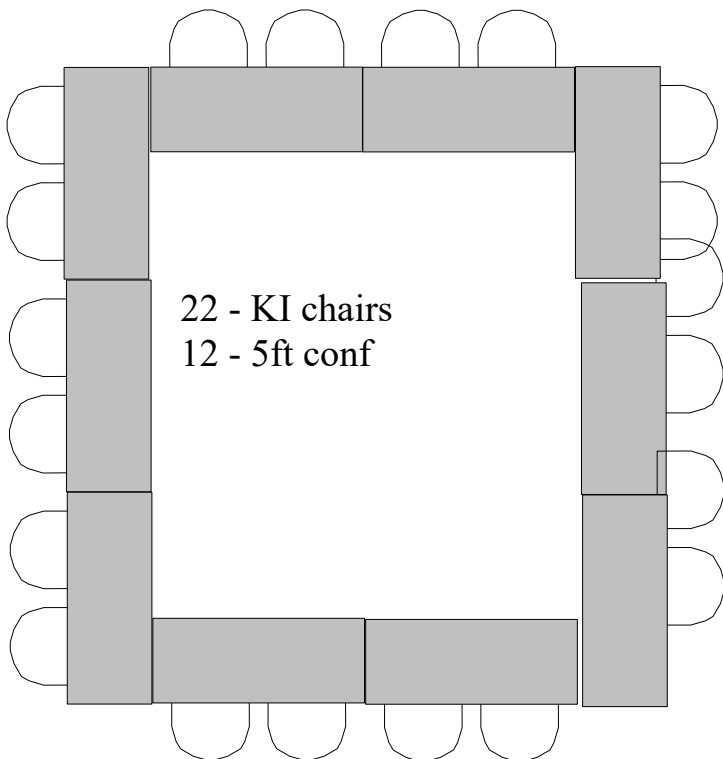
Fire safety - no storage
underneath or in front of



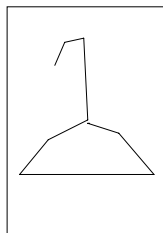
mic on tall stand



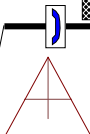
smart console



WALL UNIT



Recycling Center



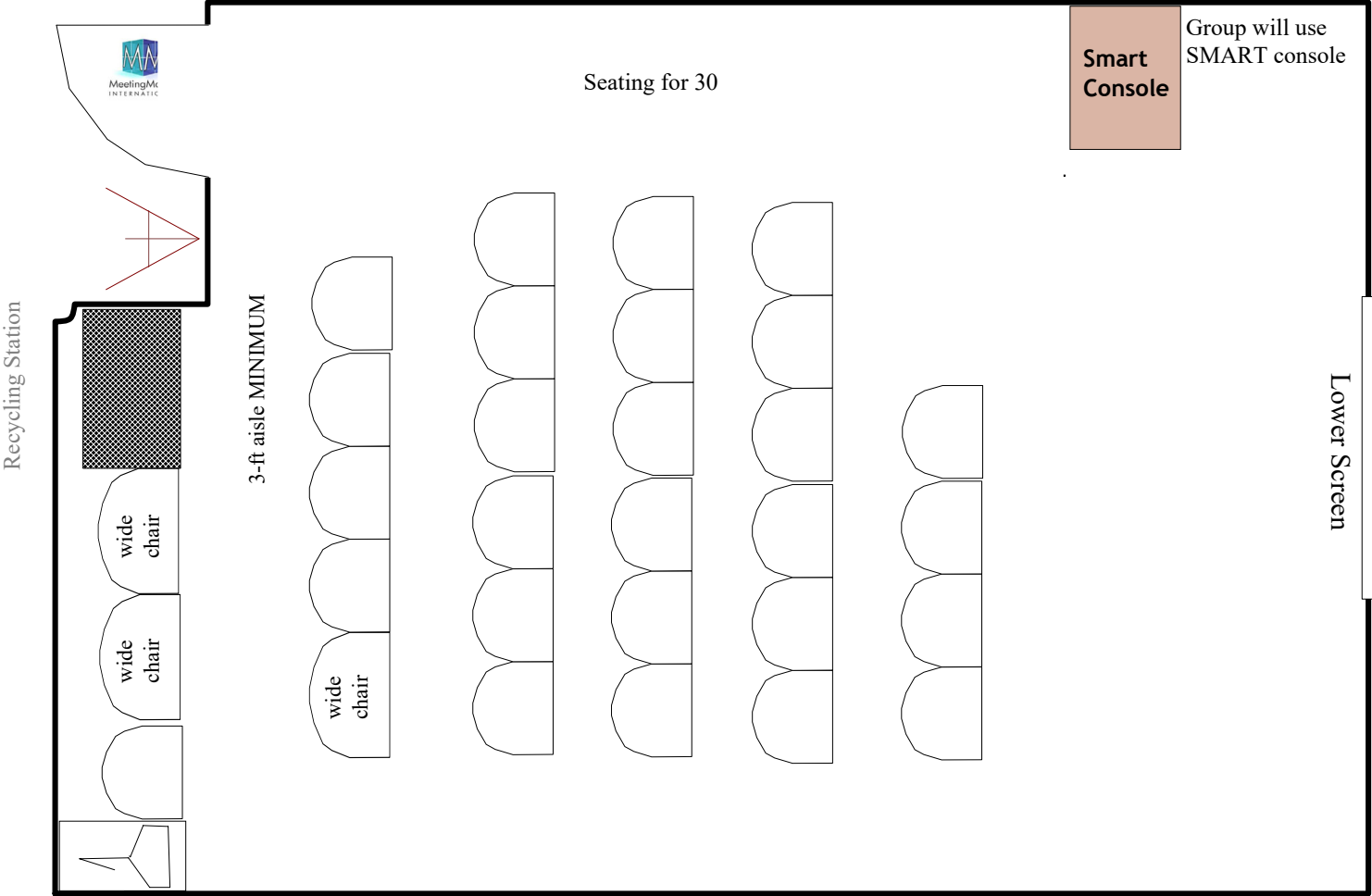
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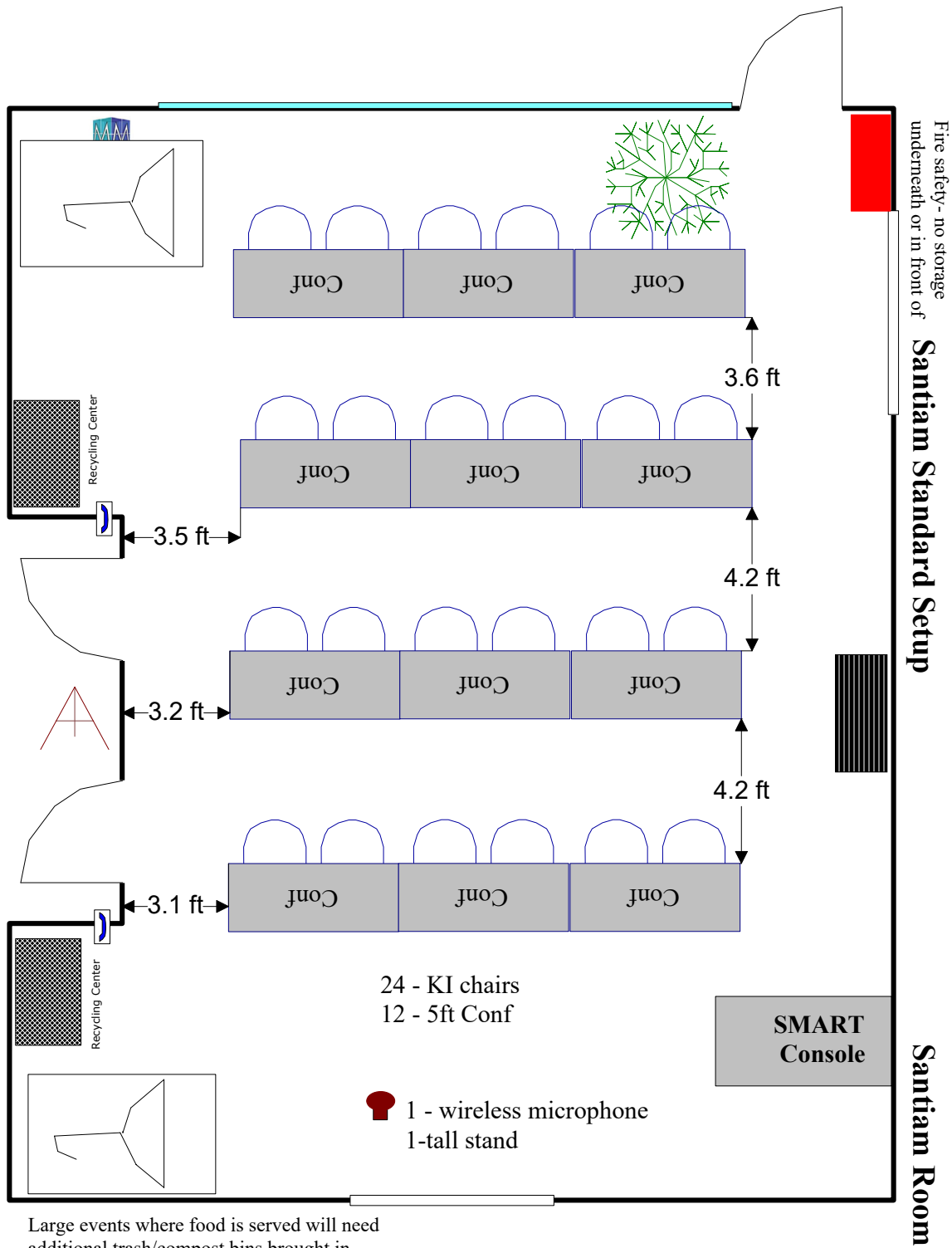
Calapooia Standard Setup

Calapooia

Ochoco Standard Setup

Ochoco Room





Large events where food is served will need additional trash/compost bins brought in
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