

**WORLD TRADE CENTER SAINT LOUIS
CONFERENCE FACILITY FEE SCHEDULE 2009/2010**

<u>Room Rental</u>	<u>County Offices</u>	<u>Members/Tenants/Sister Cities</u>	<u>Non-clients</u>
Conference Rooms - Per Room <i>(1009 • 1010 • 1011 • 1012 • 1013)</i>			
Half day (0-4 hours)	\$0	\$45*	\$95
Full day (4 hours or more)	\$0	\$80*	\$150
Weekend Rates - Additional Fees	\$0	\$75*	\$150
10 th Floor Lobby	\$0	\$100	N/A

**World Trade Center Tenants may use Room 1010 and Room 1011 for clients meetings without incurring a rental fee. The rooms cannot be used for more than two consecutive days or for more than three days in one week. If these rooms are not available, the WTC Conference Room, if not in use, may be used to provide meeting space for tenants.*

Sister Cities may use any of the rooms for Official Committee Meetings **Only at no charge. In addition, Committee Meetings include coffee service at no charge.*

Additional Charges

Coffee per Thermal Pot (Holds 13 cups) <i>(3-Thermal Pot Maximum)</i>	N/A	\$10	\$12
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Audio-Visual equipment

Flip Chart	\$8	\$8	\$14
Projection System Only	\$25	\$25	\$45
Podium w/PA & Projection System	\$50	\$50	\$80
Podium w/PA & Wireless Microphone	\$25	\$25	\$45
Screen	N/C	N/C	N/C
TV/VCR	\$15	\$15	\$25

Catering Kitchen Usage*	\$35	\$35	\$60
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Provided on a first-come, first-serve basis

Users will not be allowed to store items unless approved in advance.

***Kitchen usage is limited to appliances, water facilities and countertop spaces, during the event. All appliances must be emptied prior to departure and kitchen left clean and orderly or future access will be denied.**

Furniture Re-Configuration for 1012/13 ONLY

Dining-Style (Small Square Seating, 4-6)	\$35	\$35	\$60
Theatre-Style (Maximum of 80)	\$45	\$45	\$75

Short Notice Set-up fee - 1-3 days	\$45	\$45	\$90
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Clean up Fee	\$45	\$45	\$75
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If Conference Rooms or Kitchen Areas are not left neat and orderly

Note:

These prices are effective 1 August 2009 and are subject to change.

Please check with the WORLD TRADE CENTER Saint Louis at 314.615.8141 **before** your event to verify the rates and applicable charges.

Revised 08/24/09