



## The Education Center Pricing

Thank you for your interest in reserving The Education Center at Eastern AHEC! We offer a beautiful modern environment, inviting outdoor spaces (covered and open), ample parking on site, catering kitchen, CatchBox throwable microphone for audience participation, Skyfold walls dividing rooms A, B, and C providing the best acoustical separation available, and a simple AV system user interface for all basic needs.

### Basic Room Pricing (effective June 1, 2019)

Room selection	½ day (4 hrs or less)	Full day
Meeting Room 1 (20 seats)	\$170	\$250
Meeting Room 2 (18 seats)	\$125	\$200
Room A (60 seats)	\$300	\$450
Room B (40 seats)	\$270	\$400
Room C (40 seats)	\$270	\$400
Room D (50 seats)	\$280	\$425
Entire Education Center	\$1100	\$1,600

All prices include the following basic AV support: a single room with projection or large flat panel display, PC with internet access, microphone, assistance with set up of presentation software such as PowerPoint, Wi-Fi connectivity, conference calling capabilities, and mobile dry erase boards/easels. Complex AV needs or continuous AV personnel attention such as webinar set up, combined rooms, recording or webcasting are extra; see second page.

- Eastern AHEC will assign rooms based on capacity and availability.
- NC AHEC and ECU are exempt from basic room prices.
- Vidant and non-profits receive a 50% discount on basic room prices.
- These prices apply to events Monday through Friday 8:00 a.m. to 5:00 p.m. (including set up and clean up). Additional charges will apply to all complex or after-hours events.
- Outside caterers are welcome but must do their own clean up.

### Additional Charges:

- Staff time - \$50 per hour before 8:00 a.m. and after 5:00 p.m. on weekdays  
\$100 per hour on weekends (5:00 p.m. Friday through Sunday)
- Cleaning fee - \$100 per day may be assessed for larger events.

### Reservation Guidelines:

- Reservations must specify event set up and clean up times as well as event start and end times.
- For the months of September through May, reservations are accepted up to 4 months in advance. Reservations for other months may be scheduled up to 12 months in advance.

### Additional AV Support Services Pricing

Pricing of AV services will be based on your specific needs but will generally be:

Type of Support Needed	Pricing Guideline	Notes
Webinar	\$75 for first hour + \$25 per additional hour	Charge is waived if you support your webinar.
Program recording	Same as webinar	No additional charge if we support webinar.
Editing of recorded content	Greater of \$100 or \$20 per hour.	
Complex or continuous AV support (generally for larger events)	\$25 per hour	e.g. divide or merge large rooms, real time program monitoring, room reconfiguration, and turnovers

Need help planning a complex event? We offer full event management services tailored to fit your needs:

- Online registration
- Fee and refund handling
- Email marketing
- Speaker engagement and logistics
- Catering management
- AV support

Event planning pricing is customized to each event. Contact us to get started.