



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.
Complex or continuous AV support (generally for larger events)	\$50 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.