



Area Health Education Center

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, a catering kitchen, Skyfold walls dividing rooms A, B, and C providing the best acoustical separation available. We also have a sophisticated AV system to handle all your needs from simple to complex.

Basic Room Pricing (effective August 1, 2022)

There will be a \$75 Reservation fee that will be credited towards the overall invoice. If you need to reschedule the event for weather or other unavoidable issues, the fee will be transferred with your reservation. Reservation fees are refundable for events cancelled at least 10 business days prior to your event.

Room	<u>Standard Price</u>		<u>ECU & Non-profits Price</u>	
	½ Day (<4hrs)	Full Day (4+ hrs)	½ Day (<4hrs)	Full Day (4+ hrs)
Meeting Room 1 (20 seats)	\$275	\$400	\$138	\$200
Meeting Room 2 (18 seats)	\$200	\$300	\$100	\$150
Room A (60 seats)	\$400	\$550	\$200	\$275
Room B (40 seats)	\$300	\$450	\$150	\$225
Room C (40 seats)	\$300	\$450	\$150	\$225
Room D (50 seats)	\$375	\$525	\$188	\$263
Entire Education Center	\$1,400	\$2,000	\$700	\$1,000

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 requirements are extra.

- Eastern AHEC will assign rooms based on capacity and availability and reserves the right to reassign rooms when appropriate space is needed to accommodate other customers.
- ECU / ECU Health and non-profits receive a 50% discount on basic room prices.
- ECU Student organizations may be considered for an additional discount. Please contact eaheconf@ecu.edu.
- These prices apply to events Monday through Friday 8:00 a.m. to 5:00 p.m. (including set up and clean up time). Additional charges will apply to all complex and after-hours events.
- Outside caterers are welcome but must do their own clean up.

Additional Charges:

- Staff time - \$100 per hour before 8:00 a.m. and after 5:00 p.m. on weekdays
\$125 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.
- To request space, fill out the form in its entirety using the link below:
<https://forms.monday.com/forms/fa0032feca51221b35b63a14c691eac1?r=use1>
- For the months of September through May, reservations are accepted up to 4 months in advance. Reservations for June through first half of August 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	Notes
Webinar	\$100 for first hour + \$50 per additional hour	Charge is waived if you support your webinar.
Program recording	Priced per event	
Complex or continuous AV support (generally for larger events)	\$100 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
- 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.