

Smith College Conference Center Fees

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| Audio System, Mics & Speakers | \$50 |
| Dance Floor | \$500 |
| Easel w/ flip chart | \$15 |
| Telescope Easels | \$5 |
| Linen Napkins | \$.30 |
| Linen Tablecloths & Skirts | \$5.50 |
| Outside Caterer Fee | \$100 |
| Plateware, Glasses & Utensils | \$100 |
| Power strip / extension cord | \$5 |
| Printing | \$.10 b&w \$.25 color |
| Projector & Screen | \$50 |
| Screen only | \$25 |
| Presentation Remote | \$20 |
| Custom Lobby Signage | \$50 |
| Zoom Room (Internal) | \$100 |
| Zoom Room (External) | \$250 |
| Student Staffing | \$20/hour |

All events are subject to a 20% program management fee.