

Audio Visual Services

The Westminster Hotel's in-house Audio Visual Services offer audio visual rental equipment, sound systems, stage lighting, and professional technical services for guests using the Hotel's meeting facilities. The Westminster Hotel is complete with equipment, management staff, and technicians. In addition, we monitor an after hours pager should you need assistance or additional equipment. We are familiar with the unique aspects of our facilities and will offer a consistently superior service to ensure the quality and effectiveness of your meeting. For your convenience, all charges for audio visual equipment and services will be posted on your master account. If a master account is not established with the Hotel, payment is required at the time of your event by check, American Express, Visa, or Mastercard. This information contains the most frequently requested audio visual equipment. If your audio visual requirements are extensive or out of the ordinary, we suggest you the Audio Visual Department to discuss your needs.

Audio

- Mono Cassette Recorder
- Stereo Cassette Recorder
- Multi-Disc CD Player
- Podium, Table-top, or Floor Microphone
- Boundary Microphone
- Wireless Hand-held or Lapel Microphone
- 4-Channel Mixer
- 6-Channel Mixer
- 8-Channel Mixer
- 16-Channel Mixer
- 16-Channel 100' Audio Snake
- Press Mult Box
- Eon Powered Speaker with Stand
- Sound System Package: Includes 2-Speakers, Stands, Power Amp, and 16-Channel Mixer
- Other Sound Systems Call for Quote

All events which use two or more microphones or audio sources will require an audio mixer. For extensive setups an audio operator will be required. Please contact your audio visual representative.

Lighting

- Leko Instrument
- Fresnel Instrument
- Par Can Instrument
- Light Tree
- 6 Channel Dimmer
- Lighting Packages Call for Quote

Due to the highly technical nature of stage lighting please contact your audio visual representative with your lighting requirements.

Meeting Aids

- Flipchart Package: Includes Hardback Easel, Pad, and 2 Markers
- Tripod Easel (for signs)
- Corkboard
- Laser Pointer
- Wireless Mouse
- VGA Distribution Amplifier
- Audioconference System
- Walkie Talkie Call for Quote
- Exhibit Booth Draping Call for Quote

Computers & Office Equipment*

- IBM Compatible and Macintosh Personal Computers
- Laser and Ink Jet Printers
- Wireless Mice
- Modems and Other Computer Peripherals
- Monitors and Flat Screens
- Copy Machine
- Fax Machine

** Due to the varying nature of the above equipment, please contact your audio visual representative for a quote.*

Videoconferencing

- Half Day Rate (Up to 4 Hours)
- Full Day Rate (4 - 8 Hours)
- (Cost of Call Additional)

Accessories

- Skirted Projector Stand
- Skirted 34" Cart
- Skirted 42" Cart
- Skirted 54" Cart
- Quad AC Extension Cord
- Multiple-outlet Power Strip

Labor

- Service Charge (on rental items) 19%
- Operator (4-hour minimum)

Labor Schedule

- | | |
|------------------------------------|-----------------|
| • 7am-7pm/Monday-Saturday | Straight Time |
| • Over 8 hours of Straight Time | Time and a half |
| • 7pm to Midnight/Monday-Saturday | Time and a half |
| • 7am to Midnight/Sunday | Time and a half |
| • 12 Midnight to 7am/7 days a week | Double Time |
| • Holidays | Double Time |

For rate information on any equipment or services not listed, please contact our representative. All rates subject to appropriate sales tax. Prices subject to change without notice.

LCD Projectors

- 1,800 Lumen* Projector (Video/Data)
- 2,500 Lumen Projector (Video/Data)
- 3,300 Lumen Projector (Video/Data)

** Lumens are a measurement of brightness. We recommend higher lumen projectors for larger rooms.*

Video

- 1/2" VHS Video Recorder
- 27" Monitor
- Video Distribution Amplifier
- Other Video Projectors Call for Quote
- VHS Camcorder
- Video Camera Tripod

Projection

- Overhead Projector
- 35mm Slide Projector
- Acetate Roll with Brackets and Markers
- Wireless Remote Control
- Bright-light Module
- 8-12" Zoom Lens
- 2" Rear Projection Lens
- 35mm Slide Audio-viewer
- Extra 80-Slot Slide Tray
- Dissolve Units and Programmers Call for Quote
- Other Video/Data Projectors Call for Quote
- Zoom Lenses and Rear Projection Lenses Call for Quote

Screens Front Rear

- 5' Tripod Screen with Skirt
- 6' Tripod Screen with Skirt
- 7' Tripod Screen with Skirt
- 8' Tripod Screen with Skirt
- 10' Cradle Screen
- 6' x 8' Fast-Fold Screen with Dress Kit 175
- 7.5' x 10' Fast-Fold Screen with Dress Kit 195
- Other Screens and Dress Kits Call for Quote

All fast-fold screens include dress kits.