



CCBE CONFERENCE CENTER

EQUIPMENT & RATES SHEET

The Engle Room Capacity: 40 persons

The Rose Room Capacity: 16 persons

Equipment Available:

- Training Table & Chairs
- Smart box VCR/DVD with remote controls
- Wireless Clip Microphone
- Wireless Capabilities
- Multiple data jacks for computer training
- Remote Drop Down Projection Screen
- LCD projector with remote control
- Podium
- Conference Cabinet with Dry Erase Board
- Easel Flip Chart with Writing Pad
- Supply Cabinet with Basic Supplies (stapler, tape, paper clips, etc.)
- Pens & Writing Pads (One per person included)
- Kitchenette with small refrigerator, coffee maker and sink



Use Rates

	<u>CCBE Members</u>	<u>CCBE Tenant's</u>	<u>Non Members</u>
Full Day (M-F, 8am-5pm)	\$200	\$200	\$350
Weekend (Sat. Only)*	\$300	\$300	\$500
Hourly (1-4 hrs)**	\$50	\$50	\$100
Evenings (6-10pm)	\$150	\$150	\$200
Board Room****	\$10	\$10	\$50/hr.

Audiovisual Equipment

Smart Box VCR/DVD	No Charge	No Charge	\$100
LCD Projector	No Charge	No Charge	No Charge
Flip Chart***	No Charge	No Charge	\$25

* Only day rates apply to Saturday, no hourly rates.

** Anything over 4 hours will be billed at the day rate. Monday-Friday only.

*** Additional Flip Chart Pads will be \$20 for both members and non-members.

**** M-F, 8am-5pm. Wireless capabilities, Computer & Phone Jacks, Access to kitchenette & restrooms. (location: 2440 Stanwell Drive Concord, CA 94520)