



# CONVENTION & EXPO CENTER

Address: 11475 FM 1442, Suite B, Orange, TX 77630  
 Web: www.co.orange.tx.us Phone: 409.769.7224

## Ballroom Rental Rates

Ballroom Rates for <u>Monday through Thursday</u> Events - 8 AM - 11 PM						
WEEKDAYS	Space Options	Square Foot	Max Seated Capacity	4 Hour Rate Mon - Wed 8AM - 5PM	Standard Daily Rate	*Non-Profit* Daily Rate
	<i>Up to 13 Hours of Use</i>					
	Ballroom - Full Room	10,800	480	\$ 300.00	\$ 1,400.00	\$ 700.00
	Ballroom - 3/4 Room	8,100	360	\$ 300.00	\$ 1,100.00	\$ 550.00
	Ballroom - 1/2 Room	5,400	240	\$ 300.00	\$ 800.00	\$ 400.00
Ballroom - 1/4 Room	2,700	120	\$ 300.00	\$ 500.00	\$ 250.00	

Ballroom Rates for <u>Friday, Saturday or Sunday</u> Events - 8 AM - 12 AM						
WEEKENDS	Space Options	Square Foot	Max Seated Capacity	4 Hour Rate Mon - Wed 8AM - 5PM	Standard Daily Rate	*Non-Profit* Daily Rate
	<i>Up to 13 Hours of Use</i>					
	Ballroom - Full Room	10,800	480	N/A	\$ 1,600.00	\$ 800.00
	Ballroom - 3/4 Room	8,100	360	N/A	\$ 1,300.00	\$ 650.00
	Ballroom - 1/2 Room	5,400	240	N/A	\$ 1,000.00	\$ 500.00
Ballroom - 1/4 Room	2,700	120	N/A	\$ 700.00	\$ 350.00	

Items Included in Rental Rates	
Item	Availability
Chairs - Up to max capacity	500 Available
Round Tables - 72 Inch	59 Available
Rectangular Tables - 8 Foot	126 Available
Rectangular Tables - 6 Foot	30 Available
Bar Top Tables - 30" Cocktail	8 Available
Stage 16' x 24' x 25.5"	1 Available
Podium	1 Available
Warming Kitchen	1 Available

Additional Items/Charges		
Item	Price	Details
Extra Hour(s) <i>(if approved)</i>	\$ 75.00	Priced Each
Pipe & Drape - 30' Section	\$ 175.00	(3) Priced Each
Accent Lighting	\$ 75.00	(7) Colored Lights
Audio/Visual Equipment	\$ 175.00	Projector & Sound
Date Reservation Deposit	\$ 250.00	Non-Refundable
<i>Required to secure date &amp; applied toward final rental balance</i>		
Damage/Cleaning Deposit	\$ 300.00	Refundable
<i>Contingent on compliance with rental agreement terms</i>		

**NOTE:** The Non-Profit rate is only available to organizations with a 501(c)(3) Tax Status and Full-time and Permanent Part-Time Orange County employees and retirees (that meet the county's definition of retiree).

Multi-day weekend events will be discounted to weekday rates instead of weekend rates.

### Special Pricing at the Expo Director's Discretion:

1. If allowed, events scheduled on a recognized county holiday, will be charged at 1.5 times the standard rate.
2. Non-Profit events requiring a larger space but minimal furniture or attendees, *may* qualify for additional discounts.
3. Non-Profit community events like job and health fairs, which are free for the public, and the vendors, and provide significant benefits to Orange County residents, *may* qualify for free rental.



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Address: 11475 FM 1442, Suite B, Orange, TX 77630  
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## Conference Room Rental Rates

WEEKDAYS	Conference Room Rates for <i>Monday through Friday</i> Events - 8 AM - 5 PM						
	Space Options	Square Foot	Max Capacity	Standard Layout Capacity	Hourly Rate Mon - Fri 8AM - 5PM	Standard Weekday Rate	*Non-Profit* Weekday Rate
						Up to 9 Hours of Use	
Dupont Conference Room	1,020	49	41	\$ 35.00	\$ 175.00	FREE	
Conference Room #2	783	49	21	\$ 35.00	\$ 175.00	FREE	

NOTE: The Hourly Rate is subject to a two-hour minimum

WEEKNIGHTS	Conference Room Rates for <i>Monday through Friday</i> Events - 5 PM - 10 PM						
	Space Options	Square Foot	Max Capacity	Standard Layout Capacity	Hourly Rate Mon - Fri 8AM - 5PM	Standard Weeknight Rate	*Non-Profit* Weeknight Rate
						Up to 5 Hours of Use	
Dupont Conference Room	1,020	49	41	N/A	\$ 175.00	\$ 100.00	
Conference Room #2	783	49	21	N/A	\$ 175.00	\$ 100.00	

ALL-DAY	Conference Room Rates for <i>Monday - Sunday</i> Events - 8 AM - 10 PM						
	Space Options	Square Foot	Max Capacity	Standard Layout Capacity	Hourly Rate Mon - Fri 8AM - 5PM	Standard All Day Rate	*Non-Profit* All Day Rate
						Up to 13 Hours of Use	
Dupont Conference Room	1,020	49	41	N/A	\$ 350.00	\$ 200.00	
Conference Room #2	783	49	21	N/A	\$ 350.00	\$ 200.00	

Items Included in Rental Rates		
Item	Item	Item
Rolling Chairs	Dimmable Lights	Portable Dry Erase Board
Rectangular Tables	Counter Space with Sink	Wireless Internet
One Video Screen & Projector	One 1/2 Round Presenter Table	Tabletop Podium/Lectern

Each conference room has a standard room layout (Classroom Style) that includes a certain number of tables and rolling chairs arranged in a particular order. Room re-sets will incur an additional charge of \$75.00 each.

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1. If allowed, events scheduled on a recognized county holiday, will be charged at 1.5 times the standard rate.
2. Non-Profit community events like job and health fairs, which are free for the public, and the vendors, and provide significant benefits to Orange County residents, may qualify for free rental.