



Flat Rate Meeting Room Changeover

The labor cost for changing a Meeting Room from one “standard set” configuration to another (as outlined in the Standard Set Policy) is a flat rate of \$275* per Meeting Room, irrespective of the room size.

Meeting Rooms are classified as follows: 100s, 200s, 300s, 400s, 500s, 600s and 700s, Bluebird Ballroom 1(ABC), 2(ABCDEFGH), 3(ABCDEFGH), Mile High Ballroom 1(ABCDEF), 2(ABC), 3(ABC), 4(ABCDEF).

*Additional labor charges may apply for “quick turns” as scheduled and determined by your Event Manager.

Standard Set Policy:

Our Standard Set Policy is outlined in Addendum #1 of the License Agreement and a more detailed description can be found in the attached Standard Set Policy. If the room changeover conforms to the standard set and includes the necessary equipment for the initial room setup the Event Manager will not need to allocate additional labor for equipment provision.

Examples:

- Changing over Meeting Room 102 from a standard theater set to a hollow square incurs a \$275 charge.
- Switching Meeting Room 102 from a standard theatre set to a standard classroom set is \$275.
- Changing Meeting Rooms 102 and 104 from a combination theater set to an individual classroom set for each room incurs a charge of \$550 (\$275 for each room).
- Converting Meeting Room 102 from a standard theater set to a classroom set with additional equipment incurs a \$275 charge, plus additional labor costs for extra equipment that is not covered by the Standard Set Policy
- Changing Meeting Rooms 102 and 104 from a standard set theater to a display/exhibits set incurs a charge of \$550 for both rooms, plus provisioning labor costs for each table at \$20 per table.

If, onsite, it is requested that alterations such as striking the back half of a classroom set and adding theater seating, your Event Manager will consult the Building Services Manager for an estimate of the labor required to accommodate the request.

Flat Rate Ballroom Changeover

Bluebird Ballroom:

The labor cost for changing over the entire Bluebird Ballroom from one standard set to another is a flat rate of *\$5,100. This rate is adjusted proportionately for partial section changeovers. A full section of the Bluebird Ballroom includes Bluebird 1, Bluebird 2, and Bluebird 3.

Bluebird Ballroom Terrace:

The labor to strike and reset standard furniture groupings is a flat rate of *\$750.

Cost Breakdown:

To changeover Bluebird 1 from a standard set to a standard set is \$1700;

To changeover Bluebird 1+2 from a standard set to a standard set is \$3400;

To changeover Bluebird 2 from a standard set to a standard set is \$1700;

To changeover Bluebird 2+3 from a standard set to a standard set is \$3400;

To changeover Bluebird 3 from a standard set to a standard set is \$1700.

*Additional labor charges may apply for "quick turns" as scheduled and determined by Event Management.

Mile High Ballroom:

The labor to changeover the entire Mile High Ballroom from a standard set to a standard set is a flat rate of *\$3,000. Proportionate to a full section changeover, the cost would be reduced proportionately. A full section Mile High Ballroom is classified as Mile High 1, Mile High 2, Mile High 3, and Mile High 4.

Cost Breakdown:

To changeover Mile High 1 from a standard set to a standard set is \$750;

To changeover Mile High 12 from a standard set to a standard set is \$1500;

To changeover Mile High 23 from a standard set to a standard set is \$1500;

To changeover Mile High 34 from a standard set to a standard set is \$1500;

To changeover Mile High 4 from a standard set to a standard set is \$750;

To changeover Mile High 123 from a standard set to a standard set is \$2250;

To changeover Mile High 234 from a standard set to a standard set is \$2250.

*Additional labor may apply when "quick turns" are scheduled and determined by Event Management.



Four Seasons Ballroom:

The labor cost for changing over the entire Four Seasons Ballroom from one standard set to another is a flat rate of *\$2,100. This rate is adjusted proportionately for full-section changeovers. A full section of the Four Seasons Ballroom includes: Four Seasons Ballroom 1, Four Seasons Ballroom 2-3, and Four Seasons Ballroom 4.

Cost Breakdown:

To changeover Four Seasons 1 from a standard set to a standard set is \$525;
To changeover Four Seasons 12 from a standard set to a standard set is \$1050;
To changeover Four Seasons 23 from a standard set to a standard set is \$1050;
To changeover Four Seasons 34 from a standard set to a standard set is \$1050;
To changeover Four Seasons 4 from a standard set to a standard set is \$525;
To changeover Four Seasons 123 from a standard set to a standard set is \$1575;
To changeover Four Seasons 234 from a standard set to a standard set is \$1575.

*Additional labor may apply when “quick turns” are scheduled and determined by Event Management.

