

Event Activity Report | 2016-2017

Blue Ridge Conference Hall

	<u>Internal</u>	<u>Private</u>	<u>Public</u>	<u>Co-Sponsored</u>	<u>Total</u>
July	0	3	0	1	4
August	3	0	1	21	25
September	7	5	0	1	13
October	8	8	4	1	21
November	15	2	1	4	22
December	7	5	6	2	20
January	1	3	2	3	9
February	2	1	3	4	10
March	3	8	1	3	15
April	8	13	1	3	25
May	20	2	10	0	32
June	0	7	2	0	9
Totals	74	57	31	43	205
Percentage	36.10%	27.80%	15.10%	21.00%	100%
		(revenue)			

Thomas Auditorium

	<u>Internal</u>	<u>Private</u>	<u>Public</u>	<u>Co-Sponsored</u>	<u>Total</u>
July	0	1	0	0	1
August	1	0	3	0	4
September	6	2	1	1	10
October	7	5	1	0	13
November	3	4	1	0	8
December	4	6	4	1	15
January	2	3	1	0	6
February	4	4	1	3	12
March	8	5	1	2	16
April	10	12	1	2	25
May	3	5	2	2	12
June	2	5	0	1	8
Totals	50	52	16	12	130
Percentage	38.50%	40.00%	12.30%	9.20%	100%
		(revenue)			

2016-2017 Total Invoiced Amount

\$48,644

2016-2017 Estimated Event Attendance

Conference Hall	37,347
Thomas Auditorium	15,180

2016-2017 External Group Events List

**This is a partial event list which does not include partnered events which the college hosts or any other major college-presented events*

AFP - WNC Philanthropy Institute
American Massage Therapy Association Conference
Arts Council of Henderson County - "Bring Us Your Best" Art Show
Balfour Education Center Graduation
Blue Ridge Fire & Rescue Dinner
Blue Ridge Literacy Council Appreciation Event
Boy Scouts of America - Terrora District Board Meetings
Carl Sandburg NHS Leadership Retreat
Carl Sandburg NHS Poetry Contest & Awards
Carolina Concert Choir
Carolina Mountain Land Conservancy Board Meetings
Congressman Mark Meadows Town Hall Meeting
Cornerstone Financial Strategies Client Appreciation
Eagle Point Homeowners Association
Edward Jones - Fraud Prevention Seminar
Flat Rock Middle School Band Concerts
Flat Rock Middle School Chorus Concerts
Folkmoot USA
Four Seasons Compassion for Life Volunteer Appreciation
Four Seasons Rotary Club Tour d'Apple
Girl Scouts World Thinking Day
Green River Narrows Race Awards Party
Gregg Braden - Human by Design Seminar
HCPS All County Band Concert
HCPS Berrian Orchestra Festivals - Fall & Spring
HCPS CTE Scholars Recognition Event
HCPS Educators Camp
HCPS Middle School Exchange Concert
HCPS Top Scholars Banquet
Henderson County Chamber of Commerce & HCPS - NC Scholars Program
Henderson County Chamber of Commerce Annual Meeting
Henderson County Chamber of Commerce Arts After Dark
Henderson County Chamber of Commerce Junior Leaders Program
Henderson County Chamber of Commerce Trivia Challenge
Henderson County Partnership for Economic Development Industry Forum
Henderson County Rescue Squad Event
Henderson County Sheriffs Office Event
Hendersonville Ballet
Hendersonville Community Band

Hendersonville High School Athletic Banquet
Hendersonville Kiwanis Club Spelling Bee
Hendersonville Symphony Orchestra
Hendersonville Symphony Youth Orchestra
Holiday Market Event (privately arranged vendor fair)
Illuminate: Psychic and Healing Arts Expo (ROTA Productions) - Fall and Spring
Interfaith Assistance Ministry - Taste of Hendersonville
Jehovah's Witnesses Annual Memorial Services (Fletcher & Chinese Congregations)
Kiwanis Aktion Club Conference
Mountain Community School 8th Grade Graduation
Mountain Community School Winter Musical
North Carolina Democratic Party Discussion Event
North Henderson High School Athletic Banquet
North Henderson High School Band Concerts
Pardee Hospital - Board Retreat
Pardee Hospital - Leadership Training
Pardee Hospital Foundation - Annual Gala
Pardee Hospital Foundation - Women Helping Women
Releve Performing Arts Center
Spring Market Event (privately arranged vendor fair)
St. Gerard House First Words of Hope Luncheon
Talisman Parent Program
Western Carolina Community Action (WCCA)
WNC ACBL Unit 171 - Blue Ridge Spectacular Bridge Tournament
WNC Turfgrass Conference
WNC Winter Apple School (Blue Ridge Apple Growers & NC Cooperative Extension)

BLUE RIDGE COMMUNITY COLLEGE
FACILITY RENTAL / SUPPORT FEE SCHEDULE
FOR FY 2017-2018

	Standard Rental Rates	Non-Profit Rental Rates
Blue Ridge Conference Hall		
Full day (4+ hours)	\$ 1,470.00	\$ 735.00
Half day (1 to 4 hours)	\$ 735.00	\$ 368.00
Rehearsal Time (Full Day, 4 + Hours)	\$ 735.00	\$ 368.00
Rehearsal Time (Half day, 1 to 4 hours)	\$ 368.00	\$ 184.00
Pre-event space (when reserved separately)	\$ 315.00	\$ 158.00
Stage Extension Removal / Return Set-Up (otherwise always up)	\$ 350.00	\$ 175.00
Platform Stage Risers / Choral Risers	\$ 250.00	\$ 125.00
Gala Meeting Space (Stage side of Conference Hall)		
Full day (4+ hours)	\$ 630.00	\$ 315.00
Half day (1 to 4 hours)	\$ 315.00	\$ 158.00
McIntosh or Cortland Meeting Spaces		
Full day (4+ hours)	\$ 420.00	\$ 210.00
Half day (1 to 4 hours)	\$ 210.00	\$ 105.00
Thomas Auditorium & Gallery		
Full day (4+ hours)	\$ 1,050.00	\$ 525.00
Half day (1 to 4 hours)	\$ 525.00	\$ 263.00
Rehearsal Time (Full Day, 4 + Hours)	\$ 525.00	\$ 263.00
Rehearsal Time (Half day, 1 to 4 hours)	\$ 263.00	\$ 131.00
Patton Auditorium		
Full day (4+ hours)	\$ 420.00	\$ 210.00
Half day (1 to 4 hours)	\$ 210.00	\$ 105.00
Rehearsal Time (Full Day, 4 + Hours)	\$ 210.00	\$ 105.00
Rehearsal Time (Half day, 1 to 4 hours)	\$ 105.00	\$ 53.00
General College Space:		
Classrooms/Multi-Purpose/Board/Dining Rooms, & Patton Patio:		
Full day (4+ hours)	\$ 168.00	\$ 84.00
Half day (1 to 4 hours)	\$ 84.00	\$ 42.00
Conference Rooms:		
Full day (4+ hours)	\$ 210.00	\$ 105.00
Half day (1 to 4 hours)	\$ 105.00	\$ 53.00
Patton Parking Lot & Other Outdoor Space:		
Full day (4+ hours)	\$ 315.00	\$ 158.00
Half day (1 to 4 hours)	\$ 158.00	\$ 79.00
Distance Learning Classroom:	**	\$50/hour plus technical support & supply cost
Additional Event Support Fees:		
Technical Support	**	\$35/hour per technician, 2 hour minimum
Video recording services	**	\$50/hour
Audio recording services	**	\$50/hour
Satellite Downlink	**	\$50/hour
Security (as required by the College)	**	rate determined based on event type & paid directly to provider
Administrative fee: The College may waive the facility use fees for local non profit organizations or governmental agencies in certain instances. Reference College Facilities Policies and Procedures. (Additional Event Support Fees remain in place.) When said instances are approved, the following administrative fees will apply:		
Blue Ridge Conference Hall	\$368 full day	\$184 half day
Gala Meeting Room	\$158 full day	\$79 half day
Conference Hall Pre-Event Space (when reserved separately)	\$158 full day	\$79 half day
McIntosh or Cortland Meeting Rooms	\$105 full day	\$53 half day
Bo Thomas Auditorium & Gallery	\$263 full day	\$131 half day
Patton Auditorium	\$105 full day	\$53 half day
General College Space (Classrooms)	\$42 full day	\$21 half day

Cancellation fee: 100% of the payment is refundable if cancelled at least 60 days prior, 50% refundable if cancelled between 30-60 days and full payment is forfeited if cancelled within 30 days of event.

Cleaning fee: An additional cleaning fee of \$100 may be applied for catering kitchen, when applicable.

Damage fee: A damage deposit of \$100 (refundable) will be applied in certain instances; any remaining balance for repairs will be invoiced.