



Gorgas Board & Conference Room

RENTAL RATES and FEES

	Gorgas Board Room	Gorgas Board Conference Room
Rental Rate for Event Day	\$180/up to 4hrs	\$110/up to 4hrs
Damage Deposit	\$0	\$0
Hourly Rate	\$90/hr	\$55/hr
Security Guards	\$25/hr per guard	\$25/hr per guard
Porters	\$22hr per porter	\$22hr per porter
Table Chair Setup	\$22/hr per worker	\$22/hr per worker
Capacity	43 people	21 people
Furniture	1 tables/8 chairs, podium & 40 chairs for audience	1 tables/12 chairs & 11 chairs against the wall
A/V Equipment	Screen, podium, microphone	Screen

NOTE: Damage deposits are returned by USPS MAIL thirty (30) working days after the event in question. Any damages to the hall, tables, chairs, or surrounding areas of the hall will be deducted from the damage deposit.

DEPOSIT: a 50% deposit of the total cost + full damage deposit is required at the time reservation is made. The balance must be paid in full at least one (1) Month prior to the date of the event.

SECURITY GUARD: One (1) guard per 200 guests is required for all events and must be on duty one hour prior to event start time and at least thirty (30) minutes after the event ends.

Alcoholic Beverages: A certificates from the Texas Alcoholic Beverage Commission (TABC) must be filed with TSC prior to the event if any alcoholic beverages will be sold to guests.

PARKING: Available free of charge. Rental clients may not charge guests for parking.

For Questions please
Contact
Conference, Events
& Leasing
Department
956-295-3688
events@tsc.edu