ABRAHAM LINCOLN
PRESIDENTIAL LIBRARY AND MUSEUM

# Facilities Rental:  <u>Audio-Visual Equipment and Services</u>
Current:  May 2021

We look forward to working with you to amplify your event experience at the ALPLM. We are pleased to offer the following audio-visual equipment and services for your meeting or event. We understand that every event is unique, so please contact the Facilities Rental Office at 217/558-8873 to discuss audio-visual needs and pricing for your event.  We hope to work with you soon.  Thank you.

## General Information
- Except for laptop computers, audio-visual equipment must be provided by the ALPLM.
- All equipment is priced as listed and are subject to availability.
- A/V equipment and services need to be confirmed <u>one week</u> prior to your event please.
- A Rush Charge of $50 may apply to requests made less than 24 hours before an event.
- Charges for audio-visual equipment and services will be invoiced after the event.
- Prices subject to change without advance notice.
- Complicated/Multiple set-ups may require additional labor charges.
- A 48-hour notice for all cancellations is requested.
- High Speed Internet Access is offered complimentary in all ALPLM venues.

## Venues with Built-In A/V Equipment:
**The following ALPLM venues feature built-in audio-visual equipment.  Pricing for use of any or all the equipment in the venue follows:** (Additional Charges for services such as videoconferencing may apply.)
*Note:  Labor for set-up, equipment use instruction and tear-down is included in the equipment cost.*

## Multi-Purpose Room (Library)
| | |
|---|---|
| Podium with microphone | $200 day/evening rental |
| 164" Video Wall | $100 half-day rental |
| Blu-ray/DVD Player | |
| 4 wireless microphones (lapel or hand-held) | |
| Videoconferencing (WebEx Offered) | |

- Use of other videoconferencing platforms possible for additional charges starting at $200

## Classroom (Library) *South Classroom offers built-in A/V equipment
| | |
|---|---|
| Podium with microphone | $100 day/evening rental |
| Interactive Smart Board - **COMING SOON** | $50 half-day rental |
| Blu-ray/DVD Player | |
| 2 wireless lapel microphones | |
| 2 wireless hand-held microphones | |

## Governor's Conference Room (Library)
| | |
|---|---|
| Interactive Smart Board | $100 day/evening rental |
| | $50 half-day rental |

## Stevenson Room (Library)
| | |
|---|---|
| Interactive Smart Board | $80 day/evening rental |
| | $40 half-day rental |

**The ALPLM offers the following priced-per-item A/V equipment and services:**
*Note:  Labor for set-up, equipment use instruction and tear-down is included in the equipment cost.*

## Projection Equipment

| | |
|---|---|
| Mobile Interactive Smart Board | $150/day; $75/half-day |
| LCD Projector (small format) | $250 |

## Projection Equipment (continued)

| | |
|---|---|
| LCD Projector (large format) | $350 |
| Projection Screen (8' x 14'; including front drape) | $125 |
| DVD Player | $25 |
| Video Playback Machine | $25 |

## Audio

| | |
|---|---|
| Podium with microphone | $40 |
| Wireless Hand-Held Microphone | $25 |
| Wireless Lapel Microphone | $25 |
| Wired Hand-Held Microphone | $25 |
| Wired Tabletop Microphone (includes stand) | $30 |
| Tabletop Microphone Stand | $10 |
| Mixer (16 channels = small; 32 channels = large) | $40 (small); $100 (large) |
| Speaker | $50 (small); $90 (large) |
| Multbox | $25 |
| Concert Sound System | Call for Quote |
| Direct Inject Box (DI) | $25 |
| Audio Feed | $25 |

## Video Equipment

| | |
|---|---|
| 55" Mobile Flat Screen with Stand | $50 |
| Video Cameras (HD)* | $125 |

  *A/V Technician required to operate

## Lighting

| | |
|---|---|
| LED Fixture Light (RGBW) | $75/each |
| Source Four Theatrical Light (Museum) | $50/each |
| Museum Plaza Ceiling Color Wash | $300 |

## Telephone

| | |
|---|---|
| Telephone | $25 |
| Polycom Teleconference Phone | $50 |
| Polycom Teleconference Phone with extenders | $60 |
| Phone Line for Conferencing (local or long-distance) | $50 |
| Hub | $10 |

## Computer/Data Projection

| | |
|---|---|
| Laptop Computer | $100/day or portion thereof |
| Podium Computer (Multipurpose Room Only) | $100/day or portion thereof |
| RF Wireless Remote/Mouse with Laser | $25 |

## Miscellaneous Accessories

| | |
|---|---|
| Combination Whiteboard/Flipchart | $25 |

  *Markers, Paper Usage included

| | |
|---|---|
| 16" Mobile Stage Unit (with black or blue skirting) | $50/each |
| 32" Stage Unit | $100/each |

## Labor

*For dedicated staff at event; please request labor at least three weeks in advance*

| | |
|---|---|
| A/V Technician (1-hour minimum) | $75/hour |
| Computer Support Labor (1-hour minimum) | $50/hour |