



# Meeting Room Pricing

Conference Room, Board Room, Day Office, Training Room, Video Conference Room

## Conference Room

### (up to 4 People)

\$20/hr  
\$70/ half day\*  
\$120/ full day\*

## Board Room

### (up to 15 People)

\$30/hr  
\$100/ half day\*  
\$180/ full day\*

## Day Office

### (up to 3 People)

\$15/hr  
\$55/ half day\*  
\$95/ full day\*

## Think Space

### (up to 4 People)

\$20/hr  
\$70/ half day\*  
\$120/ full day\*

## Training Rooms

### (up to 20 People)

\$40/hr  
\$120/ half day\*  
\$200/ full day\*

### (up to 50 People)

\$50/hr  
\$180/ half day\*  
\$300/ full day\*

### (51 + People)

\$60/hr  
\$225/ half day\*  
\$375/ full day\*

## Video Conference Room

### (up to 10 People\*\*)

Inbound Domestic ISDN - \$150/hr  
(\$225/hr after hours)

Outbound Domestic ISDN - \$195/hr \*\*\*  
(\$292.50/hr after hours)  
International ISDN rates available upon request

In or Outbound IP - \$195/hr  
(\$292.50/hr after hours)

## Storage

Up to 5 boxes - \$50/day  
Up to 10 boxes - \$75/day  
11 or more, inquire for rates

## After Hours Rates

### Day Office and Meeting Rooms:

Add \$20 per hour

### Training Rooms:

Add \$25 per hour

## Business Hours

### Standard Hours:

8:30am-5:00pm Monday – Friday

### After Hours:

6:00am-8:30am and 5:00pm-10:00pm  
Monday – Friday

**For all Other Times, Including Holidays,  
Additional Charges May Apply.**

### **Inquire for Rates.**

\*½ Day = 4 hours, Full Day = 8 hours

\*\*Large Group Rates Available Upon Request

\*\*\* Outbound International ISDN Rates Available  
Upon Request

All rooms are configured differently.





# Menu of Services and Meeting Packages

Conference Room, Board Room, Training Room, Video Conference

## Meeting Packages

### **Computer Lab Package - \$250/day**

10 Laptops  
Up to 10 Cat 5 Cables  
Wireless Internet  
3 Extension Cords, 3 Power Strips  
**(does not include software installation)**

### **Deposition Package - \$185/day**

Video Recorder and Tripod  
DVD Recorder – 2 hours  
2 DVD Copies FedEx'd  
Speakerphone  
2 Cat 5 Cables, 2 Extension Cords, 2 Power Strips  
Up to 50 Faxed Pages and 50 B&W Copies  
\*See Court Reporting Services

### **Large Training - \$265/day**

LCD Projector and Screen  
Podium  
Wireless Microphone  
Speakers  
Interior Signage  
Registration Table, Room and Signage  
2 Cat 5 Cables, 2 Extension Cords, 2 Power Strips

### **LCD Package - \$125/day**

LCD Projector  
LCD Screen  
Speakers  
1 Cat 5 Cable, 1 Extension Cord, 1 Power Strip

### **Video Recording Package - \$90/day**

Video Recorder  
Camera Tripod  
1 Cat 5 Cable, 1 Extension Cord, 1 Power Strip

### **Video Conf. Upgrade Package - \$115/day**

DVD Recorder  
2 DVD Copies of the Video Conference  
FedEx Services to send DVDs  
\*Video conference hourly charges not included

## Audio Equipment

Wireless Microphone & Speakers: \$75/day  
CD Player: \$50 1<sup>st</sup> hr, \$25 ea. additional hr.

## Video Equipment

**Video Players, Recorders and Accessories**  
Video Recorder and Tripod: \$90/day  
DVD Recorder: \$50 1<sup>st</sup> hr, \$25 ea. additional hr.

### **Monitors**

32" -42" Flat Screens: \$150/day  
*Based on availability*

## Data Equipment

Cat 5 Cables: *Pricing available upon request*

Wireless Mouse: \$10/day

## Projectors and Accessories

LCD Projector  
\$20/hr  
\$50/ half day  
\$75/1<sup>st</sup> day, \$50 ea. addl. Day  
(50% upcharge for after hours rental)

### **Presentation Accessories**

Flipchart Easel with Pad: \$15/day  
Flipchart Easel with Pad & Markers: \$20/day  
Flipchart Pads: \$20/pad  
Display Easel: \$15/day  
Laser Pointer: \$20/day  
Extension Cord: \$4/day  
Power Strip: \$5/day

**Contact Meridian at  
214-800-2600 OR**

**[www.MeridianBusinessCenters.com](http://www.MeridianBusinessCenters.com)  
For more information or to schedule services**

## Computer Labs

Laptops:  
15+ people: \$20/laptop/day  
up to 14 people: \$25/laptop/day  
(minimum \$200 per day, does not include room rental.)

## IT Services

Software Downloads: \$10/laptop  
\$100 Minimum

All Other IT Support: \$95/hr

## Court Reporting Services

\$4.65/page

## Catering

*(Standard tax and gratuity apply)*

Breakfast Service: \$4/person

Snack Service: \$4/person

Beverage Service (Coffee and Water Tray):  
\$20 for Conference Room  
\$40 for Training Room

Extended Beverage Service:  
\$4/person  
(Minimum \$30/day for Conference Rooms and  
\$50/day for Training Rooms)

Standard Lunch Service:  
\$12/person

Hot Lunch Service:  
\$16/person

*All equipment is subject to availability  
and all rooms are configured differently.*