



JACK C. TAYLOR CONFERENCE CENTER

LICENSE FEE COST STRUCTURE

*The Jack C. Taylor Conference Center accepts ACH, check, and credit cards.
(A 3.5% service charge will be applied for credit cards)*

AUDITORIUM, ATRIUM & GRAND FOYER

WEEKDAYS

- \$3,150 – Half-day (Up to four hours)
- \$5,250 – Full-day (Up to eight hours)
- \$770 per hour for every additional hour

WEEKENDS (FRI AFTER 5 PM, SAT, SUN & FEDERAL HOLIDAYS)

- \$4,200 – Half-day (Up to four hours)
- \$6,300 – Full-day (Up to eight hours)
- \$895 per hour for every additional hour

ATRIUM & GRAND FOYER

WEEKDAYS

- \$2,100 – Half-day (Up to four hours)
- \$3,675 – Full-day (Up to eight hours)
- \$770 per hour for every additional hour

WEEKENDS (FRI AFTER 5 PM, SAT, SUN & FEDERAL HOLIDAYS)

- \$3,150 – Half-day (Up to four hours)
- \$5,250 – Full-day (Up to eight hours)
- \$895 per hour for every additional hour

TOPSIDE TERRACE

WEEKDAYS

- \$3,000 – Half-day (Up to four hours)
- \$5,000 – Full-day (Up to eight hours)
- \$2,500 – Breakfast or Lunch Use (2 hours maximum)
- \$750 per hour for every additional hour

WEEKENDS (FRI AFTER 5 PM, SAT, SUN & FEDERAL HOLIDAYS)

- \$4,000 – Half-day (Up to four hours)
- \$6,000 – Full-day (Up to eight hours)
- \$850 per hour for every additional hour

SEVERN TERRACE

WEEKDAYS

- \$3,000 – Half-day (Up to four hours)
- \$5,000 – Full-day (Up to eight hours)
- \$750 per hour for every additional hour

WEEKENDS (FRI AFTER 5 PM, SAT, SUN & FEDERAL HOLIDAYS)

- \$4,000 – Half-day (Up to four hours)
- \$6,000 – Full-day (Up to eight hours)
- \$850 per hour for every additional hour

MEETING ROOM 1

- \$270 – Half-day (Up to four hours)
- \$540 – Full-day (Up to eight hours)
- \$210 per hour for every additional hour

MEETING ROOM 2

- \$345 – Half-day (Up to four hours)
- \$690 – Full-day (Up to eight hours)
- \$210 per hour for every additional hour

MEETING ROOM 3

- \$420 – Half-day (Up to four hours)
- \$840 – Full-day (Up to eight hours)
- \$210 per hour for every additional hour

MEETING ROOM 4

- \$375 – Half-day (Up to four hours)
- \$750 – Full-day (Up to eight hours)
- \$210 per hour for every additional hour

MEETING ROOM 5

- \$600 – Half-day (Up to four hours)
- \$1,200 – Full-day (Up to eight hours)
 - o \$210 per hour for every additional hour

*Meeting Room 5 includes a podium, whiteboard, and up to four flipcharts and easels. Self-serve coffee and water are available upon request.

BROADCAST STUDIO

- \$200 – Half-day (Up to four hours)
- \$400 – Full-day (Up to eight hours)
- \$210 per hour for every additional hour

PACKAGES

1. AUDITORIUM, ATRIUM, GRAND FOYER, & MEETING ROOMS 1-4*

WEEKDAYS

- \$4,500 – Half-day (Up to four hours)
- \$8,000 – Full-day (Up to eight hours)
- \$1,000 per hour for every additional hour

WEEKENDS (FRI AFTER 5 PM, SAT, SUN & FEDERAL HOLIDAYS)

- \$5,500 – Half-day (Up to four hours)
- \$9,000 – Full-day (Up to eight hours)
- \$1,000 per hour for every additional hour

2. TOPSIDE AND SEVERN TERRACES*

WEEKDAYS

- \$4,500 – Half-day (Up to four hours)
- \$7,000 – Full-day (Up to eight hours)
- \$750 per hour for every additional hour

WEEKENDS (FRI AFTER 5 PM, SAT, SUN & FEDERAL HOLIDAYS)

- \$6,000 – Half-day (Up to four hours)
- \$8,000 – Full-day (Up to eight hours)
- \$850 per hour for every additional hour

**Rain plan is use of the Grand Foyer/Atrium instead of Severn Terrace. Pricing remains the same.*

ADDITIONAL FEES (CHARGED SEPARATELY)

CLEANING

- Cleaning Fee: Ranges from \$150 to \$500
 - *The cleaning fee is determined based on guest count, event space, and the level of cleaning required. Final determination is at the venue's sole discretion.*

ADDITIONAL FURNITURE & MATERIALS RENTAL

- \$400: Removal and storage of existing furniture
- \$220: rectangle tables
 - 14 rectangle tables (Six 6-foot & Eight 8-foot tables; *linens are not included*)
- \$100: Per tower heater (Severn Terrace only)

AUDIOVISUAL

Option 1 –

- \$1,200: Full Audiovisual Package*

****Our comprehensive Full Audiovisual Package provides access to all in-house audiovisual equipment and support services available at a discounted bundled rate. The package simplifies event planning and budgeting by eliminating the need to estimate equipment requirements in advance or submit additional funding requests if audiovisual needs change during the event.***

Option 2 – A La Carte:

- \$500: Audiovisual administrative fee**
- \$220: Recording in Auditorium (single camera angle of the stage); includes the exported video file sent via SharePoint or OneDrive
- \$45 per microphone (4 Handheld, 4 tabletop, 4 lavaliers, 4 wired, 3 podcast)
- \$100: Acrylic podium (meeting room or terrace use)
- \$110: 55” rollaway screen
- \$110: portable sound system
- \$85: confidence monitor on Auditorium stage

*****This fee includes the use of equipment in the AV booth to facilitate audio, visual, and lighting production for events in the Auditorium. This fee does not include AV add-ons such as microphones, confidence monitors, or recordings. All Auditorium bookings will be charged this fee unless the full audiovisual package is chosen.***

At an additional cost to the client, a technician from the JCTCC preferred audiovisual and lighting vendor, AVL D, will be required to support events with advanced production needs. The determination of what events qualify as advanced will be at the venue's sole discretion.

MISCELLANEOUS

- \$345 classified event administrative fee
- \$350/day security fee on U.S. Naval Academy property (Bag Check and Hand Wand)*

****For large groups of non-credentialed guests. The need for this additional fee will be at the venue's sole discretion.***