

# PONTIAC CONVENTION CENTER LIST OF AMENITIES

Pontiac Convention Center      Mailing address: 2809 North Pontiac Drive, Janesville, WI 53545  
 Main Phone: (608) 531-0284      Fax: (608) 531-0469

Event Name: \_\_\_\_\_ Event Date(s): \_\_\_\_\_  
 Contact: \_\_\_\_\_ Location: \_\_\_\_\_  
 Address, City, State & Zip: \_\_\_\_\_  
 Phone: (    ) \_\_\_\_\_ Fax: (    ) \_\_\_\_\_ E-mail: \_\_\_\_\_

## ADDITIONAL SUPPLIES AND SERVICES AVAILABLE

Current applicable sales tax will be charged on all equipment/supplies and labor. All prices are per day unless noted.  
 Advance status applies if ordered a minimum of 72 hours prior to event; otherwise day of event pricing will apply.

	<b>Advance Order</b>	<b>Day of Event</b>
<b>Table Top Supplies</b>		
Table linens, white or maize, per standard table cleaning fee applies	\$ 2.00	\$ 2.95
Table linens, assorted colors, per standard table (one week notice required)	Ask for pricing	Ask for pricing
Table linens, white, maize or colored, special order sized tables	Ask for pricing	Ask for pricing
Table Skirting, maize, per foot (Six tables per event included)	\$ 0.95	\$ 3.95
Table Skirting, assorted colors, per foot (one week notice required)	\$ 2.95	Ask for availability
Cloth napkins, white or maize, per setting (one week notice required)	\$ 0.50	Ask for availability
Cloth napkins, assorted colors, per setting (one week notice required)	\$ 0.75	Ask for availability
Chair Covers, installed, per chair (four week notice required)	Ask for pricing	Ask for availability
Table Mirrors (8" x 8" square)	\$ 1.50	\$ 2.50
Table Mirrors (12" x 12" square)	\$ 2.00	\$ 3.50
Table Centerpieces - Per table (Selection subject to availability)	Start at \$5.00	Ask for availability
Plated or Buffet Dish Setting (dinner plate, salad plate, silverware, glassware)	\$ 1.50	\$ 3.00
Appetizer Dish Setting (appetizer plate, fork)	\$ 1.00	\$ 2.00
Cake plate and fork (white foam with plastic white fork is included in room fee)	\$ 1.00	\$ 2.00
Champagne Flute, each	\$ 1.00	\$ 1.50
(Champagne flutes for head table are included within cost of champagne purchased through PCC)		
Champagne Flute, attractive plastic tall swirl flute, dozen (two week notice)	\$ 9.95	N/A

## Additional Staffing Needs

Security Service (3 hour minimum, per staff member)	\$25.00 / hr	\$50.00 / hr
Serving Staff (on-site, per staff member, minimum 3 hours)	\$20.00 / hr	\$40.00 / hr
Cocktail / Bartender Staff (on-site, per staff member, minimum 2 hours)	\$25.00 / hr	\$40.00 / hr
Dishwashing Service (2 hour minimum, per staff member)	\$25.00 / hr	\$40.00 / hr
Coat Check Service (2 hour minimum, per staff member)	\$25.00 / hr	\$40.00 / hr

## Specialty Tables

36" diameter Cocktail height table, per table	\$ 9.95	\$ 16.95
Linen table coverings - to the floor - for cocktail tables (asstd. Colors)	\$ 12.95	\$ 18.95
36" diameter Bistro height table, per table	\$ 9.95	\$ 16.95

## Specialty Items

Raffle drum on stand (brass)	\$ 18.00	\$ 25.00
Spin wheel ("Wheel of Fortune" style)	\$ 30.00	\$ 45.00
Bridal Changing Room (based upon availability)	\$ 100.00	\$ 150.00

**Some items may be available for rent to be used off-site, please inquire.**

**Pricing is subject to change without notice.**