



# Shell Robert Training & Conference Center RENTAL RATE

RTC is conveniently located just off I-12 between Covington and Hammond, LA.

## FACILITIES RENTAL\*

TYPE	CAPACITY	PRICE/DAY
Standard Classroom	15	\$400
Medium Classroom	30	\$650
Large Classroom	80	\$850
Standard PC Classroom w/LCD	24 PCs	\$1050
Extra Large Classroom w/LCD	300	\$1200
Swimming Pool	-	\$250
I/E Lab	-	\$250
CAO Lab	-	\$250
Production Shed	-	\$250
Grounds	-	\$30/Hr Set Up <b>Onsite</b> Fee \$50/Hr Set Up <b>Offsite</b> Fee
Break-Out-Room	-	\$100/Each

**\*NOTE:** There will be an additional charge of \$31/person/day for meals, snacks and beverages.

**NOTE:** There will be an additional charge of \$30/person/night for lodging

Each classroom rental includes (at no additional charge) the use of: Fax, TV/VCR, Overhead Projectors, Slide Projector and Screen, Setup Charges, Flip Charts, White Board and Markers, Paper/Pens, Name Tags/Tents, and Telephone Conference Capability. In-house reproduction services also available at a minimal fee.



**CANCELLATIONS RECEIVED  
LESS THAN 2 WEEKS PRIOR TO  
RESERVATION START DATE  
WILL BE BILLED AT \$150/DAY.**



*Rates have been benchmarked against hotels and meeting facilities in the Covington/Hammond areas.  
Payments for training and/or use of Robert Training Facility can be made by electronic funds transfer or check.*

### EQUIPMENT AVAILABLE AT AN ADDITIONAL CHARGE:

Stand Alone Personal Computers (PC's)	\$25/PC/Day	If needed as a Meeting/Classroom Tool
LCD Data Projector	\$250/Day	Projects image from PC to overhead screen.
Video Conference Equipment	\$250/Day	
Video Camera	\$100/Day	Tripod available at no additional charge.
Electronic Easel	\$25/Day	White board with reproduction capability.

**RESERVATIONS CAN BE MADE DIRECTLY FROM OUR WEBSITES  
Or BY CALLING (504) 728-1261 or 504-728-1200**