Non-University Organization Rental Rates

Union sponsored activities include programs, conferences, or other events that have been invited to utilize the Union facilities that are not hosted by other University departments or student organizations.

http://www.mu.edu/amu/planevent/index.html

NOTE: University employees, students, and alumni are eligible for a 10% discount on room rental when reserving facilities for personal use.

Daily rates are as follows for Union sponsored events:

Small meeting room (1-12 seating)...........................................$ 80
Medium meeting room (12-25 seating).................................$ 105
Large meeting room (16-50 seating).................................$ 150
Grand Ballroom (ABCDE).............................................$ 1480
Ballroom (AB, CD, E).....................................................$ 495
Ballroom (ABE, CDE)....................................................$ 975
Ballroom (A, B, C, D).....................................................$ 245
Centennial Room 227.....................................................$ 275
Room 157........................................................................$ 275
Room 163........................................................................$ 275
Weasler Auditorium..........................................................$ 1100
Varsity Theater................................................................$ 1600
Lunda Room.................................................................$ 370
Henke Lounge ..............................................................$ 160
Marquette Place.............................................................$ 740
Lobby Table.................................................................$ 125
Lounge ........................................................................$ 155
Lobbies........................................................................$ 155
East/West Towne Mall....................................................$ 650
Annex Court (Athletic Event)..............................................$ 24.00/hr
Annex Court (Catered Event over $500 – fee waived) ..$ 48.00/hr
Annex Restaurant ...........................................................$ 120/hr
    Annex Bowling Center (minimum 2 lanes for 2 hours)
    - Per 2 lanes .........................................................$ 24.00/hr
    - All lanes ...........................................................$ 144.00/hr

If the set-up of an event requires staff beyond the normal staff on duty in the AMU facilities, these costs will be charged back to the event sponsor. A deposit is required to hold your reservation. Seventy-five percent (75%) of the total estimated costs is due to the Union within five days of receipt of confirmation. The remainder of the cost is due two weeks following the date of the event.

The staff at the Alumni Memorial Union looks forward to hosting your event.
**Off-Campus Equipment Inventory and Price List**

The following equipment is available for use in the Alumni Memorial Union, Union Sports Annex, Weasler Auditorium, or Varsity Theater. Please note that not all of this equipment may be available at one time. Equipment rented from an off-campus source will be billed at cost plus 25% but not to exceed a fee of $30.00. For maximum consideration, please reserve audio/visual equipment at least ten business days in advance. Audio/visual technicians are necessary for some equipment at $26.00 - 36.00 an hour.*

**AUDIO**

- Band sound system (Annex Only).......................... $ 200.00
- Boom box .................................. $ 30.00
- CD player .................................. $ 30.00
- I-Pod input .................................. no charge
- Electric piano .................................. $ 100.00
- Gig Rig .................................. $ 100.00
- Karaoke Machine (w/music).............................. $ 175.00
- Microphone stands .................................. no charge
- Microphone .................................. $ 30.00
- Choir microphone .................................. $ 40.00
- Monitors .................................. $ 50.00
- Clear Com headset .................................. $ 72.00
- MP3 recorder .................................. $ 50.00
- Portable podium PA system.......................... $ 20.00
- Press box .................................. $ 50.00
- Table top microphone stands .................................. no charge
- Turntable .................................. $ 30.00
- Wireless hand held microphone ............... $ 70.00
- Wireless lavaliere microphone .......... $ 80.00

*The following equipment requires an audio-visual technician to set-up and supervise.
2 to 15 microphones
Wireless lavaliere or handheld microphone
Data projector (excluding smart carts or smart rooms)
Audio recording an event
Playback of a tape, CD, DVD, or radio in large venues

**ADDITIONAL EQUIPMENT**

- Arrow signs .................................. no charge
- Cash box .................................. no charge
- Chalkboard .................................. $ 20.00
- Chorus risers .................................. $ 50.00
- Coat rack .................................. no charge
- Easel pad .................................. $ 50.00
- Extension cord .................................. no charge
- Flag (MU, US, WI, Milwaukee) ............... no charge
- Flip chart (pad w/markers) .................. $ 4.00
- Full length mirror .................................. no charge
- Helium tank .................................. $ 15.00
- Large dance floor (21’ X 21’) .................. $ 750.00
- Medium dance floor (18’ X 18’) ............... $ 500.00
- Music Stand .................................. $ 4.00
- Piano (Auditorium, Ballroom, Varsity) .... $ 150.00
- Pipe & drape .................................. $ 150.00
- Podium (standing or table top) .............. $ 25.00
- Portable partition .................................. $ 20.00
- Power strip .................................. no charge
- Shuttle bus .................................. Rental Fee
- Sign pole .................................. $ 6.00
- Silk plant .................................. no charge
- Small dance floor (12’ X 12’) ............... $ 350.00
- Stage section (6’ X 8’) each ............... $ 20.00
- Stanchions .................................. no charge
- Tables (72"X30’, 72"X18’, 30”, 60” and 72” Rounds) .................................. no charge
- Wheelchair .................................. no charge
- White marker board ......................... $ 20.00

*Tuning charges will be assessed if tuning is required.

**CHARGES PER LABOR HOUR**

- A/V technician .................................. $ 30.00
- Building manager .................................. $ 30.00
- Building supervisor .................................. $ 40.00
- Coat check .................................. $ 25.00
- Public safety officer .................................. $ 50.00
- Security .................................. $ 25.00
- Technical services coordinator .................. $ 50.00
- Ticket sale staff .................................. $ 25.00
- Usher .................................. $ 25.00
- Varsity theater staff .................................. $ 25.00

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