



University Hosted Event Rental Rates

University Hosted Events are academic programs, conferences, retreats and/or meetings involving two entities: *a University entity* (academic department or administrative unit or recognized student organization) and *an outside organization* (such as a professional association in which the University holds membership or maintains a relationship that directly benefits the University community or community-based organization.)

Per daily rental rates are as follows:

Small meeting room (1-12 seating).....	\$ 75
Medium meeting room (12-25 seating)	\$ 90
Large meeting room (16-50 seating).....	\$ 120
Grand Ballroom (ABCDE)	\$ 1200
Ballroom (AB, CD, E)	\$ 450
Ballroom (ABE, CDE).....	\$ 750
Ballroom (A, B, C, D) (1-175 seating)	\$ 260
Centennial Room 227 (1-175 seating)	\$ 260
Room 157 (1-175 seating)	\$ 260
Room 163 (1-175 seating)	\$ 260
Weasler Auditorium.....	\$ 900
Varsity Theater.....	\$ 1200
Lunda Room.....	\$ 300
Henke Lounge.....	\$ 150
Marquette Place	\$ 600
Lobby Table	\$ 110
Lynch Lounge & Veranda	\$ 225
Lobbies (1 st & 2 nd Floors)	\$ 225
East/West Towne Mall.....	\$ 500
Academic Building Classroom (1-50 seating)	\$ 35
Academic Building Classroom (51-100 seating)	\$ 110
Academic Building Classroom (101+ seating)	\$ 200
Annex Court (Recreation)	\$ 18.00/hr
Annex Court.....	\$ 175.00
Annex Restaurant.....	\$ 150.00
Annex Bowling Center	(minimum 2 lanes for 2 hours)
- Per 2 lanes.....	\$ 18.00/hr
- All lanes	\$ 100.00/hr

All rates and charges are subject to change and are not set until an Event Confirmation has been sent.

University Hosted Equipment Inventory and Price List

Audio Visual equipment, sound systems and technical assistance is available for functions, such as speakers, concerts, dances, meetings, and cultural events. The AMU Technical Services staff will operate all equipment in the Alumni Memorial Union facilities and other select campus locations. Charges associated with technical service are listed below.

AUDIO

Band sound system	\$ 150.00
CD player.....	\$ 25.00
I-Pod input.....	\$ 25.00
Electric piano.....	\$ 75.00
Gig Rig (Sound system, 2 speakers)	\$ 75.00
Microphone stands.....	no charge
Microphone.....	\$ 25.00
Choir microphone.....	\$ 30.00
Monitors.....	\$ 35.00
Clear Com headset (set of 2)	\$ 50.00
MP3 recorder.....	\$ 35.00
Portable podium PA system.....	\$ 45.00
Press box.....	\$ 35.00
Table top microphone stands	\$ 15.00
Wireless hand held microphone.....	\$ 50.00
Wireless lavalier microphone.....	\$ 50.00

VIDEO

Data projector	\$ 150.00
DVD player.....	\$ 25.00
Document camera.....	\$ 20.00
Laptop computer.....	\$ 90.00
Overhead projector.....	\$ 15.00
AV cart.....	no charge
Presentation remote.....	\$ 10.00
Projection screen (5' or 8').....	\$ 30.00
Projection screen (6' x 9') (rear projection)	\$ 60.00
SMART room (w/ customer's laptop)	no charge
SMART room (w/ AMU laptop).....	\$ 90.00
TV Cart w/ DVD/VHS Player	\$ 30.00
VGA Cord (PC and Mac)	no charge

LIGHTING

Custom Gobo (30 day notice required)... Rental Fee	
Follow spotlight (Varsity/ Weasler)	\$ 35.00
LED Lights Set of 6.....	\$ 90.00
Light trees (set of 2).....	\$ 30.00
Gel stage lighting.....	\$ 15.00
Fog Machine.....	\$ 30.00
White stage lighting.....	no charge
<i>(Weasler, Varsity, Ballroom and Annex only)</i>	

COMMUNICATIONS

Conference phone unit*.....	\$ 65.00
Ethernet cord.....	\$ 5.00
Marquette Card Reader.....	\$ 35.00
Speaker phone*.....	\$ 30.00
Wireless guest access.....	\$ 10.00

*Long distance charges will be billed at cost.

ADDITIONAL EQUIPMENT

Arrow signs	no charge
Cash box	no charge
Chorus risers	\$35.00
Coat rack	no charge
Dance floor (21' X 21').....	\$ 600.00
Dance floor (18' X 18').....	\$ 400.00
Dance floor (12' X 12').....	\$ 200.00
Easel pad	\$ 5.00
Extension cord.....	no charge
Flag (MU, US, WI, Milwaukee).....	no charge
Full length mirror	no charge
Music Stand.....	\$ 4.00
Piano (Auditorium, Ballroom, Varsity).....	\$ 100.00
Piano Tuning	(\$120) Market Price
Pipe & drape.....	\$4.00 per ft.
Podium (standing or table top)	\$ 15.00
Portable partition.....	\$ 15.00
Power strip	no charge
Shuttle bus.....	Rental Fee
Sign pole	\$ 5.00
In-house Silk plants.....	no charge
Stage section (6' X 8') each	\$ 15.00
Stanchions	no charge
Tables (72' X 30', 72' X 18', 30", 60" and 72" Rounds).....	no charge
Wheelchair	no charge
White marker board / Flipchart	\$ 15.00

EVENT PERSONNEL

A/V Technician	\$ 30.00/hr
Technical Services Coordinator	\$ 50.00/hr
MU Police Officer.....	\$ 50.00/hr

Event Support Staff..... \$ 25.00/hr
(Coat check Attendants, Student Security, Ticket Taker, Usher)

The following equipment requires an audio-visual technician to set-up and supervise.

*2 to 15 microphones
Wireless lavalier or handheld microphone
Data projector (excludes smart rooms)
Audio recording an event
Playback of a tape, CD, DVD, or radio in large venues*

For university hosted events, all charges associated with the event (including catering services) is billed through a single university account budget number.