



**Peak** = 1<sup>st</sup> Monday after Mother's day thru last Monday of August. **Non-peak** = all other times

(Current faculty, staff, & students<sup>1</sup> receive a 15% discount on published external rates.)

<u>Conference/Lounge</u>	Capacities	Student Org	Departmental	Sponsored/ Non-Profit	External Group (non-peak) <sup>2</sup>	External Group (peak) <sup>2</sup>
<b>2nd Fl. Conference Room</b>	16 at table/28 maximum	No Cost	No Cost	\$150	\$300	\$450
<b>Blair Conference Room</b>	12 at table /16 maximum	No Cost	No Cost	\$150	\$300	\$450
<b>Hess PDR</b>	16 maximum	No Cost	No Cost	\$125	\$150	\$200
<b>Holland PDR</b>	16 maximum	No Cost	No Cost	\$125	\$150	\$200
<b>Kelley Lounge</b>	100 maximum (not for private meetings)	No Cost	No Cost	\$225	\$450	\$625
<b>Ley Lounge</b>	12 maximum	No Cost	No Cost	\$150	\$300	\$450
<b>Meyer Conference Room</b>	20 at table/24 maximum	No Cost	No Cost	\$150	\$300	\$450
<b>Miner Lounge</b>	25 seated/35 maximum	No Cost	No Cost	\$175	\$350	\$525
<b><u>Multi-function</u></b>						
<b>Brochstein Pavilion TV Lounge</b>	100 reception	\$170	\$170	unavailable	unavailable	unavailable
<b>Farnsworth Pavilion</b>	80 dining/100 lecture	No Cost	\$170	\$400	\$1000 <sup>3</sup>	\$1300 <sup>3</sup>
<b>Grand Hall</b>	250 dining/400 lecture (200 w/dance flr)	No Cost	\$225	\$500	\$1300 <sup>3</sup>	\$1700 <sup>3</sup>
<b>Grand Hall/Sammy's</b>	400 dining/700 lecture	No Cost	\$375	\$850	\$1600 <sup>3</sup>	\$2000 <sup>3</sup>
<b>Memorial Chapel</b>	226 seated (w/ additional chairs)	No Cost	No Cost	\$400	\$700 <sup>1 and 3</sup>	\$1000 <sup>1 and 3</sup>
<b>Sammy's</b>	150 dining/300 lecture (restriced times)	No Cost	\$150	\$350	\$800	\$1,100
<b><u>Outdoors</u></b>						
<b>Brown Garden</b>	50-100 maximum	No Cost	No Cost	\$225	\$450	\$625
<b>Ray Courtyard</b>	200 dining/300 other	No Cost	No Cost	\$300	\$650	\$1,000
<b><u>Miscellaneous</u></b>						
<b>Student Org. Resource Ctr.</b>	20 maximum (not for private meetings)	No Cost	No Cost	\$150	\$300	\$450
<b>Vendor Table (GH Lobby)</b>	One 6ft table w/2 chairs	No Cost	No Cost	\$100	\$100	\$100
<b>Willy's Pub</b>	299 capacity	variable	variable	variable	variable	variable
<i>All venues cost an additional \$50.00 per hour for events exceeding 6 hours in length (based on access &amp; vacancy times).</i>						
<i>Open Early /Late Charges</i>		\$25 fee + \$25/hr	\$25 fee + \$25/hr	\$50 fee + \$50/hr	\$50 fee + \$50/hr	\$50 fee + \$50/hr
<i>Conference Assistant (CA)</i>		\$15/hour	\$15/hour	\$25/hour	Included in fee	Included in fee
<i>Additional Custodial Services (as needed)</i>		\$35/hour	\$35/hour	\$35/hour	\$35/hour	\$35/hour
<i>Cancellation Fee</i>		See policy	See Policy	See policy	See policy	See Policy

<sup>1</sup> Current faculty, staff, and student chapel rate is further discounted to: non-peak \$360, peak \$510. Current student status expires on August 1<sup>st</sup> after graduation.

<sup>2</sup> Non-Rice event sponsors are required to have event insurance. The insurance fee is charged to sponsors without proper coverage; (0-100 guest) \$225 and (101-500 guest) \$247.

<sup>3</sup> Included in this fee (for Chapel, Grand Hall, and/or Farnsworth Pavilion) is a student CA (when requested) to ensure on-site coordination during your event.