



Alumni Memorial Union
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 day rental rates are as follows:

Small meeting room (1-12 seating)	\$ 95
Medium meeting room (12-25 seating)	\$ 115
Large meeting room (16-50 seating)	\$ 150
Grand Ballroom (ABCDE)	\$ 1500
Ballroom (AB, CD, E).....	\$ 575
Ballroom (ABE, CDE).....	\$ 950
Ballroom (A, B, C, D) (1-175 seating)	\$ 950
Centennial Room 227 (1-175 seating)	\$ 350
Room 157 (1-175 seating).....	\$ 350
Room 163 (1-175 seating).....	\$ 350
Weasler Auditorium.....	\$ 1125
Varsity Theater.....	\$ 1500
Lunda Room	\$ 375
Henke Lounge	\$ 225
Marquette Place	\$ 750
Lobby Table.....	\$ 135
Lynch Lounge & Veranda	\$ 300
Lobbies (1 st & 2 nd Floors).....	\$ 300
West Town Square/Eckstein Common/Central Mal.....	\$ 675
Academic Building Classroom (1-50 seating)	\$ 60
Academic Building Classroom (51-100 seating).....	\$ 150
Academic Building Classroom (101+ seating)	\$ 275
Annex Court (Recreation).....	\$ 25.00/hr
Annex Court	\$ 250
Annex Restaurant.....	\$ 225
Annex Bowling Center..... (minimum 2 lanes for 2 hours)	
- Per 2 lanes.....	\$ 20.00/hr
- All lanes.....	\$ 120.00/hr

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

Alumni Memorial Union

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

AUDIO

Band sound system	
(Gig Rig - sound system with 2 speakers)	\$200.00
CD player	\$ 30.00
I-Pod input	\$ 30.00
Electric piano	\$ 105.00
Microphone stands (floor & tabletop)	\$ 20.00
Microphone	
(wired, handheld wireless, lavalier)	\$ 75.00
Monitors	\$ 45.00
Clear Com headset (set of 2)	\$ 70.00
MP3 recorder	\$ 55.00
Portable podium PA system	\$ 60.00
Press box	\$ 55.00
Music AMU provided	\$ 40.00

VIDEO

Data projector	\$ 200.00
DVD player	\$ 30.00
Document camera	\$ 25.00
Conference or presenter camera	\$ 100.00
Laptop computer	\$ 115.00
Presentation remote	\$ 15.00
Projection screen (5')	\$ 40.00
Projection screen (6' x 9') (rear projection)	\$ 75.00
SMART room (w/ customer's laptop)	no charge
SMART room (w/ AMU laptop)	\$ 115.00
TV Cart w/ 65" Monitor	\$ 45.00
HDMI Cord	no charge

LIGHTING

Custom Gobo (30-day notice required)	Rental Fee
Follow spotlight (Weasler)	\$ 55.00
LED Lights Set of 6	\$ 115.00
Light trees (set of 2)	\$ 115.00
Gel stage lighting	\$ 20.00
Fog Machine	\$ 40.00
White stage lighting	no charge
<i>(Weasler, Varsity, Ballroom and Annex only)</i>	

COMMUNICATIONS

Conference phone unit	\$ 85.00
Ethernet cord	\$ 8.00
Wireless guest access	\$ 10.00
Wireless guest access (enhanced)	\$ 90.00

ADDITIONAL EQUIPMENT

Arrow signs	no charge
Chorus risers	\$ 45.00
Coat rack	no charge
Table Power for Conference seating	Varies based on scope of Conference
Dance floor (21' X 21')	\$ 750.00
Dance floor (18' X 18')	\$ 500.00
Dance floor (12' X 12')	\$ 250.00
Easel	\$ 5.00
Easel pad	\$ 25.00
Extension cord	\$ 5.00
Flag Set (MU, US, WI, Milwaukee)	\$15.00
Full length mirror	no charge
Music Stand	\$ 5.00
Piano (Auditorium, Ballroom, Varsity)	\$ 175.00
Piano Tuning (subject to market pricing)	\$150.00
Pipe & drape (per 6-10" section)	\$ 15.00
Podium (standing or tabletop)	\$ 25.00
Portable partition	\$ 20.00
Power strip	\$ 5.00
Shuttle bus	Rental Fee
In-house Silk plants	no charge
Stage section (6' X 8') each	\$ 20.00
Stanchions	\$ 5.00
Tables (72'X30', 72'X18', 30" low and cocktail, 60" and 72" Rounds)	no charge
Wheelchair	no charge
White marker board / Flipchart	\$ 20.00
Tent	Rental Fee

EVENT PERSONNEL

A/V Technician	\$ 40.00/hr
MU Police Officer (pricing subject to current rate set by MUPD)	current rate/hr
Event Support Staff	\$ 35.00/hr
<i>(Coat check Attendants, Student Security, Ticket Taker, Usher)</i>	

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