2014-2015
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.marquette.edu/amu/plananevent.shtml

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

Audio Visual equipment, sound systems and technical assistance is available for functions, such as speakers, concerts, dances, meetings, and cultural events. The AMU Audio-Visual staff will operate all equipment. Charges associated with technical service are listed below. Requests for audio-visual equipment can be submitted to your primary Event Coordinator (if assigned), or by contacting the Event Management Office at 414-288-7202, or stop by AMU, Room 245. To ensure first choice of equipment and staff support, please submit your request at least ten (10) business days prior to your function date.

**AUDIO**

Band sound system .................................. $ 200.00
CD player .............................................. $ 30.00
I-Pod input ........................................... no charge
Electric piano ....................................... $ 100.00
Gig Rig (Sound system, 2 speakers) .... $ 100.00
Microphone stands ................................ no charge
Microphone ......................................... $ 30.00
Choir microphone .................................. $ 40.00
Monitors .............................................. $ 50.00
Clear Com headset (set of 2) .................. $ 72.00
MP3 recorder ........................................ $ 50.00
Portable podium PA system ...................... $ 20.00
Press box ............................................. $ 50.00
Table top microphone stands ................. no charge
Wireless hand held microphone ........ ...... $ 70.00
Wireless lavaliere microphone ........ ....... $ 70.00

**VIDEO**

Data projector ....................................... $ 200.00
DVD player .......................................... $ 30.00
Document camera ................................... $ 25.00
Laptop computer .................................... $ 120.00
Overhead projector ................................ $ 20.00
AV cart ............................................... no charge
Presentation remote ............................... $ 15.00
Projection screen (5' or 9') ..................... $ 40.00
Projection screen (9' x 12')/Data Projector Rental
Projection screen (6' x 9') (rear projection) ... $ 80.00
Coat check .......................................... $ 12.00
SMART CART ....................................... $ 70.00
SMART room (w/ customer’s laptop) ....... no charge
SMART room (w/ AMU laptop) ............... $ 120.00
TV Cart w/ DVD/VHS Player ..................... $ 45.00
VGA Cord (PC and Mac) ......................... no charge

**LIGHTING**

Custom Gobo (30 day notice required)... Rental Fee
Follow spotlight (Varsity/Weasler) ........... $ 50.00
LED Lights .......................................... $ 20.00
Light trees (set of 2) .............................. $ 40.00
Gel stage lighting ................................... $ 20.00
White stage lighting ............................... no charge
(onlly available in Weasler, Varsity, Ballrooms or
Annex)

**COMMUNICATIONS**

Conference phone unit* ......................... $ 90.00
Ethernet cord ....................................... $ 5.00
Marquette Card Reader ........................... $ 50.00
Speaker phone* ................................... $ 40.00
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 ..................................... $ 50.00
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 .......................................... $ 10.00
Extension cord ..................................... no charge
Flag (MU, US, WI, Milwaukee) ............... no charge
Full length mirror ................................ no charge
Music Stand ....................................... $ 4.00
Piano (Auditorium, Ballroom, Varsity) ..... $ 150.00
Piano Tuning ....................................... market price
Pipe & drape ....................................... $4.00 per ft.
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
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 / Flipchart ............. $ 20.00

**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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