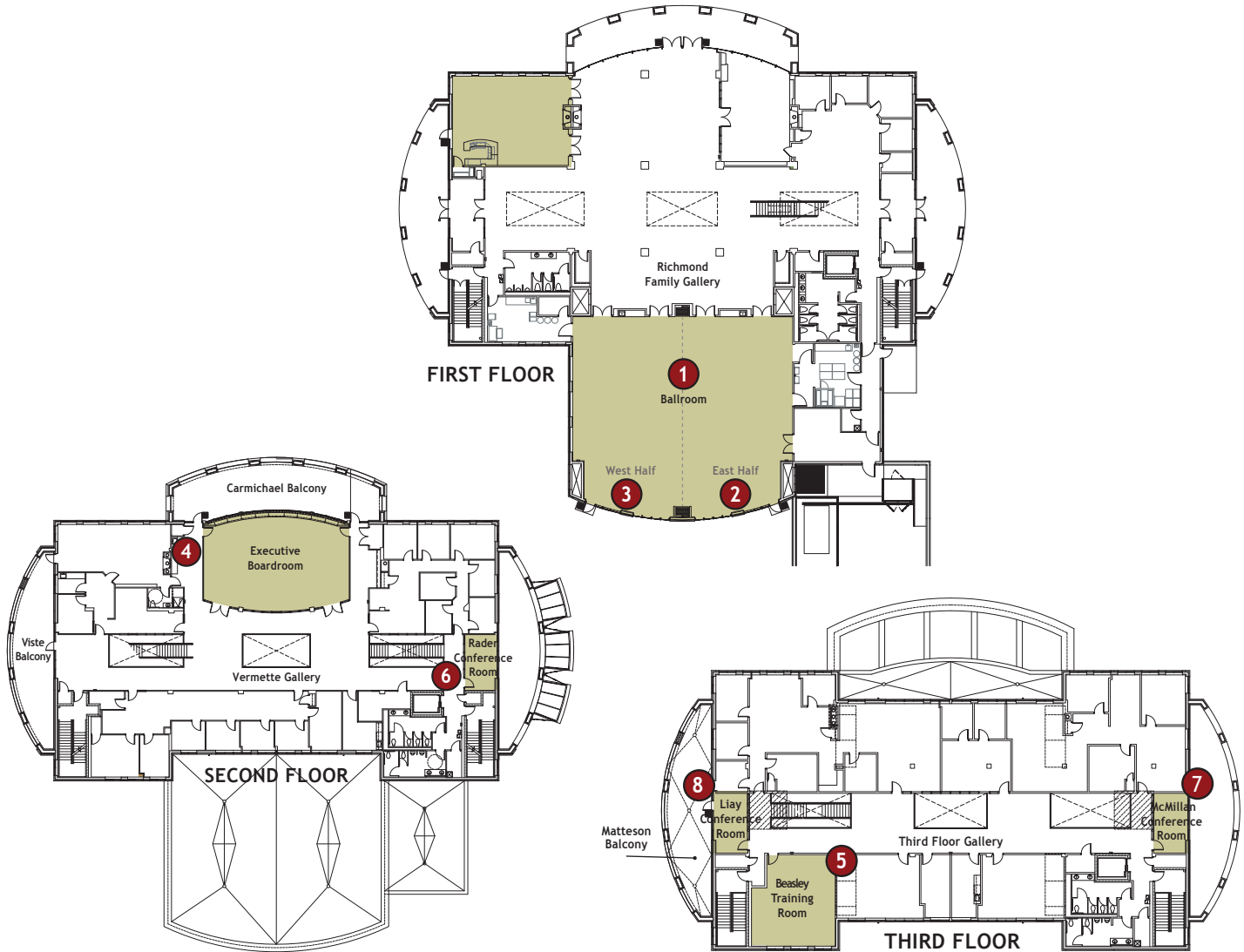




Event Rental

The Alice Campbell Alumni Center is a showcase venue offering a wide variety of accommodations for all your conference and special event needs. Whether you're looking to host a corporate meeting, intimate gathering or large-scale celebration, the Alice Campbell Alumni Center has the space and staff to make your function a success.

Rooms, Capacities and Floor Plans



	Total Sq. Ft.	Classroom	Theater	Banquet	Standing Reception	Conference	U-Shape	H-Square
1 Ballroom	4218	220	400	260	500	N/A	N/A	N/A
2 One-half Ballroom (East)	2109	110	200	100	250	N/A	25	50
3 One-half Ballroom (West)	2109	110	200	100	250	N/A	25	50
4 Executive Boardroom	1334	N/A	N/A	N/A	N/A	36	N/A	N/A
5 Beasley Training Room	784	18	N/A	N/A	N/A	18	18	18
6 Rader Conference Room	180	N/A	N/A	N/A	N/A	8	N/A	N/A
7 McMillan Conference Room	180	N/A	N/A	N/A	N/A	8	N/A	N/A
8 Liay Conference Room	180	N/A	N/A	N/A	N/A	8	N/A	N/A



Alice Campbell Alumni Center Rental Rates: University

	Mon.-Thu.	Fri.-Sun.
Full Ballroom	\$550.00	\$700.00
One-half Ballroom	\$350.00	\$475.00
	Mon.-Fri.	Sat.-Sun.
Executive Boardroom**	\$350.00	\$450.00
Richmond Family Gallery**	\$200.00	\$225.00
Carmichael Balcony	\$175.00	\$225.00
Outside Areas (North or West Patio)	\$175.00	\$225.00
Vermette Gallery (with access to Viste Balcony)	\$150.00	\$175.00
Third Floor Gallery	\$125.00	\$150.00
Beasley Training Room (two hour minimum with \$575 max charge)	\$125 per hour	\$150 per hour
Liay Conference Room (with access to Matteson Balcony)*	\$100.00	\$125.00
Rader Conference Room*	\$100.00	\$125.00
McMillan Conference Room*	\$100.00	\$125.00

Alice Campbell Alumni Center Ancillary Services

Polycom Conference Phone	\$25.00
Coat Room	No Charge
Coat Check (renter provides staff)	\$35.00
Coat Check (UIAA provides staff)	\$50 per hour
Stage Risers	\$35 per 6' x 8' deck
Microphone (lavalier or hand held)	\$35.00 each
DVD Player	\$35.00
VHS Player	\$35.00
CD Playback	\$35.00
Laptop Computer	\$50.00
Lectern (includes microphone)	\$50.00
Plasma Display	\$50.00
Microphones Package for Boardroom (12 table microphones)	\$100.00
Yamaha Clavinova CLP-240 Digital Piano	\$100.00
Pipe and Drape	\$125.00
LCD Projector/Screen	
If 1-2 are used	\$200.00
If 3-4 are used	\$400.00
Dance Floor 12-ft. x 12-ft.	\$300.00
Dance Floor 15-ft. x 15-ft.	\$400.00
Dance Floor 18-ft. x 18-ft.	\$500.00

Catering

If your event requires catering, a 5 percent food and beverage cost will be added to final billing.

Rental rates are for eight-hour time period (or any portion thereof, including setup/teardown). Add \$150 per hour for events needing more than eight hours.

*Conference rooms may be rented for one-half day (four hours) at 75 percent of full rental rate.

**Limited availability-see general manager for details.

Standard setup/teardown and staffing for events is included. See general manager for estimate for out of the ordinary setups.



Alice Campbell Alumni Center Rental Rates: General Public

	Mon.-Thu.	Fri.-Sun.
Full Ballroom	\$750.00	\$950.00
One-half Ballroom	\$465.00	\$635.00
	Mon.-Fri.	Sat.-Sun.
Executive Boardroom**	\$465.00	\$600.00
Richmond Family Gallery**	\$265.00	\$300.00
Carmichael Balcony	\$235.00	\$300.00
Outside Areas (North Patio or West Quad)	\$235.00	\$300.00
Vermette Gallery (with access to Viste Balcony)	\$200.00	\$235.00
Third Floor Gallery	\$165.00	\$200.00
Beasley Training Room (two hour minimum with \$700 max. charge)	\$150 per hour	\$175 per hour
Liy Conference Room (with access to Matteson Balcony)*	\$125.00	\$150.00
Rader Conference Room*	\$125.00	\$150.00
McMillan Conference Room*	\$125.00	\$150.00

Alice Campbell Alumni Center Ancillary Services

Polycom Conference Phone	\$25.00
Coat Room	No Charge
Coat Check (renter provides staff)	\$35.00
Coat Check (UIAA provides staff)	\$50 per hour
Stage Risers	\$50 per 6' x 8' deck
Microphone (lavalier or hand held)	\$50.00 each
DVD Player	\$50.00
VHS Player	\$50.00
CD Playback	\$50.00
Laptop Computer	\$75.00
Lectern (includes microphone)	\$75.00
Plasma Display	\$75.00
Microphones Package for Boardroom (12 table microphones)	\$100.00
Yamaha Clavinova CLP-240 Digital Piano	\$125.00
Pipe and Drape	\$150.00
LCD Projector/Screen	
If 1-2 are used	\$225.00
If 3-4 are used	\$450.00
Dance Floor 12-ft. x 12-ft.	\$300.00
Dance Floor 15-ft. x 15-ft.	\$400.00
Dance Floor 18-ft. x 18-ft.	\$500.00

Catering

If your event requires catering, a 10 percent food and beverage cost will be added to final billing.

Rental rates are for eight-hour time period (or any portion thereof, including setup/teardown). Add \$150 per hour for events needing more than eight hours.

*Conference rooms may be rented for one-half (four hours) day at 75 percent of full rental rate.

**Limited availability-see general manager for details.

UI Alumni Association Annual and Life Members receive a 10 percent discount off their room rental fee.

Standard setup/teardown and staffing for events is included. See general manager for estimate for out of the ordinary setups.

Please Note: All non-University use of the Alice Campbell Alumni Center requires that insurance be purchased to cover the event. Please see general manager for details.



Rental Policies and Procedures

1. **USE:** Any use of the Alice Campbell Alumni Center must be scheduled through the Events Department at 217-244-9035.
2. **SPACE:** Space will be reserved on a first-come basis and tentatively held (for no more than 10 business days) until a signed contract and full deposit are on file with the Events Department. Space is booked in eight-hour increments (including setup and teardown). If you require additional time, please notify the Events Department.
3. **RESERVATIONS:** Beginning July 1, reservations may be made for the following fiscal year. For example, events that occur between Sept. 1, 2019-Aug. 31, 2020 may be made beginning July 1, 2018.
4. **EQUIPMENT and ANCILLARY SERVICES:** Rental equipment, such as audiovisual aids, lecterns, microphones, phone needs, stage risers, etc. are available through the Events Department. Charges will be included on the final bill.
5. **FOOD:** All food and beverages brought into the Alice Campbell Alumni Center must be contracted through one of the approved caterers. A catering surcharge will be assessed for all catered events.
6. **ALCOHOL:** Alcohol must be arranged through an approved caterer. All bars require catering personnel to handle the sales and service of beverages.
7. **SMOKING:** Smoking is prohibited on all University of Illinois property, including the outside grounds of the Alice Campbell Alumni Center. This includes all forms of burning tobacco, including cigarettes, cigars, pipes, hookahs and cigarillos. The ban prohibits smoking on all campus-owned property—indoors and outdoors, as well as the use of e-cigarettes on campus-owned property and smoking in private vehicles parked on campus-owned property.
8. **DELIVERIES:** Deliveries must be coordinated through the Events Department. All deliveries must be made to the loading dock that is located at the southeast corner of the building. The UI Alumni Association cannot assume any responsibility for items left by the caterer, rental company or facility user.
9. **DECORATIONS:** Props, floral arrangements, live plants and weighted helium balloons are welcome. All decorations and rental items must be approved by the Alice Campbell Alumni Center general manager. They must be free-standing, including signs. Nothing is to be attached to the walls or ceiling. No posters or banners will be permitted on the Alice Campbell Alumni Center exterior or grounds without the approval of the general manager. No tacks, nails, tape or similar items may be used in meeting rooms and/or corridors. Glitter, Silly String, rice, sprinkles or confetti will not be allowed in the Alice Campbell Alumni Center. Candles in a hurricane lamp will be allowed, but candles, hurricane lamp and flame must extend no more than six inches above the table surface.
10. **PARKING:** The Alice Campbell Alumni Center does not have a private parking lot. All visitors to the Alice Campbell Alumni Center must read the blue signs at the entrances to parking lots and obey all parking regulations and pay parking meters as necessary; there are also parking meters on the streets. To make special parking arrangements, please call UI Parking at 217-333-3530.
11. **DEPOSITS:** Non-University sponsored event reservations must pay one-third of the total amount of the estimate at the time the agreement is signed; one-third is also due one week prior to the event, and the final amount will be due upon invoicing following the event. All payments are non-refundable and will be applied to the final bill unless otherwise stipulated as a "damage deposit."



12. **PAYMENT:** Acceptable forms of payment are procurement card, credit card (Visa, MasterCard and Discover), check and cash. If paying by check, please make it payable to the UI Alumni Association. Payment must be made within 10 working days of receipt of final billing statement.
13. **LIABILITY:** Each facility user shall indemnify and hold harmless the UI Alumni Association, its agents and employees against any and all damages, claims, liability due to loss of the property of others or any other liability arising out of its use of the Alice Campbell Alumni Center. The facility user is responsible for the payment of any damages to or loss of the UI Alumni Association's property if it occurred as a result of the preparations or cleanup for, or during the actual event itself. Please note: All non-University use of the Alice Campbell Alumni Center requires that insurance be purchased to cover the event. Please see your Rental Agreement or general manager for details.
14. **DAMAGE:** Renters will assume all costs for damage to the Alice Campbell Alumni Center, including damage that may occur to floors, walls and fixtures that may be caused by movement of tables, chairs or equipment.
15. **COMPLIANCE:** The UI Alumni Association reserves the right to deny use or continued use of its facilities to any person or organization not complying with the policies and procedures.
16. **FIREPLACE(S):** The fireplace(s), if used, must be set and attended by the building manager.
17. **ANIMALS:** Animals are not allowed inside the Alice Campbell Alumni Center, except for those licensed to assist persons with disabilities.
18. **CHILDREN:** Children are welcome at the Alice Campbell Alumni Center but must be under the supervision of a responsible adult at all times. All event attendees, including children, must limit their access to the building to the designated area for the event and associated restrooms unless special arrangements have been made.
19. **CURFEW:** All events at the Alice Campbell Alumni Center must end by 11:30 p.m., and all guests must exit the building by midnight. Organizers and clean-up crews are permitted to stay until 1 a.m. to complete their duties.

Event Department Staff

Jim Runyan, general manager, Alice Campbell Alumni Center
Email: runyan@uillinois.edu
Phone: 217-244-9035