



## WEDDING RENTAL INFORMATION: LOBBY

### Visiting the Howard Center

The renter may come to view the building or meet with an event coordinator or other vendor within regular Howard Center business hours: Monday-Thursday, 9am-5pm, and Friday, 9am-3pm. Meetings with Howard Center management are also possible during these times.

### Rental Space

Rental of the lobby includes use of the attached kitchen, restrooms and parking lot. This does *not* include usage of the main concert hall.

Rental includes usage of:

- 12-five foot round tables (can seat 8)
- 12-three foot round tables, adjustable heights (can seat 4)
- up to 10-eight foot rectangular tables
- 200 chairs

*Additional chairs and tables are available for an extra charge from the custodial department.*

### Rental Period

Rental of the Howard Center is for a 10-hour block between 8am and 11pm. An hourly rate is also available (see "Rental Fees"). However, the event must end and all guests must vacate the premises by the end of the rental period. **An hourly rate of time and a half will be charged for any time a renter is in the building past the contracted rental period.** Under no circumstances will an event last past 11pm.

The rental period, whether hourly or block, must include ALL time needed by the renter and vendors for setup, decoration, cleanup, and to remove all materials that are not Howard Center property. The full rental rate will apply if the renter wishes to set up the day or night before, and will be subject to availability.

Select caterers (Dining Services and Caitlin's Catering) may have additional pre-arranged time to setup or cleanup prior to or following an event, *only* if the Howard Center staff sets up the tables and chairs (additional fees apply, see "Setup, Cleanup, & Decorations").

### Kitchen & Catering

Use of the kitchen is included in the base rental rate. The kitchen is for serving purposes only, no cooking is allowed. All catered meals must be vegetarian. All caterers other than Andrews University Dining Services and Caitlan's Catering must be approved by Howard Center Management. Andrews University is an alcohol and smoke free campus.

## **Set Up, Clean Up & Decorations**

Use of the Howard Center's tables and chairs is included with the rental. If desired, Howard Center staff will set up tables, chairs, and any other equipment included with the rental for a fee of \$250. If the renter chooses this option, a floor plan must be submitted with the desired setup no less than 10 days before the rental period. If a floor plan is not submitted 10 days prior to the event date, Howard Center staff will begin setting up tables and chairs upon the rental party's arrival as part of the rental time.

The facility must be returned to the condition it was provided to the renter, tables and chairs must be cleared of all debris, waste and all paper products must be placed in provided trash receptacles, and all equipment and materials that are not Howard Center property must be removed. The Howard Center is not responsible for any materials left behind. Only tables and chairs set up by the Howard Center will be taken down by the Howard Center. Tables and chairs set up by the renter must be taken down by the renter.

The purple curtains in the lobby are permanent fixtures and cannot be removed or changed. The benches located in the Lobby may be moved to the hallways if desired. *The flowers arrangements must not be moved.* Items may be suspended from railings by string or propped up on easels, but no items are to be adhered to walls or windows. Helium balloons or candles (open flame), painting (spray or brush) are not allowed anywhere in the building.

## **Deliveries, Pick Up & Storage**

With the exception of Preferred Caterers, all vendors (DJs, florists, etc.) must make their deliveries and pick ups only during the allotted rental period. The renter must pay the full facility rental rate for each day equipment is held on the premises outside of the rental period, before or after the event. Under no circumstances will Howard Center management sign for any deliveries or pick ups.

## **Sound System**

The Howard Center lobby has a built in public address system and can be made available for events scheduled in the lobby. The sound system includes the use of the built in speakers, one wireless microphone, and CD player. Additional sound equipment must be provided by the renter. If desired, a Howard Center audio technician can be made available for an additional fee. Requests must be discussed with management, two weeks prior to the event. All contracted services other than Telecomm and TPC must be approved Howard Center Management.

## **Dance Floors & DJs**

The Howard Center is not set up to accommodate a dance floor. Bringing in a portable dance floor into the Howard Center will not be permitted. DJ's contracted for your wedding reception must be approved by Howard Center management.

## **Rental Fees**

*Community Rates:* Any person or organization not currently working for or attending Andrews University must pay the "Community" rental rate.

*Current Faculty/Staff/StudentClub/Department Rates:* Current faculty, staff, and students of Andrews University qualify for a discounted rental rate.

**Community**  
(week/weekend)

\$1,000/\$1,250  
\$75 per hr./\$100 per hr.\*  
(2-5 hrs)

**Faculty/Staff/Student/Club/Department**  
***personal/social use***  
(week/weekend)

\$750/\$1,000  
\$50 per hr./\$75 per hr.\*  
(2-5 hrs)

***\*The hourly rate is for events lasting no less than two (2) hours and no more than five (5) hours; this includes all setup and cleanup.***

Seventy percent of the rental rate is required to hold a date; a reservation will not be confirmed until the deposit and contract have been submitted. This initial deposit is non-refundable, but can be applied to a later date or event if cancellation is necessary. The balance of the rental fee will be billed one month prior to the event. Additional fees will be billed within two weeks following the event.

Audio technicians are available beginning at the rate of ***\$26/hr. for a minimum of 2 hours.*** Rates are determined by the complexity of the event. Technician hourly rates will be calculated at the end of the event and a final invoice will be issued.

G: Forms&Logo/Rental&UsageForms/LobbyForms/WeddingLobbyRentals/WeddingRentalInformation\_Nov2016