

ROOM CAPACITY AND RENTAL/FEE RATES

CAPACITY

Rudin Family Forum for Civic Dialogue

Cocktail Reception:	up to 200
Theater Style	up to 125
Sit-Down Dinner:	48
Boardroom:	40

Newman Reception Area/ Rice Conf. Room

Cocktail Reception:	up to 50
Theater Style	35
Sit-Down Dinner:	20
Boardroom:	20

Third Fl. Conf. Rooms – Meeting Style only

Mulberry	30
Lafayette	25
Jersey	20

RENTAL/FEE RATES

Rudin Family Forum for Civic Dialogue

Up to 4 hours	\$800
Up to 8 hours	\$1500

Newman Rcpt Area/Rice Conf. Rm. Rental

Up to 4 hours	\$500
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Third Floor Conf. Room Rental

Up to 4 hours	\$150 per room
Up to 8 hours	\$300 per room

FEES (as applicable):

- Early Opening \$50/per hr before 8:30am M-F or before 9am Sat.
- Late Closing \$50/per hr after 10pm M-F or after 5pm Sat.
- Freight Elevator \$70/per hr before 7am or after 5pm M-F; Any time Sat. or Sun. **Five hour minimum.**
- Special Set-up/Clean-up \$100 - \$450 depending on labor
- Sunday Fee \$60/per hr for event duration + 1 hr
- Stage Rental \$300/4hr Period
- Lectern Rental \$25/4hr Period
- Audio/Visual Fees
 - Speaker phone \$25/4hr
 - Laptop Computer \$75/4hr
 - Microphone \$25 ea./4hr
 - DVD/VCR Combo \$25/4 hr
 - PowerPoint Proj.& Screen \$75/Event
 - Portable CD/Cassette \$40/Event
 - Flip Charts & Easels \$25 ea./Event
- On-site staffing/support \$75/per hr
- Special Events Service Fee \$250 (as applicable)
- Other Special Requests As charged by NYU departments

Rental Costs and Applicable Fees subject to change without notice.

