

## ROOM CAPACITY AND RENTAL RATES/FEES

### 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	\$400
Up to 8 hours	\$800

#### Newman Rcpt Area/Rice Conf. Rm. Rental

Up to 4 hours	\$350
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#### Third Floor Conf. Room Rental

Up to 4 hours	\$60 per room
Up to 8 hours	\$120 per room

### FEES (as applicable):

- Freight Elevator
- Audio/Visual Fees
  - Speaker phone \$25/4hr
  - Laptop Computer \$75/4hr
  - Microphone \$25 ea./4hr
  - DVD/VCR Combo \$25/4 hr
- On-site staffing/support \$75/hr
- Stage Rental \$300/4hr Peiod
- Special Set-up/Clean-up \$55/hr before 7am or after 3pm M-F; anytime Sat./Sun. 1 hr minimum M-F; Required 4 hr minimum Sat./Sun.
- Early Opening \$50/hr before 7:30am M-F or 9am Sat.
- Late Closing \$100/per hr after 10pm M-F or 5pm Sat.
- Sunday Space Opening Fee \$60/per hr for event duration + 1 hr
- Required Sat/Sun. Events Labor Fee \$50/per hr for event duration + 2 hrs
- Special Events Service Fee \$250 (as applicable)
- Other Special Requests As charged by NYU departments

\$70/hr before 8am or after 5pm M-F; anytime Sat./Sun. **Five hour minimum.**

Rental Costs and Applicable Fees subject to change without notice.