



# Presidents Hall Event Packages

Updated 6/24/2024

	<b>University Meeting Package</b>	<b>University Reception Package</b>	<b>Private Meeting Package</b>	<b>Private Reception Package</b>
	Meeting for University Clients	Reception for University Clients	Meeting for non-University Clients	Reception for non-University Clients
<b>Number of guests</b>	Up to 50	Up to 320	Up to 50	Up to 320
<b>Rental period</b>	Rental of Presidents Hall for 24 Hours	Rental of Presidents Hall for 24 Hours	Rental of Presidents Hall for 24 Hours	Rental of Presidents Hall for 24 Hours
<b>Event length</b>	Five hours	Five hours	Five hours	Five hours
<b>Equipment</b>	5 - 72" Round tables Service tables 8 Gathering tables 50 Armed event chairs Lounge furniture Linens for service tables Projection equipment** In-house audio equipment**	32 - 72" Round tables Service tables 8 Gathering tables 320 Armed event chairs Lounge furniture 2 Bar Tops Linens for service tables Projection equipment** In-house audio equipment**	5 - 72" Round tables Service tables 8 Gathering tables 50 Armed event chairs Lounge furniture Linens for service tables Projection equipment** In-house audio equipment**	32 - 72" Round tables Service tables 8 Gathering tables 320 Armed event chairs Lounge furniture 2 Bar Tops Dance Floor Linens for service tables Projection equipment** In-house audio equipment**
<b>Staff</b>	1 Consultation with Event Coordinator Guest Services Manager Door Attendants Custodial Services Accessibility Assistance (as needed) Vendor Coordination	1 Consultation with Event Coordinator Guest Services Manager Door Attendants Coat Check Custodial Services Accessibility Assistance (as needed) Vendor Coordination	1 Consultation with Event Coordinator Guest Services Manager Door Attendants Custodial Services Accessibility Assistance (as needed) Vendor Coordination	1 Consultation with Event Coordinator Guest Services Manager Door Attendants Coat Check Custodial Services Accessibility Assistance (as needed) Vendor Coordination
<b>Additional Features</b>	Recommendations of preferred vendors	Recommendations of preferred vendors	Recommendations of preferred vendors	Recommendations of preferred vendors
<b>Price*</b>	\$1,155	\$3,205	\$2,205	\$4,305
<b>Nonrefundable Deposit****</b>	\$500	\$1,900	\$500	\$1,900
<b>Additional with ceremony</b>	N/A	N/A	N/A	\$350 (includes ceremony coordination)
<b>Each Additional 1/2 hour</b>	\$44	\$86	\$44	\$86

\*Additional charges may apply, based on needs. Also, an "a la carte" rate schedule is available if the above packages do not suit your needs.

\*\*Use of internal or external Audio/Visual equipment requires the use of an IATSE stagehand. This labor charge is not included in the above pricing.

\*\*\*An event is classified as a University event if the client uses an IU or IU Foundation account number for the deposit and final payment. A Private event is paid for using other accepted forms of payment (check, cash, credit card).

\*\*\*\* The Nonrefundable Deposit is used to confirm the event date and will be applied to the final bill