



Guidelines

Space Reservations	Reservations may be made during regular business hours, Monday through Friday. Once the details of your event have been confirmed a signed contract and one-half of the room rental charges are due within 10 working days of receipt of the contract. The remaining total estimated amount is due 2 weeks before the event. Any balance will be billed following the conclusion of your event. All reservations will remain tentative and therefore subject to cancellation until the deposit and signed contract have been received. Once a signed contract has been received, the deposit (one-half of the facilities rental charges) is non-refundable.
Liability Insurance	All renters are required to provide a certificate of liability insurance showing coverage of \$1,000,000 for the day of the event. We recommend non-business renters check with their current insurance agent about day-of riders.
A Tobacco & Weapon Free Campus	In order to encourage wellness and enhance a healthier environment, smoking, the use of tobacco products and weapons are prohibited on Alverno's campus (inside buildings and on campus grounds). Guests who choose to overlook these policies will be asked to leave the campus.
Catering	<p>All events are required to use Alverno's on-site catering for food and beverage. Bringing outside food and beverages onto campus are prohibited. The catering staff will help you plan a menu to please any palate for any occasion. They will work with you to keep within your budget and design the setting for your event.</p> <p>Alcoholic Beverages: Alverno College Dining Services holds a Wisconsin liquor license, which authorizes the purchase of alcoholic beverages. All rules and regulations set forth by the WI Liquor Control Commission must be strictly adhered to. All alcoholic beverages served on campus must be procured through Alverno College Dining Services.</p>
Multi Media Equipment	A wide variety of state-of-the-art audiovisual and other equipment is available for a fee. An inventory listing may be viewed below. Our skilled AV technicians can assist you in planning for and setting up your presentations.
Parking	Parking at Alverno is hassle free with ample, convenient and safe parking in surface lots and 500 car parking structure. Free street parking is also available on 39th Street and on Morgan Avenue.

To make a room reservation, schedule a viewing, or for more information, call Alverno's Event & Space Coordination Department at 414-382-6159.

Rental Rates

BANQUET & RECEPTION		
Space	Capacity	Rate
Bucyrus Conference Center (5775 sq. ft.) <i>Located within the Sister Joel Read Center. The room may be used as one large room or in 2-4 separate quadrants.</i>	64 people per quadrant 300 banquet or 400 theatre seating	\$250 per quadrant
Dance Floor Rental	18x18 (holds 81 ppl.)	\$250.00
	21x21 (holds 110 ppl.)	\$400.00
Rotunda or Caroline S. Mack Galleria (fee waived for the Rotunda if the Bucyrus Conference Center is booked)	50 each	\$100.00
La Verna Commons	400 banquet	\$1,800.00
Alumnae Courtyard	40	\$200.00
MEETING ROOMS		
Space	Capacity	Rate
General Meeting Rooms (Various locations) <i>Limited technology available</i>	8-22	\$80.00-160.00
Classrooms (Various locations) <i>Only available during academic breaks and summer months.</i>	32 - 64	\$120.00
Computer Rooms (Various Locations) <i>Additional fees apply for technical staff, software installation, and printing.</i>	12-30 PCs	\$75/hour \$230/4hour \$455/8 hours
Kellogg A (1600 sq. ft.)	80	\$160.00
Kellogg B (685 sq. ft.)	22	\$120.00
Kellogg C (265 sq. ft.)	10	\$80.00
Founders Hall FO 146 or FO 148 (935 sq. ft.)	20	\$160.00
Research Center for Women & Girls	30	\$125.00
ATHLETICS, CHAPEL & FINE ARTS		
Space	Capacity	Rate
Athletic Fields/Reiman Gymnasium	Varies	Call 414-382-6324
Chapel of Mary Immaculate	300	\$200.00
Alexia Hall AX G16 (Dance studio)	30	\$80.00
Alphonsa Hall (Theater seating only)	175	Call 414-382-6151
Wehr Hall (Theater seating only)	360	
Pitman Theatre (Theater seating only)	930	
OVERNIGHT HOUSING		
Space	Capacity	Rate
Clare Hall 106 and 108 - Year round availability (Hotel style amenities w/private bath)	2-4	\$60.00
Austin Hall Resident Rooms –Summer months only (Non-air-conditioned building: 3 single w/private bath; 18 single w/out private bath; 73 double w/out private bath)	1-2	\$35.00 single
		\$25.00 double
Clare Hall Resident Rooms – Summer months only (Air-conditioned building: 4 single w/private bath and 46 single w/o private bath)	1	\$50.00 single

Alverno Alum, current employees and students receive a 15% discount off the room rental and discounted rates are offered to fellow non-profits (*Proof of 501C3 status required*) for non-profit events. Please inquire about discounts when checking availability. Discounts do not apply to the Chapel.

Multi Media Options Daily Usage Charges

CONFERENCE CENTER	
Microphone	Complimentary
Podium with Microphone	\$25
Microphone on Stands (maximum of 4 available)	\$15
Background Music (specify CD or tape)	\$50
Video Projection VCR	\$50
Computer Projection (Alverno provides laptop)	\$75
Advanced Presentation Equipment (VCR, Wireless microphone, PC computer, remote mouse) *	\$75
<i>Permanent Video/Data projection in rooms B and/or D only</i>	
WEHR HALL	
Basic Set-Up (podium w/microphone, video/data projection, VHS, VCR, Document Camera, PC Computer)	\$45
Microphones	
Wireless Lav (2 available)	\$30
Wireless Hand Held (1 available)	\$30
Additional Microphones (maximum 6)	\$15
Slide Projector (Requires a Technician on Site, 2 hour minimum)	\$25
Satallite Program Setup Only	\$135
ADDITIONAL MEDIA EQUIPMENT	
Easel	\$10
Overhead Projector	\$15
Electronic Whiteboard with Printer	\$75
Laser Pointer	\$15
Portable CD Boom Box	\$25
Portable Projection Screen	\$15
Portable Slide Projector with Tray and Slide Remote	\$30
Portable Document Camera (Requires television in Room)	\$50
Wireless Remote of Slide Projector	\$25
Video Playback Unit (large screen)	\$50
Video Playback Unit (small screen)	\$30
Portable Video Projector w/VCR Units (Requires screen)	\$75
Portable Video Recording Units	\$75
Video Tape	\$5
COMPUTER EQUIPMENT	
Computer and Projector on Cart	\$100
Portable Data Projector (Customer provides laptop)	\$75
Remote Mouse	\$15
MULTIMEDIA EQUIPMENT	
Nomad Presentation Unit (VCR, Document Camera, and a PC Computer)	\$150
<i>* Does not include operator</i>	
VIDEO CONFERENCING	
ISDN System (TL Building only) Local or Long Distance Telephone Charges at the Current Rate.	\$70
<i>Set-up Includes Technician Fee (2 hour minimum)</i>	