

Alumni House Rental Rates

Toll Room	Campus Rates	CAA Member Rates	Non-Member Rates
Base Rental Rate	For 4 hours or less	For 4 hours or less	For 4 hours or less
Up to 100 people	\$600	\$750	\$850
Each additional hour or fraction thereof	\$200	\$230	\$330

Patio**	Campus Rates	CAA Member Rates	Non-Member Rates
Four hours or less	\$275	\$350	\$450
Four to eight hours+	\$325	\$425	\$525

** Patio may only be used in conjunction with the Toll Room and/or Bechtel Room

Bechtel Room	Campus Rates	CAA Member Rates	Non-Member Rates
Four hours or less (in conjunction with Toll)	\$400 (\$275)	\$450 (\$350)	\$525 (\$450)
Four to eight hours+ (in conjunction with Toll)	\$600 (\$375)	\$700 (\$475)	\$800 (\$575)

Sibley Room	Campus Rates	CAA Member Rates	Non-Member Rates
Four hours or less	\$390	\$450	\$550
Four to eight hours	\$600	\$700	\$800
Each additional hour or fraction thereof	\$190	\$215	\$315

President's Room	Campus Rates	CAA Member Rates	Non-Member Rates
Four hours or less	\$300	\$400	\$475
Four to eight hours	\$370	\$480	\$580
Each additional hour or fraction thereof	\$190	\$215	\$315

Kitchen	Campus Rates	CAA Member Rates	Non-Member Rates
Flat Rate	\$200	\$200	\$200

Other Applicable Charges

Event Assistants (2) on-site after regular business hours (M-F, 8a-5p)	\$50/per hour	\$50/per hour	\$50/per hour
Set-up and clean-up *	\$50/per hour	\$50/per hour	\$50/per hour
Furniture Surcharge *	\$70	\$70	\$70
Copies	\$.15/each	\$.15/each	\$.15/each
Red Wine Deposit**	\$100	\$100	\$100

*Applied to all events

**Deposit will be returned if there are no stains

Supplies	Campus Rates	CAA Member Rates	Non-Member Rates
A/V Cart w/ Speakers	\$15	\$15	\$15
Conference Phone	\$25	\$25	\$25
Corded Microphone	\$15	\$15	\$15
Cordless Microphone	\$15	\$15	\$15
Cordless Lapel Microphone	\$25	\$25	\$25
Easel with Pad	\$10	\$10	\$10
Fireplace (Includes Duraflame	\$20	\$20	\$20
Laptop	\$55	\$55	\$55
LCD Projector (Includes Set Up)	\$100	\$100	\$100
Outside Speaker (For Patio Use Only)	\$25	\$25	\$25
PA System	\$30	\$30	\$30
Parking Permit	\$25	\$25	\$25
Piano	\$25	\$25	\$25
Podium and Microphone	\$25	\$25	\$25
Portable Screen	\$15	\$15	\$15
Tablecloths (Disposable)	\$8 each	\$8 each	\$8 each
Tablecloths (Linen) **	\$25 each	\$25 each	\$25 each
Tablecloth (Bechtel Table)	\$50	\$50	\$50
Whiteboard	\$10	\$10	\$10

**Linen company may apply surcharges for rush deliveries and special orders. Please give at least two weeks' notice.

Catering Services**	Campus Rates	CAA Member Rates	Non-Member Rates
Bagels and Cream Cheese			
Full Tray (Serves 24)	\$90	\$90	\$90
Half Tray (Serves 12)	\$45	\$45	\$45
Bottled Water	\$1.25/bottle	\$1.25/bottle	\$1.25/bottle
Breakfast Tray (Muffins & Pastries)			
Full Tray (Serves 25)	\$70	\$70	\$70
Half Tray (Serves 12)	\$40	\$40	\$40
Cheese and Crackers Tray			
Full Tray (Serves 25)	\$120	\$120	\$120
Half Tray (Serves 12)	\$60	\$60	\$60
Coffee [Peet's] (Regular and Decaf Available)			
Full Shuttle (30 cups)	\$60	\$60	\$60
Half Shuttle (15 cups)	\$30	\$30	\$30
Cookies (Assorted, Serves 24)	\$40	\$40	\$40
Fruit Tray			
Full Tray (Serves 25)	\$120	\$120	\$120
Half Tray (Serves 12)	\$60	\$60	\$60
Half and Half	\$5 per quart	\$5 per quart	\$5 per quart
Hot Chocolate			
Full Shuttle (30 cups)	\$45	\$45	\$45
Half Shuttle (15 cups)	\$22.50	\$22.50	\$22.50
Juice (Apple, Cranberry or Orange)	\$10 per pitcher	\$10 per pitcher	\$10 per pitcher
Snacks (Chips, Goldfish Crackers or Pretzels)			
2 lbs. (Serves 25)	\$25	\$25	\$25
1 lb. (Serves 12)	\$12.50	\$12.50	\$12.50
Sodas (Coke, Diet Coke, Orange Soda, Root Beer, Sprite)	\$1.25/can	\$1.25/can	\$1.25/can
Sparkling Mineral Water	\$1.75/bottle	\$1.75/bottle	\$1.75/bottle
Teas (Assorted Flavors)			
Full Shuttle (30 cups)	\$50	\$50	\$50
Half Shuttle (15 cups)	\$25	\$25	\$25
Vegetable Tray			
Full Tray (Serves 25)	\$70	\$70	\$70
Half Tray (Serves 12)	\$35	\$35	\$35
Water Pitchers (includes cups)	\$1.50	\$1.50	\$1.50

**All catering services must be ordered 10 days in advance

Effective 2-1-2017