

# Event Rental Rates and Guidelines

## General Rental Policies

- I-House’s rental hours are 8:30 am – 11 pm; your reservation must include at least 30mins for you to set up and decorate before your event, and at least 30mins to clean up after your event.
- Reservations must be made in 30min increments starting on the hour or half hour (ex: 12:00pm or 12:30pm start time, not 12:15pm or 12:45pm).
- 4hr minimum rental required for weekends (Fridays, Sat & Sun).
- Rental fees include the use of I House event tables and chairs.
- Rental fees include an on-site staff member to provide customer service, connect you to the A/V, empty trash bins as needed, etc.
- All rentals with food present are required to bring their own tablecloths or rent them from I-House
- Renters are responsible for cleaning up all decorations and taking all leftover food and supplies that they brought.

## Community Room and Mrak Terrace (2hr minimum, 4hr minimum weekends)

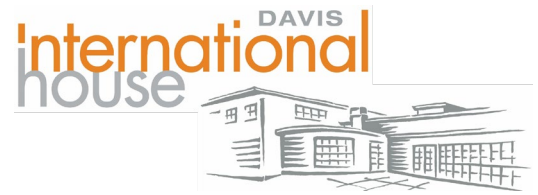
\$140/hour Mon - Thurs \$180/hour Fri, Sat, Sun	1,400 ft <sup>2</sup> indoors (35' x 40') 1,125 ft <sup>2</sup> outdoors (44' x 18') Includes use of sink, indoor screen, mounted projector, 75in tv, speakers, wireless mic, podium
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## Hagan Room and Ryerson Patio (2hr minimum, 4hr minimum on weekends)

<i>20 persons or less:</i> \$100/hour Mon - Thurs \$120/hour Fri, Sat, Sun  <i>21 or more persons:</i> \$140/hour Mon - Thurs \$180/hour Fri, Sat, Sun	306 ft <sup>2</sup> indoors (17' x 18') 726 ft <sup>2</sup> outdoors (36' x 22') Includes use of 50in tv on rolling stand, whiteboard, rolling Bluetooth speaker & mic
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## Full Facility Rental (4hr minimum)

\$400/hour Mon - Thurs \$500/hour Fri, Sat, Sun	Includes Community Room, Mrak Terrace, Hagan Room, Ryerson Patio, Kitchen, and Lounge
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## Required Charges

- \$120 Cleaning Fee
- \$80 Set Up/Take Down (I House staff will set up all tables & chairs prior to your arrival and put them away after your event)
- \$150 Security Deposit – refundable after your event

## Add-Ons Available

- Tablecloths - \$12 each (white or navy blue available)
- Kitchen counters & refrigerator use only - \$100 flat rate per day
- Full Kitchen use - \$250 flat rate per day (allows light cooking, re-heating, chilling drinks, etc. during event)
- Lounge - \$60/hour (882 ft<sup>2</sup>)
- Additional Set Up - \$30 (mid-event change in set up, e.g. lecture-style to dinner seating)
- Event Planning Services - \$80 per hour (Please indicate you would like planning services in your inquiry and we will follow up with more details)

## Discounts

- 10% Discount for nonprofit organizations
- 5% Discount for UCD student clubs & organizations
- 10% Discount & security deposit waived for UCD department events

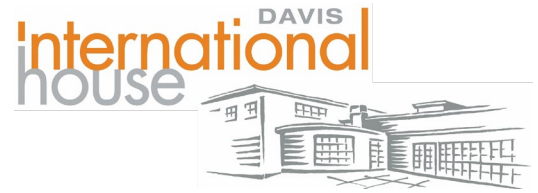
## Additional Potential Charges

- Rush Fee: A rush fee of \$150 will be charged if a rental request is made within two weeks of the rental event date.
- Date Change Fee: A fee of \$50 will be charged if you request to change your event date after your rental contract is signed.
- Additional Event Assistant (staff) -\$50 (required for set-up and take-down for events with over 100 people)

## All-Day and Multi-Day Rentals

An all-day and multi-day rental reserves the facility for you for up to 10 consecutive hours.

With a multi-day rental, you are renting the facility at the all-day rate for 2 or more days in a row. This is considered one rental, so there is one Cleaning Fee and one Set Up/Take Down charge, plus an additional \$30 charge for each change of set up. With a multi-day rental, you can leave things at I-House overnight (materials for a meeting, food in the refrigerator, etc.).



	Monday – Thursday	Weekends
Community Room & Mrak Terrace	\$1400	\$1,800: Fri & Sat only
Hagan Room & Ryerson Patio (20 persons or less)	\$1000	\$1200
Hagan Room & Ryerson Patio (21 or more persons)	\$1400	\$1800
Lounge Add-On	\$600	\$600: Fri & Sat only
Full Facility Rental	\$4000	\$5000: Fri & Sat only

### Suggested Capacity

Community Room	Standing only, no chairs: 150 Seated audience/lecture style: 100 Seated at round tables: 64
Mrak Terrace (outside)	Standing only, no chairs: 30 Seated at round tables: 30
Hagan Room	Seated at one large table: 12 Seated classroom style, 2 per table: 10
Ryerson Patio (outside)	Standing only, no chairs: 120 Seated at round tables: 40

### Holiday Rental Rate

In order to adequately compensate our employees for working on holidays, I-House charges a Holiday Rental Rate or Premier Holiday Rental Rate for certain holidays. Holiday rates apply on:

Holiday Rental Rate (1.5 times the regular rental rate)		Premier Holiday Rental Rate (double the regular rental rate)	
Martin Luther King, Jr. Day	Juneteenth	Thanksgiving Day	New Year's Eve
Presidents' Day	Independence Day	Christmas Eve	New Year's Day
Memorial Day	Labor Day	Christmas Day	
	Thanksgiving Friday		