



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 30-min increments starting on the hour or half-hour (ex: 12:00 pm or 12:30 pm start time, not 12:15 pm or 12:45 pm).
- 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.
- Rental fees include a 30-minute site visit/consultation. Additional visits and time will be billed at \$80/hr
- 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)



Including:	Capacity:	Starting Price:
✓ Use of sink, ✓ Indoor screen, ✓ Mounted projector, ✓ 75in tv, speakers, wireless mic, podium	Community Room Standing only: 150 Lecture style: 100 Banquet style: 64 Mrak Terrace (outside) Standing only: 30 Banquet style: 30	\$160/hour Mon - Thurs \$190/hour Fri, Sat, Sun

Hagan Room and Ryerson Patio (2hr minimum, 4hr minimum on weekends)



Including:	Capacity:	Starting Price:
✓ 50in tv on rolling stand ✓ Whiteboard ✓ Rolling Bluetooth speaker & mic	Hagan Room Seated at one large table: 12 Classroom style, 2 per table: 10 Ryerson Patio (outside) Standing only: 120 Banquet style: 40	<u>20 persons or less:</u> \$120/hour Mon - Thurs \$150/hour Fri, Sat, Sun <u>21 or more persons:</u> \$160/hour Mon - Thurs \$210/hour Fri, Sat, Sun

Full Facility Rental (4hr minimum)



Including:	Capacity:	Starting Price:
✓ Community Room ✓ Mrak Terrace ✓ Hagan Room ✓ Ryerson Patio ✓ Kitchen ✓ Lounge	<u>Suggested Capacity</u> Variable depending on layout	\$400/hour Mon - Thurs \$500/hour Fri, Sat, Sun





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-On Spaces:

- **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 the event)
- **Lounge** - \$80/hour (882 ft²)



Add-Ons Available

- Tablecloths - \$14 each (white or navy blue available)
- 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

- 5% Discount on Room Rate for UCD Student Clubs & Organizations
- 10% Discount on Room Rate for Nonprofit Organizations
- 10% Discount on Room Rate & 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.
- **Contract Change Fee:** A fee of \$50 will be charged if you request to change your event date, rental space needs, event time or other changes that require a new contract to be sent and signed.
- **Additional Event Assistant (staff)** - \$50 (required for set-up and take-down for events with over 100 people)
- **Stage:** \$400 flat rate. Modular stage with stairs can be assembled from 4' x 4' to 8' x 16'. Fee includes staff time to confirm stage setup, assemble stage prior to event and disassemble after your event.





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

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, Presidents' Day Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Friday	Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day





Community Room and Mrak Terrace



Hagan Room and Ryerson Patio



Full Facility Rental