

FACILITY RENTAL, SCHEDULING, EQUIPMENT AND SERVICE RATES

FACILITY USE

Private events may take place during or outside of Berwick Hall hours of operation (Monday-Friday, 8:00am-5:00pm). The selected space may require additional setup/takedown time in addition to the event time. Requirements for space usage, liability insurance, fees and fines, and policies/procedures apply. The Facility Use Agreement policy applies to all users of the Berwick Hall. Consult the Building Manager and/or the Berwick Hall Scheduling & Event Planning Handbook for more information.

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Note: Payment must be made in full 10 days prior to the event date.

Facilities use agreement required for all rooms, equipment and services provided within Berwick Hall. Proof of Special Event Liability Insurance required by all applicable parties 10 days prior to event. This includes (but not limited to) ASUO student groups and all non-campus event sponsors. The Executive Director may waive said fees in consideration of services received by the University or as a contribution to public service organizations.

Berwick Hall requires a supervisor for the duration of pre-event, event time and post-event.

Additional labor may be required for event technicians or monitors/support as deemed necessary by building manager.

FACILITY RENTAL & EQUIPMENT RATES

Rate Tier	Category
I	UO Affiliated, State & Municipal Entities
II	Non-Profit Status
III	Commercial & Other Non-UO Customers

* = Additional fee incurring labor may be required

Rehearsal hall	I	II	III
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Room Rental Prices Note: room rental times need to include pre-event and catering setup/takedown time.

Rehearsal hall	\$ 75.00	\$100.00	\$125.00
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Equipment Rental Prices

*LCD Projector & Screen	\$55.00	\$95.00	\$115.00
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* Rehearsal hall Event Lighting Note: house lighting comes with room rental package. Event lighting includes additional theatrical lighting fixtures.	\$45.00	\$65.00	\$85.00
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* Rehearsal hall Sound System Package Note: Basic Sound System includes podium with 1 wireless mic or clip-on wireless lavalier and built-in audio equipment. Additional fee for Technician on Duty labor may be required.	\$15.00	\$80.00	\$105.00
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* Rehearsal hall Additional Wireless Mics	\$15.00	\$25.00	\$30.00
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Rehearsal hall Setup/Takedown Rates

Rehearsal hall Banquet for up to 100 seats	\$95.00	\$105.00	\$185.00
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Rehearsal hall Lecture/Row up to 140 Seats	\$65.00	\$75.00	\$125.00
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Rehearsal hall stage riser package	\$55.00	\$105.00	\$125.00
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Conference Room Space & Equipment Rental Rates

Board Room (rm 109)

Conference room rental/hr	\$65.00	\$95.00	\$105.00
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Conference room A/V package	\$45.00	\$45.00	\$70.00
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Founder's Room (rm 102)

Room rental/hr	\$55.00	\$85.00	\$95.00
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Conference Room (rm 202)

Room rental/hr (non-ADA)	\$45.00	\$75.00	\$85.00
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Lobby/ Pre-function (rm 100)

Room rental/hr	\$15.00	\$20.00	\$25.00
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Courtyard

North courtyard rental/hr	\$55.00	\$75.00	\$100.00
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EVENT STAFFING RATES

Resource Title	I	II	III
Event Supervisor /hr	\$19.00	\$32.00	\$47.00
Event Assistant Supervisor/hr	\$16.00	\$24.00	\$32.00
Event Monitor /hr	\$16.00	\$24.00	\$32.00
Event Support /hr	\$16.00	\$24.00	\$32.00
Event Technician on Call /hr	\$16.00	\$24.00	\$32.00
Event Technician on Duty /hr	\$19.00	\$32.00	\$47.00
Extra Cleaning /hr	\$16.00	\$24.00	\$32.00
Building Manager/Scheduling Coord. /hr	\$38.00	\$40.00	\$55.00

Staffing Positions:

Event Supervisor: Required for all events for entire span of event (setup, operation, and takedown). Supervisor will be employed ½ hour before setup is scheduled to begin and ½ hour after takedown is scheduled to end.

Event Assistant Supervisor: Scheduled per need, determined by the building manager.

Event Monitor: Scheduled at the discretion of the building manager based on need. General function is to monitor space, secure perimeters for alcohol service and maintain safety and security of facility.

Event Support: Scheduled at the discretion of the building manager based on need.

Event Technician on Call: Scheduled for general service to conference rooms and need-based events.

Event Technician on Duty: Scheduled for service as a dedicated technician for sound, lighting and A/V equipment for the duration of a specific event.

Extra Cleaning: Event sponsors are required to clean up materials, props, linens, etc. after events. Any clean up not under the purview of the Berwick Hall policies will incur additional charges to the event sponsor.

Berwick Hall Building Manager/ Scheduling Coordinator: Labor assessed for time required of building manager/scheduling coordinator for specific event on-site service, planning, etc.

SETUP/TAKEDOWN RATES

Resource Title	I	II	III
1-6 Rectangular tables/2 chairs	\$30.00	\$40.00	\$60.00
7-16 Rectangular tables/2 chairs	\$45.00	\$55.00	\$75.00
North Lawn area setup/takedown Note: North Lawn area use: consult with building manager before event planning. If alcohol is served, additional event monitor staffing may be required.	Varies	Varies	Varies

MISCELLANEOUS RESOURCES

Resource Title	I	II	III
Conference Phone	---	\$30.00	\$40.00
Easel + Pad + Pens	\$12.00	\$18.00	\$24.00
Mobile Dry Erase Board	---	---	---
Ethernet Line Note: Wireless guest accounts are issued by UO Network Services and are the responsibility of the event sponsor to obtain.	---	---	\$10.00
Tape --- Posting	\$7.00	\$7.00	\$7.00

FORMS & APPROVALS

Name	I	II	III
Alcohol Request --- Approved	---	---	---
Alcohol Request --- Pending	---	---	---
Building Additional Setup Fee	varies	varies	varies
Building Damages Fee	varies	varies	varies
Cancellation Fee	varies	varies	varies
Catering Waiver --- Approved	---	---	---
Catering Waiver --- Pending	---	---	---
Extended Building Hours Fee/ hour	\$40.00	\$120.00	\$140.00
Late Add Fee			
Security Required	varies	varies	varies