



FAIRWINDS Alumni Center

Venue Rates

ROOM		CAPACITY				RATES		
ROOM	SQUARE FEET	STANDING RECEPTION	WEDDING RECEPTION	THEATER	BANQUET/ MEETING	COMMUNITY	ALUMNI/ UNIVERSITY	STUDENT GROUPS
Grand Ballroom	4,800	400	210	320	240	\$1,500	\$1,125	\$750
Ballroom AB or BC	3,200	275	115	200	140	\$1,125	\$845	\$565
Ballroom A, B or C	1,600	130	72	100	72	\$625	\$470	\$315
SGA Board Room	1,400	72	--	100	56	\$550	\$410	\$250
Dr. Hitt Library	900	--	--	--	8	\$400	\$300	\$200
Lobby/Patio	--	200	115	--	--	\$500	\$375	\$200
Alumni Front Lawn	--	--	--	300	--	\$600	\$400	\$200
Alumni Back Lawn	--	--	--	--	--	\$150 per section	\$150 per section	\$150 per section

Additional weekend fees apply | Boardroom & Single Ballroom: \$150 | Duo Ballroom: \$250 | Grand Ballroom: \$300
 Additional RSO weekend fees apply | Boardroom, Single & Duo Ballroom: \$150 | Grand Ballroom: \$200

Rental Policies

- We are closed on the following holidays: New Year's Eve, New Year's Day, Martin Luther King Jr. Day, Memorial Day, Independence Day, Veterans Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve and Christmas Day.
- If approved by UCF Alumni, a holiday rental fee of \$400 applies to the Saturday or Sunday on the following holiday weekends in addition to the weekend fees posted above: Independence Day, Veterans Day, Labor Day, Martin Luther King Jr. Day and Memorial Day.
- Dates CANNOT be held and events will NOT be confirmed until a signed contract and deposit is received.
- ALL signed contracts must be accompanied with a deposit of 50% of the rental space to be considered fully executed. The remaining balance, which includes additional rental equipment, is due BEFORE the event date. Due date is provided by the FAIRWINDS Alumni Center.
- Events cancelled within 30 days of the event will result in total forfeiture of the deposit. Events cancelled outside of 30 days of the event will result in a 50% forfeiture of the deposit. Clients may reschedule the event within six months of the original event date, where the remaining 50% of the original deposit may be forwarded as partial deposit on the new date. The additional 50% deposit on the new date must be received with a new contract to be considered fully executed.
- All charges are subject to an 18% service fee and state sales tax. Tax-exempt organizations must provide proper documentation before the event in order NOT to be charged sales tax. Events that take place on Saturday or Sunday will be charged a weekend rate per day.
- Equipment that is provided by the alumni center cannot be brought in by an outside vendor.
- All catering must be contracted through a UCF-approved caterer.

Equipment rental rates on reverse



FAIRWINDS Alumni Center

Equipment Rental Rates

EQUIPMENT	RATES*
Wireless internet	Complimentary
Banquet chairs	Complimentary
Cocktail table <i>(with black linen)</i>	\$20 per table
60-inch round table <i>(with black linen)</i>	\$20 per table
6-foot rectangle table <i>(with black linen)</i>	\$20 per table
Dance floor <i>(12-feet x 12-feet) (15-feet x 15-feet) (18-feet x 18-feet)</i>	\$400 <i>(12' x 12')</i> / \$500 <i>(15' x 15')</i> / \$600 <i>(18' x 18')</i>
Stage and stairs <i>(4-feet x 4-feet platforms)</i>	\$50 per platform <i>(min. 4 platforms)</i>
Projector/16-feet x 9-feet screen	\$60 per ballroom
Wireless microphone	\$40 each
Podium	\$60
Podium with wireless microphone	\$80
VGA/HDMI cable/power strips/extension cords	\$10 each
Up-light package <i>(10 max - color customization available)</i>	\$150
Wireless presentation remote	\$10 each
Easels <i>(3 available)</i>	\$10 each
Kegerator machine	\$250
Black pipe and drape	\$250 per section
White fencing	\$150 per section <i>(up to 3 sections max)</i>
UCF flag, U.S.A. flag, Florida flag	\$10 each or \$30 for set
Alumni center parking lot <i>(20 spaces with parking attendant)</i>	\$630
Early/late venue access <i>(before 7 a.m. and after 11 p.m.)</i>	\$150 per day
Additional hours <i>(over 8 hour rental)</i>	\$100 per hour
Digital signage branding <i>(per monitor based on ballroom rental)</i>	\$20 ballroom monitors / \$40 lobby monitor

*All prices are subject to change. A service fee of 18% and state sales tax will be added to final charge.