



UCF

FAIRWINDS Alumni Center

UNIVERSITY OF CENTRAL FLORIDA

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	\$1125	\$750
Ballroom AB or BC	3,200	275	115	200	140	\$1125	\$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	35	--	--	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

Custodial and Cleaning Fees apply per space - Boardroom & Single Ballroom: \$150 | Duo Ballroom: \$250 | Grand Ballroom: \$300
 Additional RSO weekend fees apply - SGA Board Room, 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 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 UCF FAIRWINDS Alumni Center cannot be brought in by an outside vendor.
- All catering/food service items must be contracted through a UCF-approved caterer.

Equipment rental rates on reverse



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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</i>) (<i>15-feet x 15-feet</i>) (<i>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 8-feet platforms</i>)	\$50 per platform (<i>min. 2 platforms, max. 8</i>)
Projector/14-feet x 7-feet screen	\$60 per ballroom
Wireless microphone	\$40 each
Podium	\$60
Podium <i>with wireless microphone</i>	\$80
VGA/HDMI cable/Power strips/extension cords	\$10 each
Up-light Package (10 max - color customization available)	\$150
Wireless presentation remote	\$10 each
Adjustable Pedestal Stands for signage (3 available)	\$10 each
Kegerator machine	\$250
Black pipe and drape	\$100 per section
White fencing	\$150 per section (<i>up to 3 sections max</i>)
UCF flag, USA flag, state flag	\$10 each or \$30 for set
Alumni Center Parking Lot (20 spaces) w/ parking attendant	\$630
Early Venue Access (Before 7 a.m.)	\$150 per day
Additional Rental Hours (over 8 hr. rental)	\$100 per hr.
Digital Signage Branding (per monitor/based on ballroom rental)	\$20 ballroom monitors / lobby monitor \$40
360 Photo Booth (4 hr. rental w/ 2 attendants)	\$500

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



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Frequently Asked Questions

- **May I take a tour of the venue?**

Yes! We would love the opportunity to show you our venue. We schedule tours Monday-Friday from 9 a.m. - 4 p.m. by appointment when the rooms of interest are not in use.

- **What's the process for reserving a rental space?**

All rentals are first come, first served. An online reservation form must be submitted in advance, and a 50 percent room rental deposit with signed contract is required to secure your event date and space. Please complete our online Event Reservation Request Form to begin booking your event. Reservations cannot be made without a completed form.

- **What is required to hold a date?**

In order to reserve a date at the UCF FAIRWINDS Alumni Center, we require 50% of the rental fee and a signed contract. We do not offer courtesy holds. The remaining balance is due 7 days prior to your event date.

- **What does the rental fee cover?**

The rental fee covers the cost of the use of the facility. All event equipment such as: podium, tables, audiovisual equipment, podium, microphones, etc. is additional.

- **How far in advance can I book a rental space?**

The UCF FAIRWINDS Alumni Center accepts reservations twelve months in advance.

- **What is your cancellation policy?**

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.

- **How and when may I decorate?**

Decorations may not be affixed to the walls, doors, windows, window coverings, chairs, painted surfaces, or hung from the ceiling. No rice (including puffed rice or biodegradable rice), birdseed, natural flower petals, confetti, glitter or other similar materials may be used inside or outside the venue. Bubbles are permitted outside only. Fog machines, dry ice, and candles are not permitted inside. Decorations must be approved by your event coordinator.

- **What is the rental duration?**

Our standard rental includes an eight-hour block, which encompasses setup, event time, and breakdown. Rental periods cannot be extended past 11:00 p.m. Any requests for additional time within the eight-hour window must be arranged in advance and are subject to availability and applicable fees.

- **May I choose my own vendors?**

Vendors outside of your caterer is up to your discretion. Please note that the venue is in use seven days a week, often multiple times a day, with limited space available for vendor pre-event deliveries. Check availability with your event coordinator.

- **How do you handle parking?**

Ample self-pay parking for your guests is available in Garage H or Garage D for a fee. If you would like to cover the cost of parking for your guests, please notify your event coordinator.