



Room Name	Type	Sq. Ft	Room Size	Rounds of 8	Theater	Reception	Board	U Shape	Hollow Square	Classroom 3 per 6ft	Exhibit Booth	M-TH Price/4Hrs	F-SUN Price/4Hrs
Mott	Auditorium	28,434		-	2000	-	-	-	-	-	-	\$2700	\$3600
Franson	Banquet	3,027		200	275	300	40	50	-	200	24	\$825	\$1100
Upper Pierce	Banquet	4,530		360	325	350	40	60	80	200	24	\$825	\$1100
Lower Pierce	Banquet	4,761		168	200	250	40	60	80	120	12	\$575	\$750
China Lounge	Reception	1,902	46'8" x 40'9"	88	160	160	24	30	40	48	8	\$360	\$480
Heimbach	Meeting	1,592		80	80	100	24	30	40	48	8	\$225	\$300
Townsend	Meeting	713		48	50	60	16	20	30	27	3	\$135	\$180
Zwemer U-7	Auditorium	1,785		-	100	-	-	-	-	-	-	\$225	\$300
North Dining	Meeting	528		48	45	50	42	20	30	27	4	\$115	\$150
Dance Studio	Activity	691		36	40	40	20	20	30	27	4	\$90	\$120
Common Grounds	Registration	1,048		24	-	40	-	-	-	-	4	\$90	\$120
President Dinning	Meeting	244		-	-	-	8	-	-	-	-	\$40	\$55
West Grounds	Outdoor	-		350	400	400	-	-	-	-	24	\$600	\$800
South Grounds	Outdoor	-		400	400	400	-	-	-	-	40	\$600	\$800
East Grounds	Outdoor	-		-	-	300	-	-	-	-	25	\$375	\$500
Tennis Court	Outdoor	-		-	-	250	-	-	-	-	40	\$375	\$500
Basketball Court	Outdoor	-		-	-	250	-	-	-	-	40	\$375	\$500
Soccer Field	Outdoor	-		-	-	250	-	-	-	-	60	\$600	\$800



## Full Service Catering

### Menu

Hors d'oeuvre menu	\$8 - \$15 / per Person
Boxed Lunch Menu	\$8 - \$15 / per Person
Full seasonal menu	\$22 - \$49 / per Person
Daily Dining Hall Breakfast	\$5 - \$7 / per Person
Daily Dining Hall Lunch	\$6 - \$8 / per Person
Daily Dining Hall Diner	\$7 - \$9 / per Person

### Beverage

Fresh juices, ice tea, lemonade, sparkling water, sparkling cider, water, coffee, Milk, and hot tea	\$1- \$3 / per Person
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### A LA Cart Catering

Meeting platters: fruit, cookies, or pastries	\$3 - \$5 / per Person
Hors d'oeuvres	\$8 - \$15 / per Person
Entrees	\$11- \$18 / per platter
Side Dishes	\$4 / per Person
Salads	\$4 / per Person
Desserts	\$5 - \$7 / per Person

## Additional Services

### Event Details

Event Coordination	\$30 / per hour
Registration Services	\$3 - \$5 / per Person
Event Designer	\$30 / per hour
Event Brand & Print	\$30 / per Person
Event Budget Management	\$30/ per Person

### Conference Services

Audio Visual Equipment Set-up & tech support	\$30 / per hour
Audio Visual Equipment Menu	per equipment
Security guard (1 additional for every 200)	\$75 / per hour

### Local connections

Airport Transportation	tba
WCIU Rate with Hotel Partners	tba
Tour	tba
Day Care	tba



### Request for proposal

Salutation: ..... First name: ..... Last name: .....

Company/ Organization: .....

Address: ..... City: ..... State: ..... Zip: ..... Country: .....

E-mail Address: ..... Phone Number: ..... Fax Number: .....

What is the name of your function? ..... How many people will attend this event? .....

Function date and time: ..... First day of meeting: ..... Last day of meeting: .....

Which room(s) would you like to reserve? .....

Function Type: .

Continental Breakfast

Meal

Prior Event Set-up

Board Meeting

Meal Meeting

Brunch

Ceremony

Dance

Buffet

Exhibit

Show

General Session

Reception

Class

Themed Party

Will your guest stay in our Lodging Rooms? If yes, how many beds are needed in total? .....

Check in date and time: ..... Check out date and time: .....

Food, Beverage, Comments:



**Lower Pierce**



**Mott**



**Franson Hall**



### Some important Info:

- The minimum rental period is 4 hours. Our facilities can be rented in periods of 4 hours. Fees include the use of the facility, day parking, day of orientation with the Event Manager, standard table and chair set-up, and custodial services. All prices are subject to change without notice.
- A 25% refundable security deposit of the proposed balance is required to reserve the event date.
- A copy of your Event Insurance certificate is required upon the reservation.
- All equipment brought into our facilities must be provided by one of our preferred rental companies. Outside equipment can be used for an additional fee of \$500.00.
- All food and non-alcoholic beverages served at William Carey International University must be provided by one of our preferred caterers. Outside caterers can be used for an additional fee of \$1500.00. Please discuss your catering needs with our Event manager who will be happy to provide you our menu and contact information of our exclusive catering companies. We are a no smoking and no alcohol campus.
- All our Audio Visual equipment must be operated by our AV technician. All our equipment must be set-up by WCIU crew.
- Additional security is required for groups larger than 200 people.
- A RFP- Request for Proposal must be submitted per event.