

**LOBBY RENTAL
INFORMATION**



Andrews University Berrien Springs, Michigan 49104-1050 269.471.3560 howard.andrews.edu

Rental Space	<p>Rental of the lobby includes use of the attached kitchen, restrooms and parking lot. This does <i>not</i> include usage of the main concert hall.</p> <p>Rental includes usage of:</p> <ul style="list-style-type: none"> • 12-five foot round tables • 12-three foot round tables (adjustable heights) • 4-eight foot rectangular tables • 200 chairs <p><i>Additional chairs and tables can be made available for an extra charge.</i></p>										
Deposit	<p>A non-refundable deposit of 50% is required to reserve the requested date. The balance of the rental fee is due the day of the event. Additional charges will be payable not more than one (1) working day after the event.</p>										
Set up/Clean Up	<p>Set up is the sole responsibility of Renter. Howard Center staff may be available to help set up chairs and tables at the discretion of management. The benches located in the Lobby may be moved to the hallways if desired. <i>The flowers arrangements must not be moved.</i> Items may be suspended from railings by string or propped up on easels, but no items are to be adhered to walls or windows. No helium balloons or candles (open flame) are allowed. All setup arrangements and schedules must be discussed with management at least two weeks prior to the event.</p>										
Sound System	<p>The Howard Center lobby has a built in public address system and can be made available for events scheduled in the lobby. The sound system includes the use of the built in speakers, microphones, stands and CD player. If desired, a Howard Center audio technician can be made available for an additional fee. Requests must be discussed with management, two weeks prior to the event.</p>										
Kitchen	<p>Use of the kitchen is included in the base rental rate. The kitchen is for serving purposes only, no cooking is allowed. All catered meals must be vegetarian. All caterers other than Andrews University Dining Services must be approved by Howard Center Management. All items brought into the Howard Center must be removed on the same day of the event, trash must be picked up and taken out, and the kitchen cleaned. Andrews University is an alcohol and smoke free campus.</p>										
Traffic & Parking	<p>All guests are subject to all Andrews University traffic and parking regulations existing as of the date of the agreement. Parking in the loading areas is strictly regulated and limited to vehicles required for the loading and unloading of material required for the event. Howard Center management must authorize parking in the loading areas.</p>										
Non-Exclusive Use	<p>Other areas of the Howard Center and performance hall may be open to staff and the public while the building is open. Use of other sections of the building may take place before, during, or after your scheduled event. If another event is taking place in the facility the lobby will be roped off for your exclusive use.</p>										
Rental Rates	<table border="0"> <tr> <td>Monday, Tuesday, Wednesday, and Thursday</td> <td>\$500/\$350*</td> </tr> <tr> <td>Friday, Saturday, and Sunday</td> <td>\$1,000/\$500*</td> </tr> <tr> <td colspan="2"><i>*Academic Rate: Andrews University affiliated departments, employees, students, and alumni only.</i></td> </tr> <tr> <td>Grand Piano</td> <td>\$50</td> </tr> <tr> <td>Cleaning Deposit</td> <td>\$50</td> </tr> </table>	Monday, Tuesday, Wednesday, and Thursday	\$500/\$350*	Friday, Saturday, and Sunday	\$1,000/\$500*	<i>*Academic Rate: Andrews University affiliated departments, employees, students, and alumni only.</i>		Grand Piano	\$50	Cleaning Deposit	\$50
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