



Claremont Graduate University

Venue Rental Pricing List:

ACB Classrooms: 106 (Capacity 6)

Half Day (up to 4 hours) - \$150

Full Day (up to 8 hours) - \$300

Each Additional Hour - \$50

ACB Classrooms: 108 (Capacity 30)

Half Day (up to 4 hours) - \$250

Full Day (up to 8 hours) - \$450

Each Additional Hour - \$50

ACB Classrooms: 119 (Capacity 12)

Half Day (up to 4 hours) - \$250

Full Day (up to 8 hours) - \$450

Each Additional Hour - \$50

ACB Classrooms: 126 (Capacity 30)

Half Day (up to 4 hours) - \$250

Full Day (up to 8 hours) - \$450

Each Additional Hour - \$50

ACB Classrooms: 208 (Capacity 17)

Half Day (up to 4 hours) - \$250

Full Day (up to 8 hours) - \$450

Each Additional Hour - \$50

ACB Classrooms: 214 (Capacity 48)

Half Day (up to 4 hours) - \$275

Full Day (up to 8 hours) - \$475

Each Additional Hour - \$50

Burkle Classroom: 12 (Capacity 56)

Half Day (up to 4 hours) - \$700

Full Day (up to 8 hours) - \$1,000

Each Additional Hour - \$100

Burkle Classroom: 14 (Capacity 56)

Half Day (up to 4 hours) - \$700

Full Day (up to 8 hours) - \$1,000

Each Additional Hour - \$100

Burkle Classroom: 16 (Capacity 90)

Half Day (up to 4 hours) - \$900

Full Day (up to 8 hours) - \$1,100

Each Additional Hour - \$100

Burkle Classroom: 17 (Capacity 8)

Half Day (up to 4 hours) - \$250

Full Day (up to 8 hours) - \$450

Each Additional Hour - \$50

Burkle Classroom: 22 (Capacity 18)

Half Day (up to 4 hours) - \$450

Full Day (up to 8 hours) - \$650

Each Additional Hour - \$50

Burkle Classroom: 24 (Capacity 22)

Half Day (up to 4 hours) - \$450

Full Day (up to 8 hours) - \$650

Each Additional Hour - \$50

Burkle Classroom: 26 (Capacity 22)

Half Day (up to 4 hours) - \$450

Full Day (up to 8 hours) - \$650

Each Additional Hour - \$50

Harper: 1 (Capacity 12)

Half Day (up to 4 hours) - \$150

Full Day (up to 8 hours) - \$250

Each Additional Hour - \$50

Harper: 2 (Capacity 10)

Half Day (up to 4 hours) - \$150

Full Day (up to 8 hours) - \$250

Each Additional Hour - \$50

Harper: 53 (Capacity 10)

Half Day (up to 4 hours) - \$150

Full Day (up to 8 hours) - \$250

Each Additional Hour - \$50

Harper: 55 (Capacity 8)

Half Day (up to 4 hours) - \$150

Full Day (up to 8 hours) - \$250

Each Additional Hour - \$50

Harper: 61 (Capacity 8)

Half Day (up to 4 hours) - \$150

Full Day (up to 8 hours) - \$250

Each Additional Hour - \$50

Harper: 53 (Capacity 8)

Half Day (up to 4 hours) - \$150

Full Day (up to 8 hours) - \$250

Each Additional Hour - \$50

Harper: 65 (Capacity 7)

Half Day (up to 4 hours) - \$150

Full Day (up to 8 hours) - \$250

Each Additional Hour - \$50

McManus: 31 (Capacity 18)

Half Day (up to 4 hours) - \$75

Full Day (up to 8 hours) - \$150

Each Additional Hour - \$25

McManus: 33 (Capacity 22)

Half Day (up to 4 hours) - \$250

Full Day (up to 8 hours) - \$450

Each Additional Hour - \$50

McManus: 35 (Capacity 22)

Half Day (up to 4 hours) - \$50

Full Day (up to 8 hours) - \$100

Each Additional Hour - \$25

Stauffer: 106 (Capacity 35)

Half Day (up to 4 hours) - \$250

Full Day (up to 8 hours) - \$450

Each Additional Hour - \$50

Stauffer: 110 (Capacity 25)

Half Day (up to 4 hours) - \$250

Full Day (up to 8 hours) - \$450

Each Additional Hour - \$50

Yuhaaviatam: 100 (Capacity 24)

Half Day (up to 4 hours) - \$350

Full Day (up to 8 hours) - \$650

Each Additional Hour - \$50

Yuhaaviatam: 100A (Capacity 24)

Half Day (up to 4 hours) - \$350

Full Day (up to 8 hours) - \$650

Each Additional Hour - \$50

Yuhaaviatam: 100 combined (Capacity 80)

Half Day (up to 4 hours) - \$500

Full Day (up to 8 hours) - \$800

Each Additional Hour - \$50

Yuhaaviatam: 105 (Capacity 8)

Half Day (up to 4 hours) - \$50

Full Day (up to 8 hours) - \$150

Each Additional Hour - \$50

Yuhaaviatam: 108 (Capacity 24)

Half Day (up to 4 hours) - \$350

Full Day (up to 8 hours) - \$650

Each Additional Hour - \$50

Yuhaaviatam: 109 (Capacity 24)

Half Day (up to 4 hours) - \$350

Full Day (up to 8 hours) - \$650

Each Additional Hour - \$50

Yuhaaviatam: 110 (Capacity 16)

Half Day (up to 4 hours) - \$350

Full Day (up to 8 hours) - \$650

Each Additional Hour - \$50

SPECIAL EVENTS VENUES

Albrecht Auditorium: (Capacity 100)

Half Day (up to 4 hours) - \$800

Full Day (up to 8 hours) - \$1,500

Each Additional Hour - \$100

Atkins Lobby: (Capacity 50)

Half Day (up to 4 hours) - \$75

Full Day (up to 8 hours) - \$125

Each Additional Hour - \$50

Blaisdell Fountain: (Capacity 100)

Half Day (up to 4 hours) - \$800

Full Day (up to 8 hours) - \$1,300

Each Additional Hour - \$100

DesCombes Quad: (Capacity 200)

Half Day (up to 4 hours) - \$800

Full Day (up to 8 hours) - \$1,400

Each Additional Hour - \$100

Harper Courtyard: (Capacity 50)

Half Day (up to 4 hours) - \$400

Full Day (up to 8 hours) - \$750

Each Additional Hour - \$100

Jenkins Courtyard: (Capacity 100)

Half Day (up to 4 hours) - \$800

Full Day (up to 8 hours) - \$1,400

Each Additional Hour - \$100

McManus Conference: (Capacity 20)

Half Day (up to 4 hours) - \$250

Full Day (up to 8 hours) - \$450

Each Additional Hour - \$50

Peter F. Drucker Events Center & Humana Terrace: (Capacity varies, up to 65)

Half Day (up to 4 hours) - \$800

Full Day (up to 8 hours) - \$1,300

Each Additional Hour - \$100

Treasurers Conference: (Capacity 10)

Half Day (up to 4 hours) - \$100

Full Day (up to 8 hours) - \$175

Each Additional Hour - \$50

Equipment Fees:

Tables (8ft) - \$28/each w/linen up to 24 tables

Tables (6ft) - \$26/each w/linen up to 18 tables

Tables (48in) - \$24/each w/linen up to 10 tables

Cocktail Tables 24" - \$20/each w/linen up to 28

Cocktail Tables 36" - \$25/each w/linen up to 28

White Plastic Chairs - \$2/each up to 125 chairs

Backdrop 10' X 10' - \$75, **10' X 20'** - \$95, **10' x 30'** - \$105 (primary color black incl.) (Accent colors red, white, and yellow available at \$5 for each panel.)

Recommended vendors: if equipment needs exceed available inventory.

- ❖ Over the Top Specialty Rentals – (909) 931-4670 www.overtthetoprentals.net
- ❖ A-1 Party Rental – (866) 217-2789 www.a1partyrental.com

Catering Services:

(We have partnered with top caterers to offer various menu options.)

- ❖ Hagelbarger's - Preferred Vendor (Required for any CGU paid event)

Event Planning Consultation and Fees:

Initial Consultation – Free

Event Manager - \$95/hour per staff member (required for any event for a minimum of 2 hours, each additional hour at the hourly rate.).

Event Student Staff Support - \$30/hour per staff member (required for an event of over 25 people, at a minimum of 2 hours, each additional hour or service at the hourly rate.)

Terms and Conditions:

A 50% deposit is required to secure the booking. Final payment is due 7 days before the event.

Cancellations must be made at least 15 days before the event for a full refund. Prices are subject to change without prior notice. Custom quotes are available upon request.

Contact Us:

Darlene Jones | Events Operations Manager | Darlene.Jones@cgu.edu | (909) 607-7126

Jason Espinoza | AVP Facilities & Auxiliary Services | Jason.Espinoza@cgu.edu | (909) 607-5934

Staffing:

Custodial Event Staff - \$55/hour per staff member (one staff member required for an event of over 25 people, for a minimum of 3 hours).

Event Setup & Tear Down Fees: - \$70/hour per staff member (required for any event for a minimum of 2 hours, each additional hour at the hourly rate.)

IT (Information Technology) Specialist - \$80/hour per specialist (required fees for any setup and tear down charged at a minimum of 2 hours, each additional hour at the hourly rate.)
Event specialists will coordinate all activities.

On-site IT Student Staff Assistant - \$30/hour as requested.

Security Staff - \$55/hour per staff member (Required for any event serving alcohol, in compliance with [ANSI ES1.40](#) – 2023 Event Safety - Event Security, or other campus policies associated with events safety and security)