



Special Event Packages:

A Special Event is an individual private event that is not part of the University’s official business. This includes weddings, baby showers and private dinners.

FY 2015-2016

IDA NOYES HALL	Special Events
	<i>Private Event Packages</i>
Event Space	Up to 10 hrs.
Cloister Club	\$2,500
Courtyard	\$1800**
East Lounge	\$960
Library-Lounge (w/ kitchen)	\$1,800
Lobby	\$960
Max Palevsky Cinema	\$1,800*
Room 117 Conference Room	\$240
Third Floor Theater (w/ kitchen)	\$1,800
West Lounge	\$960

*No food or beverages are allowed in the Cinema.

**A Rain location is required for ALL courtyard bookings. Courtyard charge is \$900 when booked in conjunction with another event space.

Ceremony/Cocktail Hour Packages:

- **The Ida Noyes Hall Courtyard** for a Ceremony or cocktail hour with the Library or West Lounge as rain location: Accommodates up to 100 people. Furniture may include 100 chairs (Ceremony) or 6 highboys and 2 – 6 foot rectangular tables (Cocktail Hour).
- **The East or West Lounge** for a Ceremony: Accommodates up to 100 people. Furniture includes 100 chairs. (No kitchen or prep are available).
- **The Library & Lounge** for a Ceremony: Accommodates up to 100 people. Furniture includes 100 chairs.
- **The Ida Noyes Hall Lobby** for a Cocktail Hour: Accommodates up to 100 people. Furniture includes 6 highboys and 2 – 6 foot rectangular tables.
- **The Max Palevsky Cinema:** Accommodates up to 400 people. Event space is air conditioned and has fixed seating for 400. NO Food or Beverages allowed. No Exceptions.
- **Third Floor Theatre** for a Ceremony: Accommodates up to 100 people. Furniture includes 2 – 6 foot rectangular tables, 100 chairs.



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Dinner/Reception Packages:

- **Cloister Club** for a Dinner/Reception: Accommodates up to 150 people. Furniture includes 15 – 60 inch round tables, 10 – 6 foot rectangular tables, 150 chairs.
- **The Library & Lounge** for a Dinner/Reception: Accommodates up to 100 people. Furniture includes 10 – 60 inch round tables, 4 – 6 foot rectangular tables, 100 chairs.
- **The Ida Noyes Hall Courtyard** for a Dinner/Reception with the Library as Rain Location: Accommodates up to 100 people. Furniture includes 10 – 60 inch round tables, 8 – 6 foot rectangular tables, 100 chairs.
- **Meeting Room 117** (Can be used as a coat check room or storage.): Includes 2 coat racks.
- **Third Floor Theatre** for a Dinner/Reception: Accommodates up to 100 people. Furniture includes 10 – 60 inch round tables, 8 – 6 foot rectangular tables, 100 chairs.

Event packages also include:

- 1 room setup
- Day of building event staff
- Function Housekeeper (scheduled through the duration of reservation.)
- The use of event space for up to 10 hours (this includes any access to the space for deliveries etc...)
- Furniture needed outside of the packages may incur additional charges. Please speak with an Event Coordinator for more information.
- The option of black padded folding chairs or mahogany folding chairs. Please speak with an Event Coordinator for more information.

Additional charges may apply for the following:

- A set-up change fee of \$150 will apply for changes made to the event set-up less than three business days prior to the event.
- Rental linen or specialty furniture can be provided as needed. Additional charges will apply. Please speak with an Event Coordinator for more information.

***Please reference the Office of Event Services' Guidelines Document for more information on additional services and fees.**