

## Georgia Tech Student Hosted Event Space Rental Rates

The Woodruff has broken available space rentals into two categories based on use. The higher demand spaces will be available to Georgia Tech students at 85% off standard rental rates. All other spaces will be made available to Georgia Tech students at 90% off standard rental rates.

\*Special restrictions apply for each space category. See below.

### High Demand Event Spaces:

Event Space	Capacity	Standard Rate	GA Tech Rate
Galleria	2,000 standing 650 seated	\$9,000	\$1,350
Centerspace	300 standing 175 seated	\$4,000	\$600
Rich Theatre	419 seated	\$3,000	\$450
Sifly Piazza	Outdoor	\$3,000	\$450
Circle Room	175 standing 135 seated 85 theatre	\$2,500	\$375
Galleria Alcoves	100 standing 55 seated	\$1,500	\$225
<b>Special Restrictions:</b> <ul style="list-style-type: none"> <li>- Students may reserve the space at any time, but The Woodruff will not confirm reservation until 1 month prior to the event.</li> <li>- The Woodruff reserves the right to move students to another space if their preferred space becomes unavailable, and only if the new space meets capacity and A/V requirements of the previously reserved space.</li> </ul>			

### All Other Event Spaces:

Event Space	Capacity	Standard Rate	GA Tech Rate
Event Room	125 standing 75 seated 110 theatre	\$1,800	\$180
Professional Learning Classroom	30 seated	\$1,500	\$150
Conference Room A & B	45 seated 65 theatre	\$1,200	\$120
Peachtree Conference Room	15 seated	\$1,000	\$100
Conference Room 4042		\$1,000	\$100
Conference Room 4043		\$1,000	\$100
Gallery 100	Exhibition Space	\$750	\$75
<b>Special Restrictions:</b> <ul style="list-style-type: none"> <li>- Students may reserve the space at any time, but The Woodruff will not confirm reservation until 1 month prior to the event.</li> </ul>			

### Georgia Tech Student Events Policies:

All functions must be deemed appropriate to the facilities and must not interfere with normal working conditions.

To avoid confusion, please designate one contact person for your event.

Reserving party is responsible for all actual, incurred costs to include labor, A/V, food and beverage and other production costs.

Reserving party may require additional support services staff to include housekeeping, security, parking, audio/visual and engineering based on event details. Staffing levels are determined solely by reserving party. Additional staffing will result in additional charges to the host.

All third party vendors must provide a current business license and certificate of insurance listing the Woodruff Arts Center as an additional insured. Catering partner for all events is Legendary Partners.

Cancellations must be submitted in writing a minimum of 10 days prior to the event without penalty. Cancellations occurring within 10 days of the event date may be subject to billable costs to include, equipment rental, labor, food and beverage, and other production costs.