

## Wedding Rental

There are endless possibilities when you celebrate your special day at the Alice Campbell Alumni Center. Whether you're looking for a distinctive venue to host your wedding ceremony, reception or rehearsal dinner, our dedicated staff is here to help you make your wedding dreams come true.

### Alice Campbell Alumni Center Wedding Packages

#### Reception Only Package:

- General Public: \$3,500
- UI Alumni Association Annual and Life Members: \$3,325

#### Ceremony and Reception Package:

- General Public: \$4,000
- UI Alumni Association Annual and Life Members: \$3,825

#### Wedding Packages Include:

- Full Ballroom (with seating up to 220 guests) and Richmond Family Gallery rental
- Optional additional room rental
- 72-in. round tables (26 available)
- 6-ft. banquet tables (10 available)
- Highboy tables (10 available)
- Banquet chairs (300 available)
- Dance floor (12-ft. x 12-ft. up to 18-ft. x 18-ft.)
- Up to four LCD projectors/screens
- Customized floor plan and room setup (tables and chairs)
- On-premise building coordinator and custodial staff

#### Deposits and Additional Fees:

- \$500 damage deposit (may be either refunded or applied to final invoice)
- 10 percent catering surcharge

*Rental rates are for an eight-hour time period (or any portion thereof, including setup/teardown). Add \$150 per hour for events needing more than eight hours.*

*All non-University use of the Alice Campbell Alumni Center requires that insurance be purchased to cover the event. Please see general manager for details.*

#### Event Department Staff:

Jim Runyan, general manager, Alice Campbell Alumni Center  
Email: runyan@uillinois.edu  
Phone: 217-244-9035

## Rental Policies and Procedures

1. **USE:** Any use of the Alice Campbell Alumni Center must be scheduled through the Events Department at 217-244-9035.
2. **SPACE:** Space will be reserved on a first-come basis and tentatively held (for no more than 10 business days) until a signed contract and full deposit are on file with the Events Department. Space is booked in eight-hour increments (including setup and teardown). If you require additional time, please notify the Events Department.
3. **RESERVATIONS:** Reservations may be made up to six months in advance. For example, an event request for September 4th could be made as early as March 4th of that same year.
4. **FOOD:** All food and beverages brought into the Alice Campbell Alumni Center must be contracted through one of the approved caterers. A catering surcharge will be assessed for all catered events.
5. **ALCOHOL:** Alcohol must be arranged through an approved caterer. All bars require catering personnel to handle the sales and service of beverages. For events of 100 people or fewer, the Alice Campbell Alumni Center will serve alcohol and provide bartender(s). Kegs are not permitted at the Alice Campbell Alumni Center and beer must be in cans or plastic bottles; no glass bottles of beer are allowed. Please also be advised that alcoholic beverages are not permitted outside the building. Signs indicating this policy will be posted at the doors. It is the renter's responsibility to ensure that attendees adhere to this policy. People taking alcohol outside the building may be subject to fine or arrest by University of Illinois Police. Evidence of people drinking outside the building, including, but not limited to, bottles, cans or visual sighting by UI Alumni Association employees, may result in forfeiture of the damage deposit due to failure to adhere to policy.
6. **SMOKING:** Smoking is prohibited on all University of Illinois property, including the outside grounds of the Alice Campbell Alumni Center. This includes all forms of burning tobacco, including cigarettes, cigars, pipes, hookahs and cigarillos. The ban prohibits smoking on all campus-owned property—indoors and outdoors, as well as the use of e-cigarettes on campus-owned property and smoking in private vehicles parked on campus-owned property.
7. **DELIVERIES:** Deliveries must be coordinated through the Events Department. All deliveries must be made to the loading dock that is located at the southeast corner of the building. The UI Alumni Association cannot assume any responsibility for items left by the caterer, rental company or facility user.
8. **DECORATIONS:** Props, floral arrangements, live plants and weighted helium balloons are welcome. All decorations and rental items must be approved by the Alice Campbell Alumni Center general manager. They must be free-standing, including signs. Nothing is to be attached to the walls or ceiling. No posters or banners will be permitted on the Alice Campbell Alumni Center exterior or grounds without the approval of the general manager. No tacks, nails, tape or similar items may be used in meeting rooms and/or corridors. Glitter, Silly String, rice, sprinkles or confetti will not be allowed in the Alice Campbell Alumni Center. Candles in a hurricane lamp will be allowed, but candles, hurricane lamp and flame must extend no more than six inches above the table surface.
9. **PARKING:** The Alice Campbell Alumni Center does not have a private parking lot. All visitors to the Alice Campbell Alumni Center must read the blue signs at the entrances to parking lots and obey all parking regulations and pay parking meters as necessary; there are also parking meters on the streets. To make special parking arrangements, please call UI Parking at 217-333-3530.

10. **DEPOSITS AND FEES:** A flat fee of \$3,500 is charged for all wedding receptions, plus a 10 percent catering surcharge. One-third (\$1,166.67) plus the damage deposit is due with the signed agreement; one-third (\$1,166.67) is due one week before the reception; and the final amount (\$1,166.67 and a 10 percent catering surcharge) will be due upon receipt of the invoice, which will be mailed following the reception. In addition to these fees, a \$500 damage deposit is required. This deposit will be refunded or applied to the final invoice if there is no damage to the premises and all policies are followed. If there is damage or excessive cleanup necessary due to unruly attendees, the deposit may be forfeited.
11. **PAYMENT:** Acceptable forms of payment are credit card (Visa, MasterCard and Discover), check and cash. If paying by check, please make it payable to the UI Alumni Association. Payment must be made within 10 working days of receipt of final billing statement.
12. **LIABILITY:** Each facility user shall indemnify and hold harmless the UI Alumni Association, its agents and employees against any and all damages, claims, liability due to loss of the property of others or any other liability arising out of its use of the Alice Campbell Alumni Center. The facility user is responsible for the payment of any damages to or loss of the UI Alumni Association's property if it occurred as a result of the preparations or cleanup for, or during the actual event itself. Please note: All non-University use of the Alice Campbell Alumni Center requires that insurance be purchased to cover the event. Please see your Rental Agreement or general manager for details.
13. **DAMAGE:** Renters will assume all costs for damage to the Alice Campbell Alumni Center, including damage that may occur to floors, walls and fixtures that may be caused by movement of tables, chairs or equipment.
14. **COMPLIANCE:** The UI Alumni Association reserves the right to deny use or continued use of its facilities to any person or organization not complying with the policies and procedures.
15. **FIREPLACE(S):** The fireplace(s), if used, must be set and attended by the building manager.
16. **ANIMALS:** Animals are not allowed inside the Alice Campbell Alumni Center, except for those licensed to assist persons with disabilities.
17. **CHILDREN:** Children are welcome at the Alice Campbell Alumni Center but must be under the supervision of a responsible adult at all times. All event attendees, including children, must limit their access to the building to the designated area for the event and associated restrooms unless special arrangements have been made.
18. **BEHAVIOR:** It is the responsibility of the renter to ensure that the attendees' behavior is not destructive or abusive during an event. Drunken or belligerent behavior will not be tolerated and extra charges may result from any damage to the facility or any extra cleaning that may be needed due to attendees not respecting the Alice Campbell Alumni Center.
19. **CURFEW:** All events at the Alice Campbell Alumni Center must end by 11:30 p.m., and all guests must exit the building by midnight. Organizers and clean-up crews are permitted to stay until 1 a.m. to complete their duties. All items brought into the building must be removed at the end of the event; no overnight storage is permitted unless previous arrangements have been made.