



## Conference Pavilion General Facility Information

### MEETING AND BANQUET ROOMS

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Function space is assigned depending on the anticipated attendance. All events will be assigned to one of our four function spaces: East Wing, West Wing, Viking Loge or Grand Ballroom. Each area is multi-functional with many capabilities, which can host an array of events including catering functions for 20 to 500 guests. All catering functions will be limited to a minimum of 20 guests. If attendance drops, the Wolstein Center Management reserves the right to change room assignments to an area more suitable for the group's attendance. A booking application must be approved by your Wolstein Center Sales Manager before confirmation of event space.

### DEPOSITS AND PAYMENTS

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All deposit and payment scheduling will be arranged by your Wolstein Center Sales Manager. A 50% deposit of your total estimated cost will be due at time of booking. This deposit is non-refundable. The remainder of the license fee will be due 3 business day prior to the event.

### BANNERS AND SIGNAGE

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The Gerald H. Gordon Conference Pavilion staff will also accept and hang materials delivered no later than 72 hours in advance of the function. Guests may not hang or post any materials on the walls or ceilings of the Conference Pavilion without written permission from management. All areas must be restored by the client to its original condition at the conclusion of each event.

### AUDIO VISUAL EQUIPMENT

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Audio Visual Equipment can be requested and ordered through your Sales Manager at the time of booking and up to 72 hours prior to your event. Any changes or alterations to equipment setup or operations at the time of the event will incur additional technical fees. This includes the cancellation of any equipment deemed unnecessary by the speaker or coordinator. Any equipment requirements that go above and beyond what we already have in-house will then be obtained through an outside vendor and the costs will be passed along to the client.

### LIABILITY

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The Wolstein Center is not responsible for damage or loss of any merchandise, equipment, clothing or other valuables left at any function. If a certificate of insurance is required, the Sales Manager will request that the group provide the proper paperwork prior to the event.

### HOURS OF OPERATION

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The Gerald H. Gordon Conference Pavilion and Grand Ballroom hours of operation are from 7am to Midnight Monday through Sunday. Please contact your Sales Manager for any special requests.

### PARKING

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Over 4,000 parking spaces are available around the Wolstein Center. Both public and private lots are available for your convenience. Prepaid parking is available in the South Garage for \$6 per space (subject to change). All University parking lots are based on availability and parking must be arranged and approved at least 15 business days prior to the event.

**The Bert L. & Iris  
Wolstein Center**

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2000 Prospect Ave  
Cleveland, Ohio 44115

phone: 216.687.5239  
wolsteincenter.com

# THE WOLSTEIN CENTER CONFERENCE PAVILION

## Rate Sheet

### MEETINGS AND CONFERENCES - WITHOUT CATERED MEAL

East Wing or West Wing	\$1,000
Room A, B, C, D, E, or F	\$ 375
5th Floor Viking Loge/ VIP Room	\$400

### MEETINGS AND CONFERENCES - WITH ONE OR MORE CATERED MEALS

East Wing or West Wing	\$375
Room A, B, C, D, E, or F	\$165
5th Floor Viking Loge/ VIP Room	\$400

### AUDIO AND VISUAL EQUIPMENT

Sound system with (1) podium and (1) microphone	\$150
Podium only	\$30
Additional microphone	\$30
Screens (6x6, 6x8, 7x10, 8x8)	\$30
LCD projector (2,000 lumens)	\$200
LCD projector (5,000 lumens)	\$375
Wireless slide remote	\$25
Overhead projector	\$30
CD Player	\$35
TV and DVD player	\$60
Internet Connection	\$175
Flip chart with marker and pad	\$20
Easels	\$10
Riser (4x8)	\$25
Copies	\$.10

### STAGEHAND LABOR - BASED ON EQUIPMENT

Audio Visual Technician	\$33.50 per hour
(1) hour setup and (1) hour teardown	\$67
(2) hour setup and (1) hour teardown	\$100.50
(2) hour setup and (2) hour teardown	\$134

### BUILDING SERVICES: SETUP, TEARDOWN, SUPERVISION

4th Floor (East and West Wings)	\$350
East or West Wings	\$275
Room A, B,C, D, E or F	\$125
5th Floor Viking Loge/ VIP Room	\$250
Dance floor setup/teardown	\$200
CSU Police (4 hour minimum)	\$35 per hour
Event Supervisor (4 hour minimum)	\$12.50 per hour

