



Hempstead Hall & Hope Campus Fee Chart



Adopted August 2019

Room	Square Feet	4 hours	8 hours	Additional Hours
Theatre	12,000	\$625	\$1,250	\$100 per Hour
Conference Center (4 Suites)	7,380	\$750	\$1,500	\$100 per Hour
Blevins Suite	1,960	\$250	\$400	\$50 per Hour
Washington Suite	1,820	\$250	\$400	\$50 per Hour
Fulton Suite	1,820	\$250	\$400	\$50 per Hour
Spring Hill Suite	1,780	\$250	\$400	\$50 per Hour
Hope Suite	872	\$100	\$200	\$50 per Hour
Add-on Spaces (these rooms may be added to a rental listed above)				
Oakhaven Rotunda (reserved by special appointment only)	2500	\$150	\$300	\$50 per Hour
Upper Lobby	2000	\$100	\$200	\$50 per Hour
Stage	3200	\$300	\$600	\$50 per Hour
Amphitheatre w/ Pavilion				
Amphitheatre w/ Pavilion	1500	\$300	\$700	\$50 per Hour
Anthony Routon Pavilion		\$250	\$400	\$50 per Hour
Perrytown Plaza		no cost	no cost	no cost
T&I Training Classrooms				
T&I Classroom 160		\$100	\$200	\$25 per Hour
T&I Classroom 164		\$100	\$200	\$25 per Hour
T&I Classroom 170		\$100	\$200	\$25 per Hour
T&I Classroom 172		\$100	\$200	\$25 per Hour
T&I Classroom 174		\$100	\$200	\$25 per Hour

Regular hours of operation of Hempstead Hall 8:00 A.M.-5:00 P.M. Monday thru Friday; excluding federal holidays and any other dates when the UAHT campuses are closed.

Minimum attendance for events outside of regular business hours must exceed **74** people on Monday through Thursday events and must exceed **149** attendees on Friday and/or Saturday events. Hempstead Hall is not open for Sunday events without specific approval from the Hempstead Hall Director. All applicable additional fees will be assessed for any events occurring outside of regular operating hours.

Hempstead Hall reserves the right to change and/or update pricing at any time.

Hempstead County residents will be charged 1/2 of the listed 4 hour and 8 hour Rental Fees;

Hempstead County educational organizations will not be charged a rental fee; however, charges for specialized equipment, set up, and/or off-schedule use fees will be assessed.

Hempstead County non-profit organizations must supply proof of 501(c)3 status in order to not be charged a rental fee during regular hours of operation; however, charges for specialized equipment, additional services, set up, and/or off-schedule use fees will be assessed and shall not be discounted.

Hempstead County non-profit organizations that do not have proof of 501(c)3 status will be charged half of the listed 4-hour and 8-hour Rental Fees; discount only applies to rental rate and is not applicable to additional hours or other fees and charges for specialized equipment, additional services, set up, and/or off-schedule use fees will be assessed and shall not be discounted.

Workforce Development Rate may apply and the room rental fee would be waived for any event where job-related training is being offered, the sponsoring business is located in Hempstead County, and the attendees/students are not paying a registration fee for the training; however, charges for specialized equipment, additional services, set up, and/or off-schedule use fees will be assessed and shall not be discounted.

Support charges will apply to all types of events and shall not be discounted.



Support Charges and other Non-Negotiable Costs
Adopted August 2019



Pipe and Draping	\$10 per Section
Stage Riser 6'x8'	\$35 per Riser
Place Settings (includes: 1 dinner plate, 1 salad plate, 1 dessert plate, 1 beverage glass, and up to 4 pieces of silverware per person; if additional place settings are required, the Renter will absorb all additional fees.)	\$2.00 per Setting
Table Cloths (Black polyester for round and rectangle tables; limited quantities available in each size)	\$15 Each
7' Steinway Baby Grand Piano	\$150
9' Baldwin Grand Piano	\$100
Upright Kawai Piano	\$100
Security	\$50/staff person per Hour
Facilitator (outside regular operating hours, or if additional staff is required for the event within regular operating hours)	\$15/staff person per Hour
Kitchen Fee (Caterers)	\$50 50 people or less
	\$125 51-250 people
	\$250 251 or more people
Kitchen Fee (Non-caterers, all event sizes)	\$125
Custodial Fee	\$15/staff person per Hour (outside regular operating hours)
Technician	\$25/staff person per Hour
Audio/Visual Technician Assistant	\$20/staff person per Hour
Cleaning Fee to be assessed at the conclusion of the event	\$200

All Prep Time and Tear Down Time must fall within the reserved time; additional hourly rates may apply.