

Your *Event* at the E. H. Hereford University Center

Room Rates and Capacities

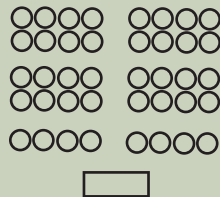
E.H.Hereford University Center

Room	Dimensions	Theatre	Conference	Classroom	Banquet	Fee
Bluebonnet Ballroom	80' x 133'	942	N/A	504	560	\$1,200.00
Bluebonnet (3 Sect.)	80' x 44'	337	84	150	168	\$400.00
Rio Grande Ballroom	60' x 90'	342	N/A	315	264	\$600.00
Rio Grande A	60' x 64'	336	90	204	216	\$400.00
Rio Grande B	60' x 26'	152	60	90	96	\$200.00
Rosebud Theatre	74' x 112'	449	N/A	N/A	N/A	\$1,000.00
Foyer	36' x 120'	Reception Area				
Palo Duro Lounge	48' x 118'	Rec 300/Banq 96 (19' x 25' dance floor)				\$900.00
Carlisle Suite	Refer to separate rooms below. Events require food.				\$750.00	
Club Room	25' x 24'	25	28	27	24	\$150.00
Academy	64' x 35'	72	56	63	72	\$600.00
Guadalupe	36' x 30'	80	46	54	64	\$100.00

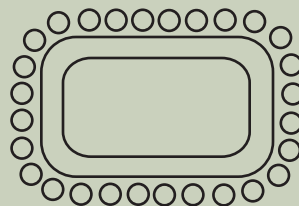
Room Layouts

E.H.Hereford University Center

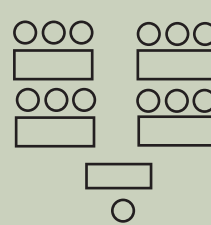
Theater Seating



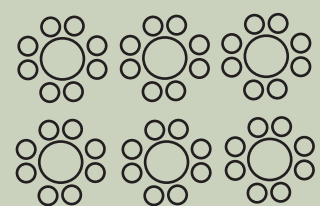
Conference Seating



Classroom Seating



Banquet Seating



Multimedia Options

E.H.Hereford University Center

Presenter's Package (\$100 plus tax):

LCD Projector	Laptop with audio
Sound system	Microphone and stand
DVD/VCR	CD or I-pod connection

Entertainment Package (\$100 plus tax):

Technician (\$20 hr, required additional charge)
Sound system
CD or I-pod connection
1-8 corded microphones

Lecturer's Package (\$50 plus tax):

Podium
Sound system
Microphone and stand
CD or I-pod connection

Additional Options (price listed does not include tax):

Upright or Baby Grand piano: \$50, \$75
Pipe and drape: \$50
Up-lighting: \$20 per fixture
Dance floors: \$75
Wireless microphone: \$20

Accent lighting is available for your Bluebonnet event for a nominal fee. Please inquire about pricing.

Catering and Services

UT Arlington Catering Services

Plated or buffet style meals from the Catering Guide or custom menus

Customizable table linens and skirting

Tableware including china, silverware and stemware

Decor including balloons, table centerpieces, chocolate fountains, arches and other structures

All floral arrangements including bouquets and centerpieces

Complete staffing including bartenders, cake cutters and attendants

Contact Information

E.H.Hereford University Center

University Center Reservations 817.272.2929 or ucrequest@uta.edu

UT Arlington Catering 817.272.2304 or www.uta.edu/dining



E.H. Hereford University Center External Clientele Reservation Form

Contact Information

Contact Name: _____

Company or Organization Name: _____

Contact Billing Address: _____

Contact Primary Phone Number: _____

Contact Fax Number: _____ Contact Email Address: _____

Secondary Contact Information (optional): _____

Event Information

Event Date(s): _____

Type of Event: _____ Room Requested: _____

Start Time: _____ End Time: _____

Are you selling or soliciting anything?: _____ If so, what?: _____

Do you need access prior to the event?: _____ If so, when?: _____

What is your anticipated attendance?: _____

What room setup will you need for your event?: _____

Do you have any multimedia requests?: _____

Do you have any additional setup requests?: _____

Insurance Requirement

In order to host an event we will need proof of a \$1 million insurance policy. You can name us as additional insureds on your personal/business policy or we can bond insurance for you at cost. If you have any questions about this please do not hesitate to contact us.

Billing Requirement

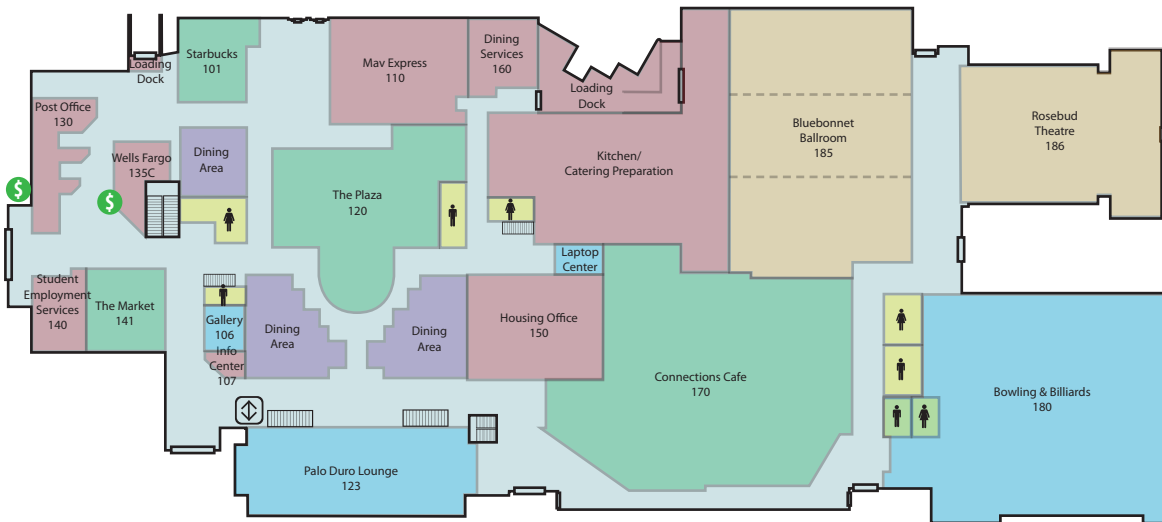
50% of the room rental fee is due as a deposit to reserve your space(s). Finalized setup details and the remainder of the balance are due two weeks prior to the event.

The E.H. Hereford University Center (UC)

Second Floor



First Floor



Basement

