



NASHER MUSEUM OF ART AT DUKE UNIVERSITY

LECTURE HALL RESERVATION

Revised April 2009

Thank you for your interest in the Lecture Hall located in the Nasher Museum of Art at Duke University. This reservation covers use of the Lecture Hall **only**. If you would like to hold a catered function in conjunction with your event in the Lecture Hall, please request the standard rental agreement. To make a reservation, the final page of this form must be completed and faxed to the NMA Special Events Office at 919.681.8624 at least one week prior to your meeting date. For additional information, please call 919.684.3321.

Availability:

On weekdays during the regular school year, this space is often used for Duke classes. We are unable to confirm other reservations until the class schedules have been posted by the university registrar's office. Typically these schedules are posted in mid-May for the fall semester, and mid-December for the spring semester.

Standard lecture hall set-up & capacity: Fixed audience seating with flip-top desks for 173; stage with 1 lectern. Upon request, the stage can be configured for a panel discussion with rectangular tables and chairs. Food and drink are strictly prohibited inside the Lecture Hall.

Audio Visual Features: Please inquire about additional features and services.

DVD/ VHS/ Digital projection systems

Slide projectors with single or dual frame capability

Large drop down screen (10'x20')

Lectern with microphone, touch screen AV control panel and PC with Office Suite & internet access

Document camera

Wireless presentation devices

House sound system with XM satellite radio and CD player

Wireless microphones: 2 handheld; 2 lavaliers

Wired microphones: 8

Presentation recording capability

Lutron lighting system

Hours: The following hours are considered regular business hours. Meetings held during these times will not be charged an additional security fee.

Monday	9am – 5pm
Tuesday	9am – 5pm
Wednesday	9am – 5pm
Thursday	9am – 9pm
Friday	9am – 5pm
Saturday	9am – 5pm
Sunday	1pm – 5pm

Fees:

During business hours: Rental: \$150 per hour. Security: not applicable

After business hours: Rental: \$150 per hour. Security: \$100 per hour.

Please note that the art Pavilions will be closed. For guest access to the pavilions, additional security fees would apply.

Audio Visual access & support: \$35 per hour, with a one-hour minimum.

Parking:

The Nasher Museum parking lot is managed by Duke Parking and Transportation services, and visitor spaces are available at \$2.00 per hour with a three-hour maximum during regular business hours. Meeting attendees are responsible for their own parking fees, however, hosts may purchase \$5 all-day parking passes through NMA Special Events.

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***This request form must be completed and returned to NMA Special Events
one week prior to the meeting date.***

Fax: 681-8624. Attention: SPECIAL EVENTS MANAGER

Event Day & Date: _____ Event Start Time: _____ Event End Time: _____
If flexible, please list alternate dates we may check for you:

Meeting Name: _____

Estimated Number of Attendees: _____

Room Set Up: The standard set-up for the auditorium is one lectern w/mic on the stage. Please indicate if you require a different arrangement:

Contact Information and Payment

Primary Contact: _____

Duke Department (or company name): _____

Phone: _____ Fax: _____

Email: _____

Fund Code (or alternate method of payment): _____

AV Requirements

- | | |
|--|---|
| <input type="checkbox"/> Lectern with mic on or off | <input type="checkbox"/> PC at lectern |
| <input type="checkbox"/> Digital projection system | <input type="checkbox"/> Internet access |
| <input type="checkbox"/> DVD player | <input type="checkbox"/> XM radio for background music |
| <input type="checkbox"/> VHS player | <input type="checkbox"/> CD player |
| <input type="checkbox"/> Document camera | <input type="checkbox"/> Additional microphones (please indicate type and number) |
| <input type="checkbox"/> Slide projector: single frame | |
| <input type="checkbox"/> Slide projectors: dual frame | |

Rental Agreement

I understand that availability is not guaranteed until confirmed in writing by NMA Special Events. I also understand that I am financially responsible for all fees incurred. The information I have provided to facilitate this reservation is accurate to the best of my knowledge.

Signature _____ Date _____

For Museum Use ONLY:

Space available: ____ Space NOT available: ____ Est. rental: _____ Est. other fees: _____

Confirmed with client:

Method of contact: _____ Date: _____

Signature _____