

**THE FORUM | CONFERENCE & EVENT VENUE AT COLUMBIA UNIVERSITY**

The Forum, the gateway to Columbia’s Manhattanville campus, hosts academic conferences, meetings, symposia, and cultural events, providing an important new space where scholars and thought leaders from diverse fields can come together to share ideas, and where Columbia and the local community can engage with New York City and the world.

Located at the intersection of 125<sup>th</sup> Street and Broadway, The Forum’s ground floor Atrium contains common tables and flexible spaces with free WiFi for studying and meetings, and is open to the public seven days a week from 8:00 a.m. to 8:00 p.m. Throughout the year, The Forum hosts public programs in the Atrium. The Forum is closed on University-designated holidays.

The Forum rental spaces include a conference auditorium, with an adjoining foyer, and four meeting rooms that range in size. All spaces are accessible and, with the exception of the Foyer, include state-of-the-art technology.

The Forum abides by the [Columbia Essential Policies](#) developed for University events. Event sponsors are also expected to be familiar with and abide by [The Forum Policies](#).

**ROOM OCCUPANCY AND RENTAL RATES THROUGH JUNE 2022**

Space	Maximum Occupancy	Two Hours	Three Hours	Four Hours (12.5% discount)	Eight Hours (25% discount)	Standard AV Included	Standard Room Setup Included
Room 301 & Terrace	35	\$1,000	\$1,500	\$1,750	\$3,000	✓	✓
Room 315	55	\$1,100	\$1,650	\$1,925	\$3,300	✓	✓
Room 316	29	\$900	\$1,350	\$1,575	\$2,700	✓	✓
Room 317	10	\$700	\$1,050	\$1,225	\$2,100	✓	✓
Foyer	176	\$2,000	\$3,000	\$3,500	\$6,000	✓	✓
Auditorium	438	N/A	\$4,500	\$5,250	\$9,000	✓	✓
Auditorium & Foyer Combo	176	N/A	\$5,550	\$6,475	\$11,100	✓	✓
All Rooms	305	N/A	\$11,100	\$12,950	\$22,200	✓	✓

1. **The Forum rental rates are inclusive** of [standard event support](#), furnishings, and audiovisual services. Extra personnel and services are available at an [additional cost](#).
2. With the exception of Room 317, a preset conference room, **room occupancy** is based on theatre-style set up. If conference or catering tables are set up in the meeting rooms, the seating capacity will be less.
3. **Minimum bookings.** All meeting rooms, with the exception of the Auditorium, have a two-hour minimum. The Auditorium (and Auditorium-Foyer combination) has a three-hour minimum. Bookings beyond the two-hour minimum are in 30-minute increments. If a room is booked for four to seven hours, all hours for that room are discounted by 12.5%. If a room is booked for eight or more hours, all hours for that room are discounted by 25%.
4. **Rental time** is calculated beginning with the opening of the registration desk for the event or the use of the event space by event sponsor or event guests (for rehearsal or sound-check), whichever comes first. If the event exceeds its scheduled time, additional charges will apply.
5. **The Green Room**, which is included with the Auditorium, can be reserved for special usage when a small room is needed for interviews, photoshoots, or podcasts (The Forum has a podcast setup available for use). Rental is \$175 per hour.
6. **A reservation is confirmed** once a signed agreement and deposit have been received. A non-refundable deposit of \$5,000 or 50% of the initial estimate, whichever is less, is due at the signing and submission of this agreement.
7. **Cancellations** made by the event sponsor more than 90 days prior to the event will result in a charge equal to the deposit. A 50% cancellation fee of the total remaining event cost will apply for cancellations between 31-90 days prior to the event. A 100% cancellation fee of the total remaining event cost will apply for cancellations within 30 days prior to the event; this includes events booked less than 30 days in advance of the event.
8. **Use of the Atrium** (The Forum ground floor). The ground floor Atrium of The Forum is open to the public seven days a week, with the exception of University-designated holidays. Because of our commitment to keeping the ground floor available to our community and for community programming, use of the Atrium for private events is restricted and infrequent. Normally, there is a four-hour maximum on usage of the space for private events, with a preference to keep the east side of the Atrium open to the public, while Atrium west is used for a private event. The charge is \$1850 per hour for each side (Atrium east or Atrium west). Atrium rentals are not eligible for the hourly discounted rates. The Forum has a portable sound system, podium, and monitor that may be requested for events in the Atrium. To inquire about using the Atrium for a private event, email [theforum@columbia.edu](mailto:theforum@columbia.edu).

**Additional Information**

- We consider event requests for days, evenings, and weekends all year. The Forum is closed on University-designated holidays.
- Access to meeting rooms and the Auditorium is by swipe access or event registration.
- The Forum does not provide catering but has a list of recommended caterers for you to consider for your event. There is a catering charge of \$250 per day for events with 30 or more people.
- The Forum's official address is 601 W. 125<sup>th</sup> Street, New York, NY, 10027.

## THE FORUM | STANDARD SERVICES INCLUDED IN RENTAL RATES

The Forum [rental rates](#) are inclusive of event support, furnishings, and audiovisual services, as detailed below. Extra personnel and services are available at an [additional cost](#). The schedule, staffing, and services needed to best produce your event are considered in developing an estimate for your proposed event at The Forum.

### *Standard event services and support includes:*

- Event lead to consult with your event planner on event setup and needs including referrals to caterers; an event lead or other designated event staff will be on-site during your event.
- Ushers (Audience Services Associates) for Auditorium events.
- Room setup and breakdown with existing Forum furnishings (e.g., conference tables, chairs, highboys, bar, white boards) selected from a menu of setup options.
- Basic custodial services (additional charges may apply if significant cleaning is required after an event).
- Two coat racks, on request, for approximately 60 coats (self-checking).
- Limited, temporary storage of conference materials and equipment.
- Registration desk for events (to be staffed by event sponsor staff).
- WiFi.
- Information on parking, public transportation, restaurants, and business services in the area.
- AV consultation in advance of your event and the following AV services:

### *Meeting Rooms*

- Rooms 301, 315, 316: monitor; podium with mic; computer; two lavalier mics; assistive listening devices; remote slide advancer; conference phone and webcam.
- Room 317: monitor; computer; remote slide advancer; conference phone and webcam.
- AV technical support on-call in the building.

### *Auditorium*

- Projector and screen; podium with mic; presentation computer; wireless mics; confidence monitor; assistive listening devices; remote slide advancer; preset theatrical lighting; theatre sound system; live camera feed to the Foyer, Auditorium lobby, and Green Room monitors; basic lecture capture; limited video-conferencing.
- Up to three AV technical support staff.

### *Foyer*

- With the exception of a built-in monitor that provides a live camera feed from the Auditorium and that can be used for digital signage, the Foyer does not come with built-in AV. The Forum has a portable sound system, podium, and monitor that may be requested for use in the Foyer.
- AV technical support staff.

### *Green Room*

- There is a monitor in the Green Room for a live camera feed from the Auditorium.
- AV technical support on-call in the building.

## THE FORUM | ADDITIONAL SERVICES & ASSOCIATED COSTS

The Forum [rental rates](#) are inclusive of [standard event support](#), furnishings, and audiovisual services. Extra services as outlined below are available at an additional cost to the Event Sponsor. These additional fees are not included in the standard discounted rental rates.

### **Catering Fee**

The Forum has a \$250 per day catering fee for events over 30 people and/or which require use of The Forum building pantry or Room 209 (staging and coffee urn area).

### **Coat Check**

Facilitated coat check is provided by University Facilities by prior arrangement at a fixed rate, based on one coat checker per 100 guests in fall and winter, and one coat checker per 150 guests in spring and summer. There is a four-hour minimum and coat checkers must be present one hour prior to event and one hour after event.

### **Custodial and Facilities Services**

Rental fees include basic custodial services. Additional charges may apply if special setups are requested or significant cleaning is required after an event.

### **Furniture Rentals**

Rental of furniture not included in The Forum inventory will be arranged and paid for by the client, and must be approved by The Forum staff. Ace Party & Tent Rental is the preferred University vendor for event rentals. Delivery of all rentals must be coordinated with The Forum staff and Facilities.

### **Public Safety**

The presence of three Public Safety staff in the building is included in the standard rental cost. Additional Public Safety officers may be required if one or more of the following apply:

- the event starts before or after building hours (8:00 a.m.–8:00 p.m.)
- undergraduates are attending and alcohol is being served
- the number of people attending or the nature of the event warrants additional Public Safety

Determination of the need for additional Public Safety officers is made in consultation with Public Safety and The Forum's Director of Events and Director of Operations, and will be communicated to the event sponsor along with the additional costs to be incurred.

### **Storage**

The Forum has limited capacity for temporary storage of conference materials and equipment. Requests for storage must be made at least two weeks before the event and are subject to space availability. Arrangements for shipping items to The Forum must follow Forum shipping, receiving, and storage protocols, which will be provided along with an associated fees schedule upon request.

### **Technical Services**

*Lecture-capture:* The Forum can provide a basic lecture-capture of an event in the Auditorium; if this recording is mission-critical, an additional AV technician may be required at an added cost. Our AV staff will discuss the options with you and outline any

additional estimated costs.

*Live-streaming:* The Forum is capable of supporting live-streaming (aka webcasting) for events. Depending on the live-stream format desired by the client, an additional technician or specialized team may be required. The Forum staff will review with you your event needs and options, discuss with you any additional costs, and, if needed, refer you to a Forum-authorized vendor for specialized webcasting.

*Additional AV services:* If your event would be best served by additional AV services and personnel beyond The Forum's standard support, you will be directed to a Forum-authorized vendor to provide an estimate for these additional services. All outside AV vendors and equipment must be approved by the Associate Director for Production and Technology.

### **Ushers and Registration Desk Staff**

For events in the Auditorium requiring more than four Audience Services Associates (ushers), as determined in consultation with The Forum Director of Events, an additional fee of \$25 per hour/per ASA will be charged. There is a four-hour minimum for additional Audience Services Associates (ASAs). ASAs may also be hired to staff guest check-in and other event support services, in consultation with the Director of Events.