RETRIEVER ROOM RENTAL INFO:

Room Rental Fees:
$300 – less than 4 hour rental + $200 for housekeeping
$600 - 4+ hour rental + $200 for housekeeping

Theatre Style: max capacity = Retriever Room: 120-150
Banquet Style: max capacity = Retriever Room: 90
Reception Style (high tops): max capacity = 150

Room Rental includes:
One time room set up
Manager on Duty

Housekeeping Fee = $200/day

A/V Rental Rates:
Audio package (includes 1 wireless mic, audio mixer, speakers): $250
Projector & Screen: $150
A/V Tech on Duty: $50/hr

Catering:
Chartwell's Catering is the campus catering provider.
Menus: https://umbc.catertrax.com/

Parking:
Evenings and weekends allow for easy parking. If you have a weekday, daytime event, we'll need to work with parking services to try and reserve spaces for your event. The general cost for this is $5 per spot + labor to work the lot to make sure only your guests park in your reserved spaces.

Date Availability:
Retriever Room cannot be booked until 6 weeks out from your event date. Because of the proximity to the Arena, if we were to book a concert, the Retriever Room cannot be used separately by a different client.
I can place a hold on a date and if the arena goes un-booked, we would be able to confirm the event 6 weeks out. Or if the arena did book, I would try to work with you to choose a date that will work if that flexibility exists.

SIGNAGE INFORMATION:
We have a sign holder at the bottom of the stairs that says "Retriever Room 3rd Floor" and on the third floor outside of the elevators with an arrow pointing to the Retriever Room. You can change these signs out to read your specific event name if you'd like (11x17 paper). Or - you can add supplemental signage in those locations. Sometimes event planners like to add a sign at the top of the stairs too, but usually guests can easily see not to turn into the Athletics office area.
*We put a sign out front of the arena that says "Use Far Right Doors" so that guests know which doors to use to enter venue