

CUF Campus Operations Events Administration (EA) Assistance & Fees

This page serves as a tool to provide event planners with a **general estimate** of event costs.

All billing rates, tasks, and rental charges on this document should not be considered an exact estimate or used as a precise cost guide when planning for an event. The actual cost and facilities requirements for any event requiring Columbia University Facilities support depends on several factors including the time of day, day of week, duration, location, attendee number, and the cost of associated materials required to run the event.

An event is defined as any meeting that falls outside the Facilities staff's normal routine. At a minimum, all events require cleaning afterwards. All events are charged at the overtime rate and there is a one-hour minimum labor charge for all events.

For hourly rates, please visit the service rates section on the EA website:

<https://operations.cufo.columbia.edu/content/service-rates>.

For quotes regarding specific events, please reach out to the EA team directly at facilities-eventsadmin@columbia.edu.

Custodial Services

- Mandatory post-event clean-up
- Cleaning also offered before and/or during events
- Trash removal
- Stock and clean restrooms
- Supply additional trash and/or recycling receptacles

Coat Check

- Includes coat check staff and tickets
- Coat racks/hangers are not included. Requests must specify if rental coat racks are required

Grounds

- Mandatory post-event clean-up for all outdoor events
- Cleaning also offered before and/or during events
- Trash removal
- Supply additional trash and/or recycling receptacles
- Open gates or remove posts/chains around lawns
- Turn off sprinklers

Labor*

**Required if not using the space as is*

- Set up, shift, break down, and reset in house and rental furniture

- Supply in house 16x24 and 24x36 sign stanchions
- Erect risers (up to 12")
- Required if not using the space as is*

Student events may forgo labor assistance to set up and break down furniture on their own; however, the space **must be left the way it was found.*

Carpentry

- Hang or remove banners, backdrops, and flags
- Erect risers (over 12" high)

Electrical

- Provide extension cords and electrical hookups for A/V equipment, lighting, or catering equipment
- Standby service to monitor high voltage connections or events requiring a lot of power

Plumbing

- Provide hose and spigot for water access

Miscellaneous

- Vertical Transportation – Assist with elevator use and access
- Environmental Controls – Maintain comfortable temperatures
- Fire Safety – Fire alarm bypass for certain high-profile events

Equipment/Furniture Rentals

In House Equipment Available*

- 16x24 and 24x36 Rubber-based Sign Stanchions (Note: Charge is for labor placement/breakdown only – there is no fee per unit)
- Candles
- White Candle and Candle Holder Set
- White 4-inch Plastic Handle holder
- Natural flame retardant drip protector
- White 5-inch flame retardant candle

**Subject to availability. Labor charges may apply. Please reach out to facilities-eventsadmin@columbia.edu for pricing.*

Rental Risers, Platforms and Stages

Prices for risers, platforms and stages of standard sizes include basic assembly, guardrails, skirting and steps, as needed. Most raised platforms are assembled using panel systems in standard sizes and heights. Without additional legs, all risers are 4" off the ground. Carpeting is not necessary on risers, but recommended.

Standard Platforms are 4' x 4' or 4' x 8' (other custom size decks are available)

Standard Leg Heights are 8", 16" and 24" high (custom leg heights are available)

Tenting (Rental only)

All tents for campus events **must** be ordered through Events Administration. Tents are modular and can be assembled in a variety of configurations.

Standard tent roofs are white. Clear roofs are available at an additional cost.

Standard tent walls are white or clear. Windows and mesh are available at an additional cost.

For tent rental quotes, please reach out to facilities-eventsadmin@columbia.edu.

Tenting of Lawns

All tents on lawns require a corresponding rental of plastic lawn cover and astroturf. Event planners are responsible for all material and labor necessary to return the reserved space to its original condition after lawn usage.

Any requests requiring a tent to be enclosed on all four sides and/or HVAC will incur additional fees to cover NYC Building and Work permits. These permits require a 4-6 week lead time to obtain, and cost approximately \$10,000.

<u>Daily Cost Estimate of Common Rental Items*</u>		
*Note, additional fees may apply. Pricing is subject to change. Please click the link above to view photos of the full catalogue.		
Item	Description	Approx. Unit Cost
Furniture		
Podium/Lectern	Black	\$125.00
Podium/Lectern	Lucite	\$350.00
Room Divider Screens – 2-panel 7’H 30”W	Wood: Black or White	\$35.00
Room Divider Screens – 4-panel 6’H 20”W	Basketweave or White	\$35.00
Coat Rack	5 ft., includes (40) Hangers	\$30.00
Each Additional Hanger	Plastic or Wood	\$0.50
Easel	Quick Fold	\$25.00
End Tables	Black: Cube	\$85.00
Chairs	Plastic: Black	\$2.75
Chairs	Plastic: White	\$2.45

Chairs	Folding Resin: Black or White	\$4.25
Chairs	Folding Wood: Mahogany or Natural	\$5.75
Chairs	Ballroom (Traditional): Silver, Natural, Fruitwood, Gold or White	\$9.50
Chairs	Bar Stool	\$19.00
Chairs	Bar Stool: Chiavari Gold	\$21.00
Chair Accessories	Cushions	\$4.00
Tables	4 ft, Rectangle	\$14.50
Tables	6 ft, Rectangle	\$15.50
Tables	8 ft, Rectangle	\$17.50
Tables	24" or 30", Airport	\$15.50
Tables	24" or 30", Cocktail	\$15.50
Tables	36", Round	\$15.50
Tables	60", Round	\$15.50
Tables	72", Round	\$19.50
Crowd Control		
Barricade	Metal: Black, 7.5 ft	\$37.50
Retractable Stanchions	Chrome	\$20.00
Velvet Rope Stanchions	Black or Red, 8 ft	\$14.00
Equipment & Supplies		
Fans	Pedestal	\$42.00
Charcoal Grill	2' x 5'	\$125.00
Charcoal Bag	Match-Light	\$25.00
Grill Kit	Includes Wagon, Utensils, Fire Extinguisher, Bucket with Sand	\$125.00
Linens	96", Round	\$20.56
Linens	108", Round	\$23.46
Linens	114", Round	\$32.66
Linens	120", Round	\$31.10
Linens	132", Round	\$36.20
Linens	72x120", Rectangle	\$18.88
Linens	90x132", Rectangle	\$32.06
Linens	90x156", Rectangle	\$37.02

Additional fees may apply. Pricing is subject to change.

Specialty rental furniture is available. Please contact the EA team directly at facilities-eventsadmin@columbia.edu with inquiries.