

# NORTHROP RENTAL SPACES

## ROOM SUMMARY

	Carlson Family Stage (stage only)	Robert and Gail Buuck Memorial Hall and Atrium Restoration	Hubbard Broadcasting Rehearsal Studio	Ellie and Tom Crosby Seminar Room	Conference Room 106	Lindahl Founders Room	Best Buy Theater	Northrop Gallery and Lobbies	Northrop Plaza Outdoor
<b>Location</b>	Ground Floor	1st Floor	Ground Floor	2nd Floor East	1st Floor	2nd Floor West	4th Floor	4th Floor	Outside South
<b>Dimensions</b>	96' x 40'	108'6" x 26'	49' x 34'	35' x 42'9"		34' x 41'6"	11' x 35'6" (stage)	90' x 10'+	96' x 102' (inside the planters)
<b>Square Footage</b>	3,840 ft <sup>2</sup>	5,400 ft <sup>2</sup>	1,666 ft <sup>2</sup>	1,428 ft <sup>2</sup>		1,394 ft <sup>2</sup>	2,700 ft <sup>2</sup>	900+ ft <sup>2</sup>	9,792 ft <sup>2</sup>
<b>Reception (standing)</b>	320	450	85	75	N/A	100	N/A	150	1,000+
<b>Dining (seated)</b>	154	80+120=200	64	N/A	N/A	72	N/A	N/A	N/A
<b>Seminar/ Classroom</b>	N/A	N/A	N/A	58	N/A	60	168	N/A	N/A
<b>Conference</b>	N/A	N/A	N/A	30	12	60	168	N/A	N/A

Room capacities may change with the addition of audiovisual equipment, food or beverage serving tables, etc.

## THEATER CAPACITIES

	Entire Theater	Main Floor Orchestra and Orchestra Circle	Presidents Circle	Scholars Circle	Gallery Circle
<b>Carlson Family Stage</b>	2,692	1,160	403	479	650
<b>Best Buy Theater</b>	168	N/A	N/A	N/A	N/A

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## ROOM AMENITIES

	Carlson Family Stage	Carlson Family Stage (stage only)	Robert and Gail Buuck Memorial Hall and Atrium Restoration	Hubbard Broadcasting Rehearsal Studio	Ellie and Tom Crosby Seminar Room	Conference Room 106	Lindahl Founders Room	Best Buy Theater	Northrop Gallery and Lobbies	Northrop Plaza Outdoor
<b>Blu Ray Player</b>	Yes	Yes	Available	Available	Available	Yes	Available	Yes	Available	Available
<b>CD/iPod Connection</b>	Yes	Yes	Available	Available	Available	N/A	Available	Yes	Available	Available
<b>Coat Rack</b>	Coat Check Available	Yes	Available	Available	Available	Available	Yes	Yes	Available	N/A
<b>Computer Hookup</b>	HDMI & VGA	HDMI & VGA	Available	Available	HDMI & VGA	HDMI & VGA	HDMI & VGA	HDMI & VGA	Available	Available
<b>Internet Access</b>	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Available
<b>Microphone (wired)</b>	Yes	Yes	Available	Available	Yes	Yes	Yes	Yes	Available	Available
<b>Microphone (wireless)</b>	Yes	Yes	Available	Available	Yes	N/A	Yes	Yes	Available	Available
<b>Podium</b>	Yes	Yes	Available	Available	Yes	Available	Yes	Yes	Available	Available
<b>Projector</b>	Yes	Yes	Available	Available	Yes	N/A	Yes	Yes	Available	Available
<b>Screen</b>	Yes	Yes	Available	Available	Yes	Yes (monitor)	Yes	Yes	Available	Available
<b>Stage</b>	Yes	Yes	No	No	No	N/A	No	Yes (floor level)	No	Yes (May-Oct)
<b>Tables*</b>	Available	Available	Available	Available	Yes	Yes	Yes (9 60" rounds)	Available	Available	Yes (9 60" rounds)
<b>White Board</b>	No	No	No	No	Yes	No	No	Yes	No	No
<b>Windows</b>	No	No	Yes	Yes	Yes	Yes	Yes	No	Sky Lights	N/A
<b>Wireless</b>	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

Available = we can arrange with advanced notice, however there may be an additional fee.

\*Northrop does not have linens. Instead, they are rented from Northrop's exclusive food service provider, Surdyk's.

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# NORTHROP RENTAL SPACES

## RENTAL RATES

	Carlson Family Stage*	Robert and Gail Buuck Memorial Hall and Atrium Restoration	Hubbard Broadcasting Rehearsal Studio	Ellie and Tom Crosby Seminar Room	Conference Room 106	Lindahl Founders Room	Best Buy Theater	Northrop Gallery and Lobbies	Northrop Plaza Outdoor
<b>External</b>	Variable: \$3,500-\$5,000 + % of gross ticket sales	\$1,000	\$700	\$600	N/A	\$800	\$750	\$750	\$750
<b>University Department</b>	Variable: \$1,600-\$2,000 + % of gross ticket sales	\$500	\$350	\$300	\$15/hr	\$400	\$400	\$400	N/C
<b>Registered University Student Groups</b>	Variable: \$1,600-\$2,000 + % of gross ticket sales	\$250	\$150 or \$15/hr	\$150	\$15/hr	N/A	\$200	\$200	N/C

In addition, user must pay for all labor, equipment and services provided by Northrop for their event.

The rental of Carlson Family Stage also includes the Hubbard Broadcasting Rehearsal Room, the Atrium and Memorial Hall at no additional charge.

Cancellations: More than 90 days before the event: 50% of venue rental cost;

Between 89-31 calendar days before the event: 75% of venue rental cost;

Within 30 calendar days of the event: 100% of venue rental cost.

Northrop Rental Policy:

Registered Student Groups and University Departments may not reserve space for other organizations for the purpose of lower rates. The organization or individual who holds the reservation must be primarily responsible for planning, implementing, and financing the event. Northrop reserves the right to evaluate and make final determination of appropriate rates. If intentional misrepresentation has occurred, this may result in suspension of reservation privileges in Northrop for the organization who holds the reservation, in addition to being charged the higher of the two rate structures.

\*Venue rent for non-ticketed or free ticketed events is a flat rate of \$2,000 for University Departments and Registered University Student Groups and a flat rate of \$5,000 for external groups.

Venue rent for paid ticketed events is variable based on sales. The variable rate for University Departments and Registered University Student Groups is 10% of ticket sales with a minimum of \$1,600 and a maximum of \$7,500. The variable rate for external groups is 10% of ticket sales with a minimum of \$3,500 and a maximum of \$7,500.

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# CONTACTS

## NORTHROP

<b>Director</b>	<b>Kari Schloner</b> <b>Director of Northrop</b> 612-625-0796 kschlone@umn.edu
<b>Production &amp; Stage</b>	<b>Justin Burke</b> <b>Technical Director</b> 612-626-8245 burke018@umn.edu
<b>Audience Services</b>	<b>David Russell</b> <b>Audience Services Manager</b> 612-301-1960 dwrussel@umn.edu
<b>Marketing</b>	<b>Cari Hatcher</b> <b>Director of Marketing &amp; Public Relations</b> 612-625-6003 chatcher@umn.edu
<b>Programming</b>	<b>Kristen Brogdon</b> <b>Director of Programming</b> 612-626-8711 kbrogdon@umn.edu
<b>Phone</b>	612-625-6600
<b>Email</b>	northrop@umn.edu
<b>Web</b>	northrop.umn.edu
<b>Mailing Address</b>	84 Church Street SE Suite 90 Minneapolis, MN 55455
<b>Social</b>	Facebook, Twitter, Instagram, YouTube: @northropumn
<b>Delivery/Loading Dock Address</b>	73 Pleasant Street SE Minneapolis, MN 55455

## TICKET OFFICE

<b>Director of Ticketing</b>	<b>Holly Radis-McCluskey</b> <b>Director of U of M Tickets &amp; Events</b> 612-625-0509 radis001@umn.edu
<b>Mailing Address</b>	84 Church Street SE Suite 20 Minneapolis, MN 55455
<b>Box Office Phone</b>	612-624-2345
<b>Fax</b>	612-625-4008
<b>Email</b>	umntix@umn.edu

## SURDYK'S CAFÉ

<b>Catering</b>	<b>Eric Neseth</b> <b>Surdyk's Event Coordinator</b> 612-331-3938 (office) eneseth@surdyks.com
<b>Café, Concessions &amp; Merchandise Sales</b>	<b>Dane Lund</b> <b>Surdyk's Café General Manager</b> 612-624-5685 (office) dlund@surdyks.com
<b>Website</b>	surdykscatering.com/ northrop

## UNIVERSITY CONTACTS

<b>First Aid</b>	<b>EMS</b> 612-626-1312 umems@umn.edu dem.umn.edu/umems
<b>Motorist Assistance Program (MAP)</b>	612-626-7275
<b>Campus Security Monitor Escort Service</b>	612-624-WALK
<b>University Parking and Transportation Services</b>	612-626-7275 umn.edu/pts parking@umn.edu

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