Talon Room

Operational Hours: Monday - Sunday: 7am - midnight

Reservation requests for the Talon Room must be submitted to the Fine Arts Center Administrative Office. Please contact us at (904) 620-1895 or email Kellie Cosner at kellie.cosner@unf.edu.

Rental Rates
Room: $0
Custodians: $0
Administrative Fee: $60 per event
Personnel: $25 per hour (minimum of 4 hours)
Setup Fee: $40
Audiovisual: No charge for in-house equipment. Rental rates apply for all other requests.
Furnishings: No charge for in-house furnishings. Rental rates apply for all other requests.
Food & Beverage Service: Please see catering section.
Bar Service: Please see catering section.

Talon Room Attendant Meal Policy: No individual will be scheduled to work more than 5 hours between meal breaks, and meal breaks must last 1 hour. During this time the room will be locked down without access. If due to schedule it is not possible to break for 1 hour, then a meal shall be provided by client. Please include this crew member in your meal count.

Set up capacities for the Talon Room are as follows:
168 Theater Style (just chairs with outside and center aisles)
152 with 19 Rounds (# of rounds depend on what else needs to be in the room)

Talon Room Furnishings & A/V Inventory (all items are free with the room):
168 Chairs (84 each blue & gold)
19 Rounds (5’)
20 Rectangular Buffets (6’)
6 Square (4’)
1 Podium
2 Dry Erase Board - flipchart paper & pens are not included
4 Tripod easels
4 Projectors/Screens - projection equipment cannot project from more than 1 computer
Lecture Sound System
** 2 microphones (wireless lavalier or handheld)
** Audio from a laptop for presentations (does not include laptop rental)

We can provide most audio and visual needs as long as you provide the computer. If you are using a Mac, you must also provide the VGA adaptor. Laptops can be checked out by contacting ITS or CIRT, or if necessary rented through the Fine Arts Center for $100. The UNF Guest wireless network is strong in the space.

Other items available to rent for the space:
Linens (ivory) - $5
Table Skirts (black) - $5
Portable Sound System - $175 (necessary if using more than 3 microphones or gooseneck microphones)
Additional Wireless Microphones - $50
Gooseneck Microphones (15 available) - $18
Additional 6’ Rectangular Tables - $5
Cocktail/High Boys (30” diameter, 12 available) - $5
Pipe & Drape (12’ wide sections, 8 available) - $50
Seating in Lounge & on Balcony:
38 chairs for both spaces

_Please note that minimal set up changes are allowed in the Faculty Lounge (only removal of the bar stools). Set up on the balcony is slightly more flexible, however due to storage space, not all café tables & chairs can be removed._

**Faculty Lounge**

**Operational Hours:**
- Monday – Thursday: 7am – 8pm
- Friday: 7am – 3pm

The Faculty Lounge is open for faculty to enjoy during the above operational hours. The Lounge may _only_ be reserved during the regular operating hours for faculty functions that might include students, parents, alumni, and non-faculty. Persons seeking to schedule such events must submit a written request to the Fine Arts Center Administrative Office, in which the nature of the event and its relevance to faculty is clearly articulated. Request will be forwarded to the President of Faculty Association or his/her designee for approval.

Requests for use of the Lounge outside the above operating hours are also to be submitted to the Fine Arts Center Administrative Office but do not require further approval and are honored on a first come, first serve basis.

Requests may be sent to Kellie Cosner at _kellie.cosner@unf.edu_.

**Catering Services**

Chartwells is our preferred caterer. Catering services can be arranged by contacting Chartwells directly at (904) 620-3888 or _catering@unf.edu_.

Catering services may also be provided by an external caterer; however the following requirements must be adhered to:

1. The selected caterer is required to submit, at no expense to UNIVERSITY, a policy of ISO Commercial General Liability Insurance for limits not less than one million dollars ($1,000,000) per person, two million ($2,000,000) per occurrence, naming the University of North Florida Board of Trustees, the Florida Board of Governors, and the State of Florida as additional insured on each policy, and
2. An Operating Permit issued by the Department of Business and Professional Regulation.

There may be additional charges if an external caterer is selected. Additional custodians may be required depending on number of guests, paper versus china, etc. There is a $100 fee for use of the warming kitchen unless Chartwells is selected as the caterer.

**Bar Service**

_Chartwells shall provide all bar service - NO EXCEPTIONS._

Bar Service: $72 per bartender (includes 3 hours of bar/table service and 1 hour for setup/teardown; each additional hour is $18 per hour)

Note: The preferred location from which to provide bar service shall be the Faculty Lounge. Bar service will occur within the Talon Room if the Faculty Lounge is unavailable. Please keep in mind that the Faculty Lounge is unavailable for bar service during the operational hours listed above unless previously approved by the Faculty Association President.