

# THE CORNELL CLUB

N E W Y O R K

## Club Audio and Visual Equipment Rental List

All of our Club equipment and lecturns will be cleaned with CDC approved Clorox cleaning wipes (containing 70% alcohol) after and before each rented use. Additional cleaning wipes will be provided for your use during events as well. Please use your own laptop for an event presentation, please note that our staff is not permitted, nor should be expected, to handle, touch, or assist with personal av equipment.

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### Microphone and Sound System Use

Wired Microphone Choice of: Wood Paneled Podium or Tabletop Lecturn	\$125
Handheld Wireless Microphone or Clip-on Lapel Microphone (Ivy Room Only)	\$150
Background Music- Cloudcover connection (Ivy Room, Fall Creek, Library)	\$100
CD Player or iPod Dock with Sound System	\$100

### Projection

Projection Package: Flat Screen Monitor (55" or 65") Event host to provide laptop OR 9'x9' White Screen with LCD Projector (Ivy Room)	\$100    \$500
Additional Flat Screen Monitor and Splitter Cable Connections	\$100

### \*Tele or Video Conferencing

**for meetings with more than 1 telephone attendee, please arrange for a conference call with your preferred communications provider**

Desktop Phone with Speakerphone Option (for max of 8 on-site meeting attendees)	\$45
Polycom HDX Conference Phone, Extension Speakers (max of 35 on-site meeting attendees)	\$175

## **Meeting Enhancements**

Wireless Internet Fee	\$50
Wired Internet Network Connection	\$50/line
Flipchart Pad on Stand, Assorted Colored Markers	\$60
Whiteboard on Stand, Assorted Colored Markers	\$35
Power Strips, Charging Stations, Extension Cords	\$35/each
5"x8" Notepads and Pens	\$6/set
6" High Platform/Riser at Front of Room (4'x8')	\$200
Brass Easels for Poster boards and Displays	\$25/each

The Cornell Club does not employ audio/visual technicians. For extensive Audio Visual set up and for on-site technical support, Please contact the Catering Department for suggested av technicians to be hired to attend your event. Any av technicians not suggested by the Club, needs to be confirmed by the Catering Director 14 days prior to event start date, and a Certificate of Insurance is required.

Testing of any Club audio/visual equipment for demonstration purposes prior to the day of use is half the listed rental fee. Payment is required by credit card on day of testing.

The Club Events Department must be notified of any cancelled audio or visual equipment at least 72 hours in advance, or the event host will be responsible for the full charge of the equipment rented.

\*Phone Calls may be Charged Additionally and billed to the event invoice. The Cornell Club does not employ audio/visual technicians for on-site technical support. The club recommends hiring outside av technicians to oversee remote attendees, video conferences and webcasting.