



Stetson University

Venue Rental Guide

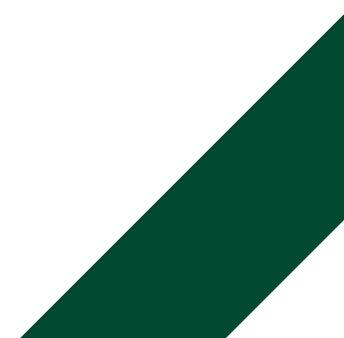


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About DeLand

Nicknamed The Athens of Florida, the city of DeLand was founded in 1876. Located in Central Florida between Orlando and Daytona Beach, DeLand is home to Stetson University, Florida's oldest college. Stetson Mansion, listed in the National Register of Historic Places, is a blend of cottage, Gothic, Tudor, Moorish and Polynesian details. In addition, DeLand offers visitors the chance to explore the Museum of Art, DeLand and De Leon Springs State Park. At the park, you can take a dip 25 feet down to the mouth of the springs that release about 16 million gallons a day. Feeling even more adventurous? Rent a canoe or kayak and paddle down the Spring Garden Run beside the Lake Woodruff National Wildlife Refuge for an eyeful of birds and other wildlife.



Athens Theater - 124 N Florida Ave



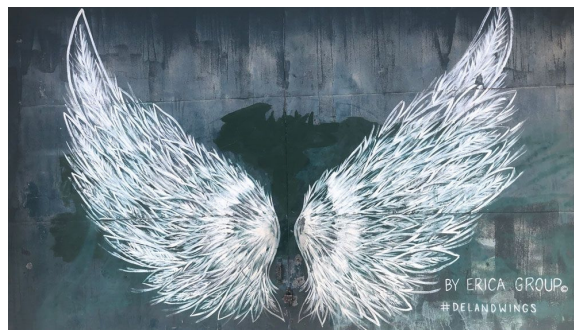
Stetson Mansion - 1031 Camphor Ln



Artisan Alley



DeLeon Springs - 601 Ponce De Leon Blvd



Angel Wings - hidden on Mainstreet DeLand



Mainstreet DeLand - Woodland Blvd

All of these attractions can be found in DeLand. Enjoy a night out on Artisan Alley, which has a Farmer's Market every Friday night! See a show at Athens Theater! Take a stroll on Mainstreet DeLand and look for one of our photo favorite spots, the Angel Wings of DeLand, a perfect memory of DeLand for your photo albums!



Stetson University

DeLand is home to Stetson University's main campus. Recognized as one of the top small towns in America by Parade Magazine, CNN and the Orlando Sentinel, DeLand is the quintessential college town. Founded in 1876 and centrally located between Orlando and Daytona Beach, DeLand offers visitors and students the chance to explore museums, shopping and a variety of excellent dining options.



The surrounding area provides easy access to numerous natural springs, state parks, world-class beaches and a variety of boating and outdoor activities enjoyed year-round in the fabulous Florida weather.



Marshall and Vera Lea Rinker Welcome Center

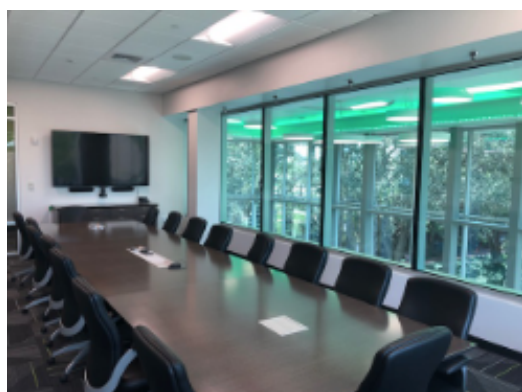


Lynn Presentation Room

The Lynn Presentation Room is fully equipped with built in speakers, three large projector screens and seating to accommodate a range of setup options. A removable glass wall divides the presentation room from the Welcome Center Lobby for additional event setup options.

Lynn Presentation Room	
Round Tables	7 tables with 56 chairs
Theatre Style	120 chairs

Lynn Presentation Room & Lobby	
Round Tables	15 tables with 120 chairs
Theatre Style	140 chairs



Gary Libby Conference Room

The executive conference room is equipped with audio-visual technology including virtual meeting capabilities and can accommodate up to 18.



McGraw Atrium

Reception space with capacity of 30 and connection to lobby.



Lynn Business Center



Marshall and Vera Lea Rinker Auditorium

The Marshall and Vera Lea Rinker Auditorium is located in the Lynn Business Center and is commonly used for lecture style presentations. The auditorium features a 9'x16' projector screen and can accommodate 144 guests, seated at hard-fixed classroom tables and chairs.

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Executive Boardroom

The Lynn Business Center Executive Boardroom is fully equipped with audio-visual technology including virtual meeting capabilities and can accommodate 22 guests seated at an elegant conference table. Additional perimeter seating is available.

A small foyer with built-in buffet provides a perfect space for catering food and beverages needs.

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Outdoor Spaces



Palm Court

Palm Court, often referred to simply as "the Quad," has been the central visual landmark of the DeLand campus since its creation in 1909. Palm Court is crowned by the Art Deco-style Holler Fountain and a picturesque backdrop for cocktail or dinner receptions, weddings and more. All outdoors spaces will require a tent for food service.

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Stetson Green

The Stetson Green is an outdoor venue with a wide array of setups possible, including, but not limited to theatre style, rounds with chairs, picnic tables and activity space. All outdoors spaces will require a tent for food service.



Vera Lea Rinker Native Plant Garden



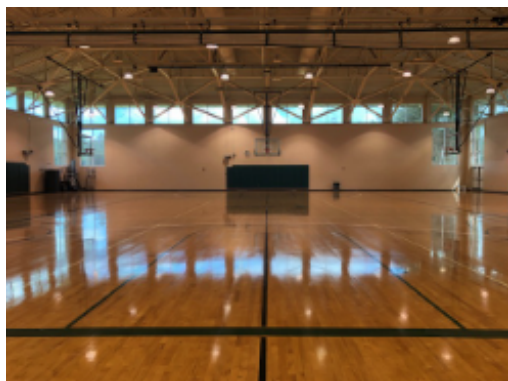
Vera Lea Rinker Native Plant Garden

The Vera Lea Rinker Native Plant Garden at Stetson University is a stunning Florida native plant landscape. While the house is a private residence for the Stetson University President, the gardens and Emily Edmunds Garden Pavilion catering kitchen make a perfect spot for an outdoor venue.

Carriage House Suite for wedding day-of use is available on limited request.



Recreational Multipurpose Spaces



Rinker Fieldhouse

The Rinker Fieldhouse is a versatile space that can be transformed to accommodate key note presentations, reception and dining options. The maximum capacity is 800 guests.

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Edmunds Center

Edmunds Center is a 5,000-seat multi-purpose arena at Stetson University in DeLand, Florida, that opened on December 5, 1974. It is home to the Stetson Hatters basketball team. The arena is named after J. Ollie Edmunds, fourth president of Stetson University.



Multipurpose Rooms



The Warren and Barbara Carr Stetson Room

The Warren and Barbara Carr Stetson Room is located in the Carlton Union Building, the heart of Stetson's DeLand campus. The room is equipped with audio and visual capabilities as well as tables and chairs to accommodate up to 300 guests.



Theatre	300 chairs (400 with additional rental)
Banquet	25 tables with 200 chairs
Classroom	30 tables with 90 chairs
Hollow Square	16 tables with 48 chairs

Lee Chapel

Located in the historic Elizabeth Hall, Lee Chapel is a beautiful, 100-year-old performance hall which seats 600 in an intimate setting. The acoustical properties and ambiance are well-suited to the performance of classical music as well as stunning backdrop for weddings.

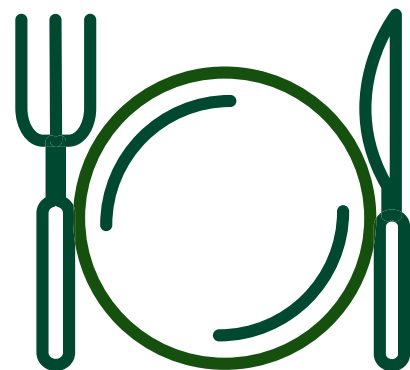


Catering

Stetson University Catering Services understands how important meals and refreshment breaks are to your programs. Our friendly, professional staff is always ready to assist you in planning food details for your special event. We would be proud to have you as our honored guest and we look forward to extending to you the tranquility, superior service and excellent cuisine that only Stetson University Catering Services can provide. Our catering staff is at your disposal to help you choose from a variety of menu selections or to create a custom menu to make your event unique. Service includes everything from refreshment breaks and terrace barbecues to receptions and elegantly served dinners.



Catering is available upon request for a variety of needs throughout your camp. Stetson can also assist in arranging extra needs from outside vendors including linens, floral, and more. For all catering requests, please contact Stetson Conference Services.



Hotels

Marriot Courtyard DeLand

- Located in the heart of downtown DeLand and walking distance to Stetson University.
- State of the art fitness center and outdoor pool.
- On site restaurant and coffee shop.
- On site meeting rooms available.



Holiday Inn Express & Suites DeLand

- Located 10-15 minutes from Stetson University.
- Bus parking available.
- New fitness center and indoor pool.
- Meeting space available.
- Walking distance to Publix, Chipotle, Chick-fil-A, and more.

Hampton Inn & Suites DeLand

- Located 10-15 minutes from Stetson University.
- Outdoor pool and fitness center.
- Free breakfast available.
- Onsite meeting rooms available.
- Located close to Publix and other food options.



Rental Rates

**Discounted rates will apply for University Department Sponsored Event and Alumni*

EDMUNDS CENTER GYM Full Day Rental; Minimum 2-days required.	\$3,500
HOLLIS CENTER, RINKER FIELD HOUSE Full Day Rental; Minimum 2-days required	\$2,000
CARLTON UNION BUILDING, WARREN AND BARBARA CARR STETSON ROOM 1-Hour Rental; Monday-Friday, 3-hours minimum 8-Hour Block Rental; Saturday-Sunday <i>*Inclusive of limited table and chair inventory</i>	\$200 \$2,000
CARLTON UNION BUILDING, LEE'S GARAGE 1-Hour Rental; Monday-Friday, 2-hours minimum <i>*Inclusive of limited table and chair inventory</i>	\$100
MARSHALL AND VERA LEA RINKER WELCOME CENTER, LYNN PRESENTATION ROOM 1-Hour Rental; Monday-Friday, 3-hours minimum 8-Hour Block Rental, includes Lobby & McGraw Atrium; Saturday-Sunday <i>**Inclusive of limited table and chair inventory</i>	\$150 \$1,000
MARSHALL AND VERA LEA RINKER WELCOME CENTER, GARY LIBBY CONFERENCE ROOM 1-Hour Rental; Weekdays only 8 a.m. – 5 p.m.	\$150
ELIZABETH HALL, LEE CHAPEL 1-Hour Rental; Weekdays only 4-Hour Block Rental; Saturday-Sunday Wedding Ceremony	\$350 \$1,500 \$2,500
VERA LEA RINKER NATIVE PLANT GARDEN Wedding Ceremony or 4-Hour Rental; <i>includes Carriage House Suite for 2-hours</i> Full Day Rental Block; <i>includes Carriage House Suite for 4-hours</i>	\$3,000 \$8,000



Rental Rates

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LYNN BUSINESS CENTER, RINKER AUDITORIUM 1-Hour Rental; 2-hours minimum	\$200
LYNN BUSINESS CENTER, EXECUTIVE BOARDROOM 1-Hour Rental; 2-hours minimum	\$125
CAMPUS CLASSROOMS 1-Hour Rental; 2-hours minimum	\$60
OUTDOOR SPACES, PALM COURT, STETSON GREEN & LIBBY LAWN 1-Hour Rental	\$200



Policies and Procedures

Rental Procedures

Stetson University's DeLand campus event venues are primarily dedicated to academic and student organization programming as well as in support of organizations which align with the university mission. Event venue rentals are most available during breaks in the academic calendar and will not be approved during university holidays.

If you are interested in reserving space at Stetson University, please email events@stetson.edu or fill out our inquiry form. Request must be recieved no less than 30 days prior to event date.

Contract and Payment Requirements

All venue rentals require a signed Stetson Faculty Use Agreement and 25% non-refundable deposit upon reservation. Final payments are due 14 days prior to event date. Addendum charges incurred during the event will be invoiced at the conclusion of the program (Net 15). Venue rental requests require a minimum 30-day notice prior to event date.

Insurance Requirements

All external groups must provide Stetson University with a current certificate of insurance naming Stetson University as additionally insured based off contracted requirements. The certificate shall contain the provision that coverage afforded under the policies shall not be cancelled or changed until at least 30 days prior written noticed has been given to the college.

The required coverage is at minimum one million dollars combined bodily injury and property damage coverage; naming Stetson University as additionally insured. The Client is to be insured for the period of the event or program and the Certificate of Insurance must be filed with Stetson University at least 14 days prior to the event.



FAQ

Is a deposit required? A non-refundable deposit equal to 25% of the estimated total/final invoice is required at the time of any reservation. Fourteen (14) days prior to the event the Using Organization must provide guaranteed guest count and final payment in full.

Is there parking on campus? Yes, we will have a designated parking which can be arranged for event needs.

Is there a group minimum? No, there is no group minimum.

Can I use any vendors? Stetson University has preferred vendors we can work with for your event. Some spaces on campus require preferred vendors only. All other vendors will need to be approved and provide the necessary proof of insurance.

Are Stetson University venues accessible? Yes, all venues are wheelchair accessible.

What is the alcohol policy? Alcohol must be served by an approved third-party vendor, in compliance with the University alcohol policy.

Will internet access be provided? Yes, wireless internet access is available at no additional charge.

