

# Audio and Visual Equipment

## Club Rental List

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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.

### Microphone and Sound System Use

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

### Projection

#### Projection Package:

<b>Flat Screen Monitor (55" or 65")</b>	<b>\$100</b>
Event host to provide laptop	
<b>9'x9' White Screen with LCD Projector</b>	<b>\$500</b>
Ivy Room and Fall Creek Only	
<b>Additional Flat Screen Monitor and Splitter Cable Connections</b>	<b>\$100</b>

### Tele or Video Conferencing

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

<b>Desktop Phone with Speakerphone Option</b>	<b>\$45</b>
For max of 8 on-site meeting attendees	
<b>Polycom HDX Conference Phone</b>	<b>\$175</b>
Extension Speakers, Max of 35 on-site meeting attendees	

# THE CORNELL CLUB

NEW YORK

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## 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'/8')	\$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 the 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.**