

# Equipment Rental

Special equipment is available for rental for your event. Whether you need a simple setup for a slideshow or a complete backyard tent setup, we can get you the rental equipment you need.

## Audio/Visual Technology Rental

For ease in planning, all audio visual and technical equipment needs may be requested through the Conference and Event Planning offices. We offer a full range of services and equipment to ensure a flawless presentation or meeting. When using our equipment you can count on our staff to be readily available to troubleshoot equipment and provide knowledgeable on-site support. Every effort will be made to inform you of potential technical support charges.

Customers may preview their presentation materials and test equipment anytime prior to the day of their event by appointment. Please call the Meeting and Event Planning Office at (616)-331-3353 to schedule an audio visual consultation.

### **Complimentary WIFI for event attendees!**

#### **Equipment Available Complimentary**

- LCD Projector-Corporate and GVSU Room Rates must apply.
- Standard Projection Screen
- Easels
- Whiteboard with Markers

\*Please notify us of any equipment you will be providing.

#### **Audio/Visual Equipment**

Wireless Remote Control \$10.00

#### **Projection Screens & Drape**

10' x 10' Cradle Screen \$20.00 (\$0 if rented with LCD Data/Video Projector (portable))

#### **Audio Equipment**

Microphones - Desktop, Floor, Podium - PZM \$15.00

Microphone - Lavalier (Lapel Clip On) \$15.00

Microphone - Wireless (Lavalier or Handheld) \$40.00

Powered Speaker System (portable) \$15.00

### **Conferencing and Telephone Line Services**

Telephone and Analog Line \$25.00 (Local outgoing calls only)

### **Computer Equipment**

Wireless Control \$10.00

Windows Laptop \$100.00

Note: Additional software may not be loaded

### **Projection Systems**

LCD Data/Video Projector (portable) \$200.00

### **Supplies**

Easel Pad (Flipchart) \$10.00

3M-Easel Pad (Flipchart) \$20.00

Phone: 616-331-3353 Email: [ahevents@gvsu.edu](mailto:ahevents@gvsu.edu) or

Web: [www.gvsu.edu/meetatgvsu](http://www.gvsu.edu/meetatgvsu)

## **Chair and Tent Rental**

If you plan to have a wedding ceremony or other event that will require chair and/or tent rental for outside spaces (patio, lawn, etc.) you must rent that equipment through the Alumni House event coordinator. Equipment rental through external sources is not permitted. Please call the event coordinator for rates on tent, chair rental or other equipment.