

Meeting facilities, classrooms, housing, and dining are all in close proximity to each other. Ample on campus parking and 24-hour security is provided.

conferenceservices@ndnu.edu

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Welcome to Conference Services at NDNU....

Accessible

Affordable

Accommodating

Notre Dame de Namur University is the ideal location for your next educational symposia, conference, weekend retreat, sports camp or special event. The campus encompasses 47 acres of countryside nestled in the Belmont hills. NDNU's campus offers a refreshing and relaxing environment and is centrally located in the heart of the Silicon Valley, 10 miles south of San Francisco Airport and 20 miles north of San Jose Airport. The Caltrans station is approximately ½ mile from campus which makes NDNU an excellent location for those attending from near and far.

MEETING AND EVENT FACILITIES:

We have facilities to accommodate 10 to 600 participants. The campus features classrooms, lecture halls, gymnasium, 500-seat chapel, a 576-seat theatre, full dining & catering service, conference center, tennis courts, and an all-weather athletic field.

Our unique meeting facilities include a National Historic Landmark, Ralston Hall Mansion (scheduled to reopen in late 2018), as well as the Wiegand Art Gallery located in the former Ralston Carriage House. The campus's beautifully landscaped gardens and expansive lawns provide wonderful opportunities for outdoor activities or informal gatherings.

SUMMER CONFERENCE SERVICES:

NDNU offers the convenience of one-stop conference coordination for you and your attendees. Classroom and overnight housing accommodations are available during the months of late May, June and July

Meeting facilities, housing, and dining are all in close proximity to each other. Ample on-campus parking and 24-hour security is provided.

FOOD SERVICE:

Award-winning Bon Appetit, our campus catering service, provides delicious and varied meals, including international menus. Bon Appetit offers a variety of special meal plans and a complete range of catering services from coffee breaks and picnic lunches to formal banquets. NDNU works with you to accommodate all of your special catering needs at affordable prices.

SUMMER INTERN PROGRAM:

Notre Dame de Namur University is pleased to provide affordable housing for students participating in internships with businesses and other academic institutions in Silicon Valley.

At NDNU our highly qualified, trained staff will provide you with full service conference coordination and accommodations for all your event needs.

Notre Dame de Namur University- Conference Service Facilities Pricing 2016

TAUBE CONFERENCE CENTER

Taube Center is a versatile, single-room meeting facility for special events, social receptions, lectures, and presentations. The Center can accommodate 175 people auditorium and 80 table seating style. It has lighting and sound systems, and the shades can be drawn down for presentations. Taube Center is high, wood beamed ceilings and tall windows create an open, airy atmosphere. It features hardwood floors with a slightly raised stage at one end used for speakers and presentations. The facility is wheelchair accessible and has 33 dedicated parking spaces with additional parking available near by.

Capacity: 175

Daily Rate -\$1,000.00 (max 8 hours)

Half Day-\$500.00 (max 4 hours)

Each additional hour -\$200.00

Parking Fee- \$100.00

Audio Equipment - \$100.00 (includes projection screen, microphone, projector, sound system, and podium)

Piano- \$100.00

Site Manager-\$250.00

Refundable Security Deposit - \$500.00

30.5'x48' floor space

19'x17' stage area

Notre Dame de Namur University- Conference Service Facilities Pricing 2016

WIEGAND GALLERY

Wiegand Gallery is part of the Madison Art Center, a magnificent stone building that was originally built as a carriage house for William Ralston's estate. The exhibition space, with its porthole windows and skylights, is a unique, warm and inviting environment. Wiegand Gallery, and the adjoining 40-seat theater, creates a distinctive setting for lectures, meetings, cocktail parties, and special events. Wiegand Gallery can accommodate groups of up to 40 people.

Capacity: 40 / gallery

40 / adjacent projection room

Daily Rate - \$950.00*

Hourly Rate - \$175.00 (2 hour minimum weekdays, 4 hour minimum evenings/weekends)

Fee includes on site event supervisor, set-up, breakdown and custodial service.

Parking Fee- \$100.00

*Rate subject to increase during art exhibits

Refundable Security Deposit - \$500.00

Notre Dame de Namur University- Conference Service Facilities Pricing 2016

NDNU THEATRE

The theater is fully equipped for musical and dramatic productions and is an excellent location for seminars, lectures and film series.

Capacity: 572 fixed seating, plus 6 wheelchair positions

Performance Rate -\$1,400 (min. 4 hours)

Includes post- performance custodial service.

Performance Overtime Hourly Rate - \$300.00

Rehearsal Hourly Rate -\$300.00

Includes theatre set-up and take down required to accommodate event

Performance parking fee - \$200.00 per day

Technical Support -\$ 25.00 per hour

Additional Tech Support -\$20.00 per hour

On Site Manager for performance only -\$25.00

Equipment Rental – additional cost to be determined following facilities request form completion, and technical support review. Equipment listings upon request

Refundable Security Deposit -\$700.00

Notre Dame de Namur University- Conference Service Facilities Pricing 2016

CUNNINGHAM MEMORIAL CHAPEL

The Chapel features unique etched glass windows by noted French artist Gabriel Lorie that depicts the contributions of many generations of Notre Dame Women. Full service lighting and sound systems, raised marble altar, a pipe organ and grand piano are available. Seating for up to 300 will accommodate select musical presentations, lectures, or services.

Capacity: 300 pew seating

Daily Rate-\$1,000.00 (max 8 hours)

Half day-\$500.00 (max 4 hours)

Each additional hour -\$200.00

Parking Fee- \$100.00

Audio Equipment - \$100.00

Piano- \$100.00

On Site Manager-\$250.00

Refundable Security Deposit - \$500.00

Notre Dame de Namur University- Conference Service Facilities Pricing 2016

GLEASON SPORTS CENTER

This 19,950 square foot sports complex accommodates a regulation size basketball court, three cross courts, three volleyball courts and pull-out bleachers which seat 900. Dressing/locker rooms are located on the ground floor with an all-purpose exercise room on the second floor loft. The gymnasium is a versatile space that is ideal for corporate sponsored team building programs, concerts, or for large group lectures. In addition to the bleachers, the gymnasium floor can accommodate approximately 300 chairs auditorium style. When the bleachers are closed, the gym can accommodate approximately 600 people seated at round tables of ten.

Minimum Base Fee -\$1000.00

Parking Fee- \$100.00

Hourly Rate - \$250.00 (after 4 hrs.)

Tarp Installation fee- \$250.00

Event Supervisor- \$250.00

120'x100' gym area

Locker Rooms- \$500.00

Bleachers open up on gym area 31'

KORET ATHLETIC FIELD

A year round, artificial turf athletic field is ideal for soccer and lacrosse and is located on the lower NDNU campus. This field spans 92,000 square feet area (approx. 2.11 acres) ideal for youth camps and athletic events. Permanent bleachers hold 200-300 with 6 to 10 foot high chain link fencing surrounding the field perimeter. The field is not available on Sundays or after sunset Monday through Saturday.

Hourly Rate-\$100.00 (min 4 hrs.)

Weekly Rate- discount

Parking fee – \$100.00

TENNIS COURTS

Two side- by- side tennis courts located are on the lower campus.

Capacity: 20

Hourly Rate-\$25.00 (per 2hr max)

Parking Fee- \$100.00

Refundable Security Deposit- \$250

Notre Dame de Namur University- Conference Service Facilities Pricing 2016

CLASSROOMS

NDNU classrooms provide a perfect setting for lectures and group discussions for 10-30 people. The rooms have either tablet or armchair desks, sized for adults, or long tables with chairs. The classrooms are centrally located for your convenience, and look out onto the wooded hills surrounding the campus. Each classroom is equipped with ceiling-mounted projector and multimedia podium.

Capacity: 10-30

Hourly Rate -\$50.00 (with a 2 hr. min.)

Daily Rate - \$350.00 (8 hrs. max.)

Parking Fee- \$100.00

Refundable Security Deposit - \$200.00

COMPUTER LABS

PC Lab- 20 window-based computer

Mac Lab- 20 Macintosh computer

Capacity: 20 per lab

Hourly Rate-\$100.00

Daily Rate- \$350.00 (8 hrs.)

Printers- \$0.12 per copy

Technical Support- \$25.00 per hour

Refundable Security Deposit-\$500.00

Notre Dame de Namur University- Conference Service Facilities Pricing 2016

HOUSING FACILITIES:

We offer overnight accommodations for conference guests in suite-style residence hall, traditional dorm-style residence halls, and apartments. All rooms have internet access. Housing accommodations are available on a limited basis during the months of late May, June and July.

Suite-style residence hall rooms accommodates four people per suite. Each suite has four private single bedrooms, two vanities with sinks, one shared bathroom, and a shared common area. Each bedroom offers a single bed, desk, chair, and chest of drawers.

Three- story dorm-residence halls include conveniently located central lounges and shared bathrooms facilities on each floor. All rooms are comfortably furnished for single or double occupancy.

The apartments comfortably sleep three to four guests and include kitchenettes, living room and work area.

Pricing information is available based on specific group requirements. Please Contact Conference Services for more information: conferenceservices@ndnu.edu

SKY LOUNGE

Located on the third floor of New Hall the Sky Lounge is a sunny meeting room with kitchenette and service counter. It is accessible by stairs or elevator.

Capacity: 20-25

Hourly Rate-\$100.00

Daily Rate- \$400.00

Refundable Security Deposit-\$250.00

STUDENT LOUNGE

Located in St. Joseph's Hall, the cozy lounge area is furnished with couches, lounge chairs and a fireplace.

Capacity: 40

Hourly Rate - \$100.00

Daily Rate - \$400.00

Refundable Security Deposit - \$200

Notre Dame de Namur University- Conference Service Facilities Pricing 2016

NEW HALL PATIO & BREEZEWAY

This pleasant, shaded area is perfect for small gatherings and includes round patio tables with benches.

Capacity: 20-30 standing, 15-20 seated

Hourly Rate- \$25.00 per hour

Refundable Security Deposit - \$250.00

QUAD

Between St. Mary's Hall and the Dining Commons, the Quad is a centrally located meeting spot. Round picnic tables with built-in benches are set-up to accommodate many types of activities. There is a small raised stage area in the center of the quad. Space for approximately 100 standing guest or tables and chairs can be added to this area to accomidate 50 guests.

Capacity: 100 standing /50 seated

Hourly Rate -\$50.00 (4 hr. max.)

Refundable Security Deposit - \$500.00

LIBRARY LAWN

Located in the center of campus, the library lawn is an ideal location for picnics, concerts and other outdoor gatherings.

Capacity: 150 seated at tables of 10

200 seated on lawn

Hourly Rate-\$100.00 per hour (max 4 hrs.)

Platform stage -8'x 4'x 24" and 8'x 4'x12"- \$250.00

Parking Fee -\$100.00

Refundable Security Deposit -\$250.00

Notre Dame de Namur University- Conference Service Facilities Pricing 2016

DINING COMMONS

Capacity: 163

Hourly Rate- \$100.00

FOOD SERVICE

Award- winning Bon Appétit Management Company, our catering service, provides delicious and varied meals, including international menus. Bon Appétit offers a variety of special meal plans and a complete range of catering services from coffee breaks and picnic lunches to formal banquets. NDNU will work with you to accommodate all your special catering needs at affordable prices.

Custom price quotes available based on each group's specific needs.

RALSTON LAWN

This bucolic lawn area landscaped with many heritage plantings offers the perfect setting for an outdoor wedding ceremony, family or company picnic or team-building event. A beautiful marble fountain is the centerpiece of the lawn which offers both sunny and shady areas to enjoy.

The Ralston Lawn is not available while construction is being done in Ralston Hall Mansion. The lawn area is expected to re-open 2018.

RALSTON HALL MANSION

Ralston Hall is a National Historic Landmark and a California Registered Historical Landmark. The first floor is available for special events, meetings/seminars, social receptions and weddings. Ralston Hall can accommodate 300 guests standing, 200 guests for a seated meal, 160 auditorium-style, and 100 classroom style. The first floor is wheelchair accessible.

Ralston Hall is currently under construction for seismic retrofitting and restoration. Ralston Hall is expected to be fully renovated and re-opened in 2018.

CAMPUS MAP

Key Locations

St. Mary's Hall

Financial Aid
Registrar
Business Office
Public Safety

Campus Center

Academic Success Center
Admissions
International Student Office
Student Life & Leadership Office
Writing Center
Welcome Center

Chapel Annex

Center for Spirituality
Office of Diversity

Julie Billiart Hall

Dean of Students/Student Affairs
Career Services

St. Joseph Hall

Housing

Toso Residence (Compiegne)

Human Resources
Administration

New Hall

Counseling and Health Services

Dean's Offices

School of Education and Leadership (St. Joseph Hall)
School of Business and Management (Cuvilly Hall)
College of Arts and Sciences (Toso Residences)



