Munger Events

Your 2016 Event Resource for Paul Brest Hall & S. Mark Taper Foundation Conference Center
Munger Events is operated by Stanford Hospitality & Auxiliaries, a division of Residential & Dining Enterprises (R&DE). This non-profit University department has the mission to provide the highest quality of service to students, faculty, staff and other members of the Stanford community. All revenue generated by the divisions of R&DE goes back to the University, and helps to subsidize the cost of room and board for Stanford students.
Munger Events

*Experience excellence in taste and hospitality.* Munger Events is your premier event resource and one-stop provider of exceptional meeting and catering services.

**Highlights**

- Munger Events, operated by Stanford Hospitality & Auxiliaries, a division of Residential and Dining Enterprises, is a non-profit organization designed to support Stanford’s meeting and catering needs.

- Opened in 2009, Paul Brest Hall and S. Mark Taper Conference Center can accommodate groups of 5 to 400.

- Spacious Rehnquist Courtyard is available for outdoor receptions and dinners.

- Convenient Guest Parking at nearby Parking Structure 6, the Wilbur underground lot.

- Built-in audiovisual.
Munger Events room rental for Paul Brest Hall & S. Mark Taper Conference Center includes:
- Use of in-house audiovisual equipment for easy “plug and play”
- Use of in-house furniture (set in rounds, classroom or boardroom style)
- Set up of in-house furniture as agreed upon with Munger Events Supervisor

### Room Rates

<table>
<thead>
<tr>
<th></th>
<th>Full Day 7am–5pm</th>
<th>PM Only 5pm–10pm</th>
<th>Extended Day 7am–10pm</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Paul Brest Hall</strong></td>
<td>$1,400</td>
<td>$1,400</td>
<td>$2,500</td>
</tr>
<tr>
<td><em>(Includes The Rehnquist Courtyard &amp; East Courtyard)</em></td>
<td></td>
<td></td>
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<tr>
<td><strong>Paul Brest East</strong></td>
<td>$900</td>
<td>$900</td>
<td>$1,200</td>
</tr>
<tr>
<td><em>(Includes East Courtyard)</em></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Paul Brest West</strong></td>
<td>$700</td>
<td>$700</td>
<td>$1,200</td>
</tr>
<tr>
<td><em>(Includes The Rehnquist Courtyard)</em></td>
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</tbody>
</table>

*ELS rentals can be added and are not included in room rental
*A/V technician can be added and is not included. (A/V Tech: $85/hr, 1 hour minimum)*

A/V tech rates | 6am - 4pm = $85/hr | 4pm - 10pm = $100/hr | 10pm - 6am = $150/hr
Room Capacities & Specifications - Paul Brest Hall

<table>
<thead>
<tr>
<th>Capacity</th>
<th>West + East</th>
<th>West</th>
<th>East</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reception</td>
<td>400</td>
<td>120</td>
<td>200</td>
</tr>
<tr>
<td>Banquet</td>
<td>280</td>
<td>80</td>
<td>160</td>
</tr>
<tr>
<td>Classroom</td>
<td>200</td>
<td>80</td>
<td>160</td>
</tr>
<tr>
<td>Theater</td>
<td>300</td>
<td>100</td>
<td>200</td>
</tr>
</tbody>
</table>

Included Amenities:
- A/C & Heating
- Built-in Side by Side Projectors & Correlating 16’ Screens
- Built-in A/V System:
  - Complimentary set-up and go service from an A/V technician
  - Amplified sound including any combination of 4 Lavalieres or 4 hand-held microphones
  - Podium with A/V connection & reading lights
- Complimentary Furniture Provided:
  - Dark wood round tables
  - Dark wood rectangular tables
  - Dark wood chairs
  - Laminate-top seminar tables

Includes Access to Paul Brest Hall Lobby
Includes Access to East Courtyard for the Duration of Reservation
Smaller chairs can be rented to allow for increased capacity.
<table>
<thead>
<tr>
<th>Room Name &amp; Number</th>
<th>Square Feet</th>
<th>Capacity</th>
<th>Details</th>
</tr>
</thead>
</table>
| Room 123           | 765         | Board Room = 26  
|                    |             | Board Room with A/V = 24  
|                    |             | Banquet = 40  
|                    |             | Classroom = 30  
|                    |             | Theater = 50  
|                    |             | Theater with A/V = 40  
|                    |             | WiFi  
|                    |             | Windows  
|                    |             | Carpet  
|                    |             | A/C & Heating  
|                    |             | Credenza  
|                    |             | Dual White Boards with Built-in Paper  
|                    |             | 4' Pull-down Screen for Projection  
|                    |             | Extra Space for Set-up and Movement  
| Room 134           | 308         | Board Room = 16  
|                    |             | Board Room with A/V = 12  
|                    |             | Banquet = NA  
|                    |             | Classroom = NA  
|                    |             | Theater = 30  
|                    |             | Theater with A/V = 25  
|                    |             | WiFi  
|                    |             | Window  
|                    |             | Carpet  
|                    |             | A/C & Heating  
|                    |             | Credenza  
|                    |             | White Board with Built-in Paper  
|                    |             | 4' Pull-down Screen for Projection  
| Room 138           | 315         | Board Room = 16  
|                    |             | Board Room with A/V = 12  
|                    |             | Banquet = NA  
|                    |             | Classroom = NA  
|                    |             | Theater = 30  
|                    |             | Theater with A/V = 25  
|                    |             | WiFi  
|                    |             | Windows  
|                    |             | Carpet  
|                    |             | A/C & Heating  
|                    |             | Credenza  
|                    |             | White Board with Built-in Paper  
|                    |             | 3' Pull-down Screen for Projection  
|                    |             | 60" Flat Panel Television  
| Room 142           | 286         | Board Room = 18  
|                    |             | Board Room with A/V = 16  
|                    |             | Banquet = NA  
|                    |             | Classroom = NA  
|                    |             | Theater = 25  
|                    |             | Theater with A/V = 25  
|                    |             | WiFi  
|                    |             | Windows  
|                    |             | Carpet  
|                    |             | A/C & Heating  
|                    |             | Credenza  
|                    |             | White Board with Built-in Paper  
|                    |             | 4' Pull-down Screen for Projection  
|                    |             | 70" Flat Panel Television  
| Room 178           | 294         | Board Room = 14  
|                    |             | Board Room with A/V = 12  
|                    |             | Banquet = NA  
|                    |             | Classroom = NA  
|                    |             | Theater = 20  
|                    |             | Theater with A/V = 18  
|                    |             | WiFi  
|                    |             | Windows  
|                    |             | Carpet  
|                    |             | A/C & Heating  
|                    |             | Credenza  
|                    |             | White Board with Built-in Paper  
|                    |             | 4' Pull-down Screen for Projection  
| Room 382 VIP Suite above Paul Brest Hall | 325 | Board Room = 20  
|                    |             | Board Room with A/V = 18  
|                    |             | Banquet = 18  
|                    |             | Classroom = NA  
|                    |             | Theater = 30  
|                    |             | Theater with A/V = 30  
|                    |             | WiFi  
|                    |             | Window  
|                    |             | Carpet  
|                    |             | A/C & Heating  
|                    |             | Credenza  
|                    |             | White Board with Built-in Paper  
|                    |             | 4' Pull-down Screen for Projection  
|                    |             | 70" Flat Panel Television  
|                    |             | Complimentary china service included with all on-premise catered events.  
|                    |             | The S. Mark Taper Foundation Conference Center is within close proximity to Munger Market & Russo Café, and walking distance to Parking Structure 6, beneath Wilbur Field.  
|                    |             | On-premise Event Management team can provide package rates for all meeting spaces to include room set, A/V and food and beverage. Please call today to discuss with our team of experts! |
Conference Rooms in Munger Building 4 and S. Mark Taper Foundation Conference Center

S. Mark Taper Foundation Conference Center has meeting rooms that can hold groups from 5 to 30. Made possible by a generous endowment from the S. Mark Taper Foundation, a private family foundation, these beautiful but functional meeting areas offer an ideal setting for executive and academic events with a smaller attendance, such as board meetings, public lectures, seminars, workshops, breakout meeting rooms and department social gatherings.

<table>
<thead>
<tr>
<th>Room Rates</th>
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<tbody>
<tr>
<td>Room Rental Fee</td>
</tr>
<tr>
<td>Russo Private Dining Room</td>
</tr>
<tr>
<td>Room 123</td>
</tr>
<tr>
<td>Room 134</td>
</tr>
<tr>
<td>Room 138</td>
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<tr>
<td>Room 142</td>
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<tr>
<td>Room 178</td>
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<tr>
<td>Room 382</td>
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</table>
Q. Who can host an event at Paul Brest Hall & S. Mark Taper Conference Center?

A. Only Stanford University Departments, Schools, and Students.

Outside corporations and organizations must be sponsored by a Stanford school or department and meet the following criteria in order to use the Munger Event facilities. The Munger Graduate Residences, where Munger Events facilities are located, only allow for Stanford University affiliated programs and events to be held. The Paul Brest Hall and S. Mark Taper Conference Center is thus available for events directly organized and conducted by a Stanford School, Department, or Student Organization. In addition, events should be consistent with the educational mission of Stanford University and intended primarily for Stanford faculty, staff and students.

Q. What do we need from the Sponsoring University Department?

1. The Stanford University Sponsoring Department Chair will act as the approver of the sponsored group for Munger Events, including signing all contracts. The department chair will ensure all sponsorship protocols are adhered to by the sponsored group.

2. The Stanford University Sponsor must provide significant Stanford faculty and or student involvement in the program content.

3. The Stanford University sponsor must provide a valid Stanford University PTAE or PCard for payment of fees associated with Munger Events room rentals, A/V and catering.

4. The Stanford University sponsor must provide at least one staff member to be in attendance throughout the event. This Stanford employee will act as the primary contact for Munger Events Management.

Q. What do we need from the Sponsored, External Client?

1. The sponsored, external client must provide adequate recognition of the Stanford University Sponsoring Department on all marketing materials; any use of Stanford University’s name or logo must be approved by the Stanford University Sponsoring Department or Stanford Office of Special Events Protocol (OSEP) prior to distribution.

2. The sponsored, external client must provide written approval to the Munger Events team (via email) accepting the above requirements.

MUNGER EVENTS
S. Mark Taper Foundation Conference Center & Paul Brest Hall
Office Hours: 8am–5pm, Monday through Friday   (650) 723.6776   mungercatering@stanford.edu
hospitality.stanford.edu
**Directions**

**Munger Events**

- From 280 North or South, take Alpine Road exit East toward Stanford University
- Turn right at the stop light onto Junipero Serra Street
- Turn left at the second stop light onto Campus Drive East
- At the fourth stop sign, turn left onto Bowdoin Lane
- At first stop sign, turn left onto Wilbur Way
- The entrance to Parking Structure Six, the Wilbur Lot, is underground and immediately on your right

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Contact Us

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