2015-2016 Conference Services Guide

Set in the heart of the Lehigh Valley, Cedar Crest College’s 84-acre Campus is a wooded retreat, which features nationally registered William F. Curtis Arboretum. The campus offers a variety of meeting facilities that are ideal for conferences, workshops, retreats, weddings, and receptions. Please contact us for pricing information.

Fine cuisine, ranging from light refreshments to complete meals, prepared by our executive chef is available for groups of all sizes; meeting facilities are available year-round. Close to hotels, business centers, shopping, historic sites, the region offers something for everyone. Centrally located less than 90 minutes from New York and 60 minutes from Philadelphia, Cedar Crest is the natural choice for your special event.

TOMPKINS COLLEGE CENTER CONFERENCE & MEETING ROOMS

Single Day Meeting or Conference:
Single day meetings or conferences are structured conveniently and economically.

*Half day = under four (4) hours
*Full day = four (4) to eight (8) hours

- **Canova Commons**
  - Max. Cap. = 402

- **Alcove C**
  - Organization
    - Theater 48
    - Classroom 24
    - U-shape 28
    - Rounds 32

- **1867 Room**
  - Organization
    - Theater Short 80
    - Theater Long 100
    - Classroom Short 36
    - Classroom Long 45
    - U-shape Long 27
    - U-shape Short 36
    - Rounds 48

- **Rooms 315, 316 and 317**
  - Room
    - Room 315 13
    - Room 316 8
    - Room 317 14
- TCC Terrance
  - Capacity of Area based on setup

- Samuels Theater
  - Max. Cap. = 250

- Falcon’s Nest
  - Max. Cap. = 100

- Alumnae Auditorium
  - Max. Cap. = 500

- Lee’s Gymnasium
  - Organization Max. Cap.
    - Theater 700 -800
    - Seating in Rounds 460

- Chapel
  - Max. Cap. = 100

- Quad
  - Capacity of Area based on setup

- Greek Theater
  - Max. Cap. = 200

- Little Theater
  - Max. Cap. = 55

- Hamilton Boulevard Building
  - Area Max. Cap.
    - Classroom 60
    - Theater 100

- Miller 33 – Lecture Hall
  - Max. Cap. = 74

- Miller- Harmon Hall of Peace
  - Max. Cap. = 75

- Oberkotter – Lecture Hall
  - Max. Cap. = 110

**CERTIFICATE OF INSURANCE**

A one million-dollar certificate of insurance with single limits for bodily injury, property damage, and personal injury liability naming Cedar Crest College as additionally insured, must be received by the College at least two (2) weeks prior to your arrival.
FINANCIAL ARRANGEMENTS

A non-refundable deposit of 50% of the estimated total is due with signed contract. Balance due will be invoiced upon completion of the event, inclusive of any catering charges within 30 days.

AUDIO-VISUAL NEEDS

The College can provide Audio-Visual services. Please notify the office of the College Center Services of your requirements seven (7) days prior to your arrival and it should be included in the contract.

- Laptop/Projector
- Microphone and/or Podium
- Lavaliere Microphone
- Easels
- Technical Assistance
- Photocopies

FOOD SERVICE

Parkhurst Dining Services provide exclusive on campus food services to any contracted group. Food service arrangements are initiated through the Conference Services Office and outlined in the contract.

Additional services are available upon request at an additional cost. These include wait service, refreshment breaks, receptions, linens, and center pieces. Please inquire regarding availability and costs of services you require.

For additional information or to schedule an event at Cedar Crest College, contact the Office of the Student Union and Engagement

Assistant Director, Lauren Condon
100 College Drive, Allentown, PA 18104
Office: 610-740-3762
Fax: 610-740-3774

Office Hours: 8:30am -4:30pm Monday - Friday
Other appointments upon your request

http://www.cedarcrest.edu