

Frequently Asked Questions about the Sharon M. McGavick Conference Center

Basic Questions about the Space:

What comes with the room rental price?

Everything in the conference center is available at the price listed for the rental. This includes:

- 72 inch round tables capable of accommodating up to 10 people in a banquet setting
- 6 foot rectangular tables (for caterers, displays, panel discussions and classroom style seating)
- 3 foot bistro tables for mingling or display
- Chairs
- An audio system (4 microphones and ports to allow you to plug in a laptop, Ipod)
- Mounted LCD projectors and access for video or computer use.

I've never planned an event before, what resources can you offer to help me?

With over 9 years of event planning experience our Event Services staff are committed to helping you achieve a vision for your event. From helping put together timelines to attending committee meetings as asked, we look forward to working as hands on as you need to make your event a success.

What staffing is provided for my event?

In order to keep our costs low our facility provides a minimal amount of staffing for your event. We provide custodial and security staff throughout your event to ensure the cleanliness of the facility and to provide security throughout the campus and act as an emergency responder.

Who sets up the room for our event and when can we have access?

Our facilities team will set up the room for you and have it ready by the designated time you've chosen to enter the facility. Due to a limited amount of staffing, if there are changes to the setup with 24 hours of your event, you may be charged for additional staffing costs to re-set up the room. Do plan to have volunteers or people working with your event on hand for any last minute touches. We do not set up linens, lighting, or anything that does not come with the facility.

Can my DJ or band use your sound system?

No, unfortunately with our busy schedule we cannot afford the chance of damaging our audio system and ask that anyone who needs audio outside of our microphone system should rent their own sound equipment for their event.

Vendor and Food Questions:

Who are your recommended caterers for the conference center?

The Conference center does not require any certain caterer or have a recommended list of caterers for use in the facility. Most caterers in Pierce County have done some sort of work with the McGavick Center and we are happy to work with any of your vendors to provide a seamless experience for your event.

Is alcohol permitted in the McGavick Conference Center?

Yes. We ask that you provide and submit a license to our office and have a copy to post a special event liquor license at your event and provide an additional security officer at your own expense.

Do you have a kitchen for rent?

Currently the kitchen facility houses our daily food service for students, the company leasing that space, Consolidated Food Management , requires a separate contract for caterers or events to use our kitchen facility. Please contact CFM directly at 589-