



Plan Your Next Event at **New College Institute**

Technology-packed spaces make New College Institute the perfect venue for educational events, business meetings, and formal receptions!

Martin-Lacy Lecture Hall

Total Capacity: Approximately 250 Banquet

*Section Capacity: Approximately 120 Theatre;
Up to 80 Banquet Style*

The primary event space for large gatherings, lectures and conferences, the Lecture Hall is highly adaptable to the needs of our community. The Lecture Hall features room dividers that temporarily descend from the ceiling, allowing for the space to be divided into three separate meeting spaces, which can be used simultaneously and separately with acoustic and technological provisions built in the design.

Small Meeting Rooms

Capacity: Ranges from 6 – 50

NCI features 16 separate classrooms that can be used for meetings. These are also great breakout rooms to accompany larger events hosted in the Martin-Lacy Lecture Hall. These rooms are located within NCI's Building on Baldwin (191 Fayette Street) and King Hall (30 Franklin Street).

To request the Martin-Lacy Lecture Hall, please complete the [Reservation & Space Request Form](#).

To request a classroom, please complete the [Academic Room Reservation Form](#).

Weekend Rental Rates

(Friday Evening / Saturday)

Premium Rate

(Includes Tables, Chairs, A/V
Equipment & Catering Kitchen)

Full Lecture Hall

All Day: \$1200

Half Day: \$1000

2/3 Lecture Hall

All Day: \$900

Half Day: \$800

1/3 Lecture Hall

All Day: \$700

Half Day: \$600

Standard Rate

(Includes Tables, Chairs &
A/V Equipment)

Full Lecture Hall

All Day: \$1000

Half Day: \$800

2/3 Lecture Hall

All Day: \$700

Half Day: \$600

1/3 Lecture Hall

All Day: \$500

Half Day: \$400

Basic Rate

(Includes Tables & Chairs)

Full Lecture Hall

All Day: \$800

Half Day: \$600

2/3 Lecture Hall

All Day: \$500

Half Day: \$400

1/3 Lecture Hall

All Day: \$300

Half Day: \$200

Weekly Rental Rates

(Mon.-Thurs. & Friday Day)

Premium Rate

(Includes Tables, Chairs, A/V
Equipment & Catering Kitchen)

Full Lecture Hall

All Day: \$1100

Half Day: \$900

2/3 Lecture Hall

All Day: \$800

Half Day: \$700

1/3 Lecture Hall

All Day: \$600

Half Day: \$500

Standard Rate

(Includes Tables, Chairs &
A/V Equipment)

Full Lecture Hall

All Day: \$900

Half Day: \$700

2/3 Lecture Hall

All Day: \$600

Half Day: \$500

1/3 Lecture Hall

All Day: \$400

Half Day: \$300

Basic Rate

(Includes Tables & Chairs)

Full Lecture Hall

All Day: \$700

Half Day: \$500

2/3 Lecture Hall

All Day: \$400

Half Day: \$300

1/3 Lecture Hall

All Day: \$200

Half Day: \$100

What's included in your rental?

Each rental rate includes:

- Setup and breakdown of the space to meet your needs,
- NCI staff on-site for the duration of your event, and
- 1.5 hours for setup & 1.5 hours for cleanup (if your event is from 6-9pm, you would have access to the lecture hall from 4:30pm – 10pm).

Feel free to customize your event by hiring:

- A permitted, insured caterer of your choice
- Entertainment
- Event planner

NCI does not provide:

- Linens & decorations
- China, glassware or flatware
- Dance floor
- Disposable supplies (paper products, flip charts, markers, etc.)

*Ask about adding the
outdoor plaza to your rental
for an additional \$275!*

Please note...

The Martin-Lacy Lecture Hall is available for rent from 8:00 AM – 10:00 PM, Monday – Saturday.

There are approximately 110 parking spaces available onsite with additional parking throughout Uptown Martinsville.

Any event in which alcoholic beverages will be served requires a state and city ABC license. NCI also requires that off-duty police officers be hired for the duration of the event.

Gold Chiavari chairs can be added to your rental for \$2.00 per chair.