Pulitzer Hall’s **Lecture Hall** is located on the east side of the 3rd floor of Pulitzer Hall. With seating for up to 250 people and a built-in stage and panel tables, this space is ideal for large lectures and conferences. With removable seats the Lecture Hall is also an ideal convertible space, overlooking campus. In addition to standard audiovisual equipment, the Lecture Hall has the capability to host film screenings.

**For costs and availability, email JSchoolEvents@Columbia.edu**
Rental includes:
- Room as set in default:
  - 250 chairs
  - Panel table
  - Podium
  - Stage
- Standard AV:
  - Wired microphones (up to 8)
  - Wireless microphones (up to 2)
  - Projector/Screen
  - Podium Laptop
  - Audio recording
- Access to kitchen (on floor)
- Supply of 6’ tables
- Lobby space (check-in/coat check)
- Allotted set-up and break-down time
- Pre-event assistance from Event Team

Additional costs:
- Round tables, café tables
- Linens
- Catering
- Facilities Fees:
  - Custodial
  - Laborers
  - Security
- Extensive AV:
  - Video recording (in-house staff)
  - Live Streaming (in-house staff)
  - In-Room event support

<table>
<thead>
<tr>
<th>STYLE</th>
<th>MAX CAPACITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Theater</td>
<td>250</td>
</tr>
<tr>
<td>Reception (standing)</td>
<td>300</td>
</tr>
<tr>
<td>Banquet (seated)</td>
<td>120</td>
</tr>
</tbody>
</table>

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