

# Our Goal

Event Services aims to provide you with quality, full service meeting and conference rooms. Our friendly, efficient and dependable staff will work with you throughout your event from planning to set-up. Let the Comstock Memorial Union be the number one choice for your events today.



Comstock Memorial Union Event Services can accommodate both large and small groups. We will assist each individual to customize their event. Please contact the Event Services Office for more information about rental policies, procedures and availability.

# Catering Services



Food is a key ingredient to any event. Let the Comstock Memorial Union and Sodexo cater to the needs of your event. Sodexo Campus Dining offers the professionalism

and expertise needed to meet your catering needs. Sodexo can prepare and serve the perfect dish for nearly any occasion.

For menu options and pricing information, call 218-477-2852 or visit us online at:

[www.msumdining.com](http://www.msumdining.com)



**Comstock  
Memorial  
Union**



## Comstock Memorial Union

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# Event Services



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RESERVABLE SPACE	BANQUET	CLASSROOM	CONFERENCE	LECTURE	SET-UP STYLE	1-5 HOURS	5+ HOURS
Comstock Room, 101	80	30	40	100	Multi-purpose	\$65	\$85
Special Dining Room, 121	30	12	20	40	Multi-purpose	\$40	\$55
Ballroom, [One Section]	80	32	40	120	Multi-purpose	\$65	\$85
Ballroom, [Entire Room]	550	200	NA	800	Multi-purpose	\$275	\$350
Room 203	40	18	25	50	Multi-purpose	\$40	\$55
Room 204	NA	NA	10	NA	Board Room	\$15	\$30
Room 205	48	24	30	75	Multi-purpose	\$40	\$55
Room 207	NA	NA	20	NA	Board Room	\$25	\$40
Room 208 (A/B)	NA	NA	20	NA	Board Room	\$25	\$40
Room 212	NA	NA	7	NA	Board Room	\$15	\$30
Room 214 (A/B)	NA	NA	20	NA	Board Room	\$25	\$40
Room 216	NA	NA	20	NA	Board Room	\$25	\$40
Room 218	NA	NA	13		Board Room	\$15	\$30
Room 227	40	18	25	50	Multi-purpose	\$40	\$55
Main Lounge	75 Upper Level, 75 Lower Level Seating				Lounge Setting	*	*
Underground, 001	100	NA	300 (Dance Setup)	150	Available on Limited Basis	*	*
Rec & Outing Center, 116	To be determined based on sponsors needs				Available on Limited Basis	*	*

- All rooms in the CMU are handicap accessible.
- Fifteen percent of pre-tax catering expenses is deducted from rental fee of room in which food was served.
- Labor charges may be incurred for special requests.
- Rental of entire building is available upon request and negotiable depending on time and space used.
- Multipurpose rooms have been designed for various types of set-ups based on sponsors needs.
- Sponsors are required to make their set-up requests in advance in order to accommodate their needs.

\* Please contact Event Services Office for pricing.  
Phone: 218-477-2261 Email: cmu@mnstate.edu