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|  | **6705 Dodge Street****Omaha, NE 68182****P 402-554-2444****F 402-554-3189****http://thethompsoncenter.org** | ***University of Nebraska System FAQ’S*** |

**Do I have to be a UNO alumnus to host an event at the TTC?**

The Thompson Center (TTC) is available to the general public as well as UNO students, staff and alumni. We are a 10,000 square foot non-profit event center dedicated to bringing the public together. Many diverse organizations and Omaha’s premier businesses consistently chose the Thompson Center for its meeting environment, convenient location, and exemplary customer service.

**What does the TTC offer for my professional meeting site?**

You will have a choice of flexible and adaptable meeting rooms with an incredible outdoor area including a forty eight seat brick patio for breaks. Our meeting rooms deliver a professional atmosphere equipped with free Wi Fi in all areas. Our professional meeting room staff has the skills to accommodate your needs from technical assistance to last minute changes. Our meeting rooms enrich your event while allowing your company to use an affordable meeting space. The Thompson Center epitomizes a unique and professional meeting environment, free from the headaches and hassles of a busy office or impersonal hotel. The Thompson Center has all of the accommodations to make your meeting a success.

**What is your pricing for room rentals?**

The Thompson Center meeting rooms feature standard pricing with optional amenities available. We offer professional rates by the hour and our meeting room pricing is stress-free to understand. All University of Nebraska System groups receive a 20% discount. Please refer to our information sheet for room pricing and audio visual rental rates. You can also contact the TTC Director, Steven Summers, at 402-554-3368; email ssummers@unoalumni.org.

**How do I reserve space at TTC?**

Our process requires the completion of a simple electronic reservation form which will be emailed to you. Once returned to our reservations desk via e-mail a contract will be generated for your review and signature. We then ask for a deposit equal to half the total rental for your meeting if not using a cost center number. Please keep in mind the deposit is applied to your balance which will be billed after your meeting.

**Is parking available and what is the charge?**

Parking at the Thompson Center is ample and free. A permit is required to park in the lot Monday through Friday and is provided electronically at the same time as receiving your confirmed reservation.

**What catering options are available at TTC?**

Catering Creations is the Thompson Center’s exclusive caterer, providing all food and beverage service. Expert event planners assist you with planning your function from start to finish. Many extras, including table linens, cloth napkins, tableware and professional serving staff are built into the catering price. Catering Creations presents a wide range of food and beverage options that are customizable to your needs.

**What types of audiovisual options are offered at the TTC?**

 A wide range of affordable audiovisual equipment is available at TTC, including ceiling-mounted LCD projectors and projection screens. Audio can be easily accessed in each of the larger rooms, and free high-speed wireless internet is provided throughout the facility.

**Is the set up and clean up included in the final price?**

Yes, all normal clean up and tear down is included in the price.

**Does the TTC allow alcoholic beverages to be served during events/meetings?**

Catering Creations provides alcoholic beverages as well as bartenders to serve alcohol in compliance with the laws of the State of Nebraska and Douglas County. No other alcohol is allowed inside the facility or on the grounds.

**Where is the Thompson Center located?**

The Thompson Center’s midtown location is on the corner of 67th and Dodge on the west side of the UNO Dodge Campus.