

MEETING ROOM(S) RESERVATION FORM

NAME OF GROUP:			
CONTACT PERSON:			
PHONE NUMBER:			
EMAIL ADDRESS (for invoice):			
MAILING ADDRESS:			
SDSU ACCOUNT NUMBER (if applicable):			
TYPE OF EVENT:			
EVENT DAY & DATE(S):			
EVENT ROOMS (check all that apply):	<input type="checkbox"/> Classroom, Entire room <input type="checkbox"/> Classroom, One side only <input type="checkbox"/> Classroom, Both sides divided	<input type="checkbox"/> Foyer <input type="checkbox"/> Great Hall <input type="checkbox"/> Straw Bale House	<input type="checkbox"/> AV Equipment (included with rental) <input type="checkbox"/> Conference phone (additional charges may apply)
DAY 1 EVENT SET UP TIME:			
DAY 1 EVENT START TIME:			
DAY 1 EVENT END TIME:			
DAY 2 EVENT SET UP TIME:			
DAY 2 EVENT START TIME:			
DAY 2 EVENT END TIME:			
ANTICIPATED NUMBER OF ATTENDEES:	Day 1:		Day 2:
ROOM SET UP:	<input type="checkbox"/> Banquet w/rounds <input type="checkbox"/> Table linens <input type="checkbox"/> Chairs only <input type="checkbox"/> Classroom w/rectangles	<input type="checkbox"/> Square <input type="checkbox"/> U-Shape <input type="checkbox"/> Crescent rounds	<input type="checkbox"/> Custom Style (call or email Events Coordinator at 605-688-6707 with preferred set up)
ARE CATERING SERVICES REQUIRED?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Banquet style <input type="checkbox"/> Buffet style <input type="checkbox"/> Refreshments only <input type="checkbox"/> Bar (if alcohol is served, a permit must be completed. Ask Events Coordinator.)	
Note: All food, beverage, silverware, dishes and linen needs are provided by SDSU Catering. NO outside food or beverages are allowed. To contact call (605) 592-0149 or email sdsu.catering@sdsu.edu.			
NEW RATES! & PAYMENT INFORMATION: Rental rates are \$40/hr for the Classroom (\$32/hr SDSU rate); \$150/hr for the Great Hall (\$120/hr SDSU rate) and \$25/hr for the Straw Bale House (\$20/hr SDSU rate). A \$100 fee will be added for any damages. Payments can be made prior to the event or an invoice will be sent to the email address above. Cancellations must be made 3 business days prior to event.			
FACILITY RENTAL FEE:	Number of hours billed:		Total:
SDSU AFFILIATED RENTAL FEE:	Number of hours billed:		Total:
ADDITIONAL FEES (if applicable):			DAMAGE FEE (if applicable):
TOTAL:			
By signing this agreement, you agree with the rental fee charges and you understand and agree to the terms and conditions as stated in this document (please sign only AFTER Special Events Coordinator has inserted payment information above).			
SIGNATURE:			DATE FORM COMPLETED:

Staff Initials:

Revised 7/26/18