



Student Centers Meetings and Events Office  
 Rutgers, The State University of New Jersey  
 59 Biel Road  
 New Brunswick NJ 08901  
 studentcenters.rutgers.edu  
 p. 848-932-8821 / f. 732-932-8526

## Space Tentative Booking Acknowledgement

Group	Reservation:	82107
Dolly Patel	Phone:	732-429-6482
Rutgers One and the Same Foundation	Email Address:	dollypatel610@gmail.com
	2nd Contact:	Neil Bhavsar
	Phone:	732-983-2155
	Email Address:	neil.bhav@gmail.com

Bookings / Details	Quantity	Price	Amount
Previous 1			
No			
Staff Name			
Previous 2			
Co-Sponsor			
Fee			
No			
Fee/How much?			
Fee/Where?			
Fee/Charitable?			
No			
Fundraising			
No			
Fundraising Funds			
Choose One			
Event Opened			
#3-General Public			
Catering			
Yes, by an on campus vendor or Rutgers Dining			
Catering Who?			
Contracts			
No			
Contracts Describe			
Risk			
No			
Risk Describe			
Advertising			

Bookings / Details	Quantity	Price	Amount
Yes			
<b><u>Wednesday, March 29, 2017</u></b>			
<b>6:00 PM - 11:00 PM Speaker Event (Space Tentative 1/29/2016) LSC Livingston Hall</b>			
Theater for 100			
Room Charge: (\$350.00 per Half Day)	1	\$350.00	\$350.00
Less 100% Discount			-\$350.00
Livingston Equipment:			
<b>Lectern Package</b>	1	\$100.00	\$100.00
Less 25% Discount			-\$25.00
<i>Package includes Gooseneck microphone mounted on Podium.</i>			
Lectern	1		
Microphone	1		
House Sound	1		
<b>Stage Medium Package</b>	1	\$90.00	\$90.00
Less 25% Discount			-\$22.50
<i>24' x 12' stage. Please discuss actual size with Event Coordinator or Student Center Staff. Price will change depending on size.</i>			
Stage 4' x 8'	9		
<i>Stage sections are 4' x 8'. Please order the correct number for the size needed for the event. In general, small stage (3 pieces); medium stage (9 pieces); and large stage (18 pieces). Stage heights are 16", 24", or 32".</i>			
Chairs	100		
Miscellaneous Charges:			
Setup Charges	2	\$12.50	\$25.00
<i>Setup charges are an estimate only until event is completed. Invoice will reflect final amount.</i>			
Caterers:			

Livingston Equipment	\$142.50
Miscellaneous Charges	\$25.00
Room Charge	\$0.00
Subtotal	\$167.50
Grand Total	\$167.50

Thank you for reserving space with Rutgers Student Centers Meetings and Events Office.

Your reservation is currently on a tentative status. The Meetings and Events Office will contact you by the date on the booking acknowledgement to review your reservation request.

To support Rutgers University Department and Student Organization functions in our Centers, Student Centers is providing a 100% discount on room charges. Additional conditions apply. All groups are assessed labor and equipment fees. Groups charging a fee for programs and events are assessed room rent.

All groups are responsible for adhering to Student Center policies and procedures. For a complete list of policies (e.g. cancellations, decorations, etc.) including approved caterers, please go to <http://studentcenters.rutgers.edu>. Please review our cancellation policy. Our goal is to encourage groups to cancel space in enough time to allow other groups to re-book. Space cancelled in a reasonable amount of time can still be scheduled by other Student Organizations and Departments.

Rutgers University's six Student Centers are in high demand for meetings, retreats, conferences, seminars, and other events. Space is limited. Late cancellations prevent University departments or student organizations from making use of space. A cancellation fee, therefore, will be assessed for space not cancelled in a reasonable amount of time to allow for re-booking of the space. The cancellation fee schedule is as follows:

**Bookings / Details****Quantity****Price****Amount**

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Large Programming Spaces (e.g., multipurpose rooms, lounges, outdoor space):

Sixty (60) days or less - \$100.00;

One (1) day prior to event or later or a No-Show - \$200.00.

No-Shows will also be charged for setup and equipment.

Regular Meeting or Conference Rooms and Contact Tables:

Five (5) business days or less - \$25.00;

One (1) day prior to event or later or a No-Show - \$50.00 plus setup and equipment charges.

Other Spaces (e.g., banners, donation boxes, display cases):

One (1) day prior to event or later or a No-Show - \$25.00

Failure to pay any late or no-show charges may result in suspension of reservation privileges and possible suspension or cancellation of any other existing reservations. If it is necessary for a University department or student organization to cancel a reservation, please contact the Meetings and Events Office in writing or via email at [centerres@echo.rutgers.edu](mailto:centerres@echo.rutgers.edu). Phone call or voicemail is not acceptable communication since proof from actual event contact is required to ensure secure management of reservations.

These cancellation and no-show charge rates only apply to University recognized departments and student organizations. The cancellation and no show rates for non-university clients are outlined in their reservation contracts. Cancellation fees do not apply to academic space.

Email [centerres@echo.rutgers.edu](mailto:centerres@echo.rutgers.edu) if you have any questions about your reservation.