



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

Details Due Booking Acknowledgement

Group	Reservation:	84440
Lori Smith	Phone:	(848) 932-7592
Student Involvement	Email Address:	lori@rci.rutgers.edu
	Event Coordinator:	Michelle Smith meishi@rci.rutgers.edu
	2nd Contact:	Don Courter
	Phone:	732-917-5744
	Email Address:	dcourter3@gmail.com

Bookings / Details	Quantity	Price	Amount
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Saturday, September 17, 2016

5:30 PM - 8:00 PM Jill Stein Speaks at Rutgers (Details Due 9/2/2016) CASC Multipurpose Room

Theater for 500

Room Charge: (\$1,200.00 per Half Day)	1	\$1,200.00	\$1,200.00
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College Avenue Equipment:

Stage 4' x 8'	6	\$10.00	\$60.00
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Stage sections are 4' x 8'. Please order the correct number for the size needed for the event. In general, small stage (6 pieces); medium stage (9 pieces); and large stage (18 pieces).

Lectern Package	1	\$100.00	\$100.00
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Package includes Gooseneck microphone mounted on Podium.

Lectern	1		
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Microphone	1		
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House Sound	1		
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Microphone Wireless Handheld	2	\$40.00	\$80.00
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Microphone Stand Floor	2		
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Stand does not include microphone.

Chairs	500		
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Miscellaneous Charges:

Setup Charges	10	\$12.50	\$125.00
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College Avenue Equipment			\$240.00
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Miscellaneous Charges			\$125.00
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Room Charge			\$1,200.00
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Subtotal			\$1,565.00
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Grand Total			\$1,565.00
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Thank you for reserving space with Rutgers Student Centers Meetings and Events Office.

Your reservation is currently under review. You must contact your Event Coordinator by the date on the booking acknowledgement to review your reservation request. Failure to do so may result in the cancellation of your event. Make sure to discuss your Event with your Advisor.

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

As a Rutgers University recognized and active student organization, you are eligible for a Student Centers supported 100% discount on room charges. Additional conditions apply. All student organizations are assessed labor and equipment fees. Student Organizations charging a fee for programs and events are charged room rent. Student organizations receive a 25% discount on equipment scheduled at the Student Centers. Please let us know if your booking acknowledgement does not accurately reflect this discount.

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:

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. 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 if you have any questions about your reservation.