

Fields marked with an asterisk (*) are required.

Event Title *

Type or Description of Event *

Responsible Party *

Date *

Time *

No. of Guests *

Main Point of Contact *

Email *

Department and Mail Code or Off-Campus Address

Phone/Extension

Fax

Requested Facilities (Check all that apply) *

Table (Dining Room): No charge

Meeting Room A: \$75

Meeting Room B: \$75

Meeting Rooms A and B: \$150

Patio: \$125

Foyer/Lounge: \$90

Main Dining Room: \$125

Unavailable Monday-Friday, 10:00am-4:30pm

Unavailable Monday-Friday, 10:00am-4:30pm

Unavailable Monday-Friday, 7:30am-4:30pm

Dining Room and Lounge: \$215

Dining, Lounge, & Patio: \$340

Unavailable Monday-Friday, 7:30am-4:30pm

Unavailable Monday-Friday, 7:30am-4:30pm

Entire Facility (Dining Room, Lounge, Patio, and Rooms A and B): \$490

Unavailable Monday-Friday, 7:30am-4:30pm

Furniture Rearranged

Moving or rearrange existing furniture for your event?

May incur an additional charge

Audio/Video

\$50/room per day

Room(s) Needing Audio/Video

Total Charges for Facilities

Method of Payment (Upon Arrival)

Cash

Check

Payable to: Aztec Shops

(Charge per facility x No. of Days +

Audio/Video fees)

Credit Card

Visa, Mastercard, Discover, and American Express accepted with valid ID

Purchase Order

A hard copy of the P.O. is required before or at time of purchase with 2 printed and signed receipts

Event Agreement *

1. By the terms of the Agreement, the Responsible Party:

Shall be present and available for the duration of the event;

Shall ensure that the nature and conduct of the event conform with FSC decorum;

Shall be responsible for all correspondence, arrangements, and associations;

Shall make all food, beverage, and catering arrangements through Aztec Shops (619-594-7641), which arrangements shall prohibit serving alcoholic beverages without Aztec Shops' permission and without corkage fees;

Shall be promptly and fully liable for the condition and security of the Faculty-Staff Club, its accouterments, and equipment; and

Shall be promptly and fully liable for payment for facility-use charges on receipt of invoice.

2. Room rental covers furniture and décor "AS-IS"; otherwise please ask FSC Manager for an estimate.

Candles, confetti, rice, nails, tape, adhesives, etc. are not allowed, and any décor must be approved in writing prior to the event.

The client can hang signs and put up décor but they are responsible for taking it down, or will incur a fee.

3. For reservations between the hours of 11:00 am – 2:00 pm, all guests including those in the patio and meeting rooms are required to purchase a lunch meal before going through the buffet line.

A hard copy or electronic copy of your Purchase Order must be sent to FSCReservations@darth.sdsu.edu before the start of your event.

Reservations cancelled within (5) five business days may be subject to a Late Cancellation Fee

Guests are responsible to provide a minimum guaranteed guest count for their reservation 3 business days prior to their meeting/event. If you have fewer guests than your guarantee on the day of your event, you will be required to pay the minimum. If you have more guests than your guarantee, you will be charged accordingly. If your event is cancelled within 3 business days of your reservation, you will be responsible to pay 50% of your minimum guarantee.

4. For Events outside of normal lunch hours (11:00 am – 2:00 pm) that require food and/ or beverages:

Room Reservations shall be made through the FSC Manager.

Food & Beverage arrangements shall be made through SDSU Catering.

No alcohol is allowed; and/or must be approved in writing by SDSU Catering prior to the event.

The FSC kitchen shall not be available for private arrangements.

The coffee, tea, and soda machines will be turned off during catered events.

Catered events cannot begin before 4:30 pm Monday – Friday

Any Facility Rental Fees for catered events must be paid in full at least 1 business day before your event at the Faculty-Staff Club. Checks can be made payable to "Aztec Shops".

5. All food must be consumed within the Faculty-Staff Club premise, including desserts & cookies.

6. Should the Responsible Party fail to comply with these conditions, the FSC Board of Directors reserves the right to determine appropriate action, which may include ineligibility for future use of facilities.

7. By the terms of the Agreement, the Faculty-Staff Club through the FSC Manager shall assure that all services and arrangements are prompt, efficient, and courteous. This reservation shall be confirmed by the dated signatures below.

I have read and agree to the Event Agreement