

Arizona State University
 Memorial Union Room 182
 P.O.Box 870901
 Tempe AZ 85287-0901
 (480) 965-3406 / (480) 965-5834 FAX

Client	Reservation: 166626
JENNIFER CUSTIS	Event Name: REAGAN PAC EVENT
COLLEGE REPUBLICANS	Status: Confirmed
MAIL CODE #3001	Phone: 307-461-8633
MAILBOX 012	Email Address: jcustis@asu.edu
TEMPE, AZ	Event Type: Meeting
	Event Coordinator: Judy Schroeder

Bookings / Details	Quantity	Price	Amount
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PLEASE RETURN A SIGNED COPY OR REPLY TO SENDER THAT YOU AGREE TO THE TERMS OF THE CONTRACT BY THE TENTATIVE DATE OR THE MU RESERVES THE RIGHT TO CANCEL WITHOUT NOTICE

EVENT REGISTRATION FORM (Due Date: 10/3/2017)

This event requires an event registration form 30 days prior or the day of booking whichever is sooner. You will be contacted by the appropriate ASU entity if additional documentation is needed. If less than 2 weeks until your event please e-mail as directed at the bottom of the form.

<http://outreach.asu.edu/events/registration>

2 WEEK CANCELLATION POLICY (Due Date: 10/19/2017)

2 WEEKS NOTICE IS REQUIRED FOR CANCELLATION OF GOLD, COCHISE, PIMA, MOHAVE, LA PAZ ANY INDIVIDUAL VENTANA SPACE (A,B, OR C), AND UNION STAGE OR A \$40.00 LATE CANCELLATION FEE/ NO SHOW FEE WILL APPLY

Thursday, November 02, 2017

6:00 PM - 8:30 PM REAGAN PAC EVENT (Confirmed) MU 230 Pima

Regular for 125

Setup Notes:

2 DRAPED TABLES WITH 4 CHAIRS ON STAGE

MU Equipment:

PODIUM/PIMA W/MIC	1		
MICROPHONE/PIMA HH WIRELESS	1		
TABLE 6' RECTANGLE BALLROOM	2		
DRAPE 19' MAROON	1		
CHAIRS ARIZONA & VENTANA W/ARMS	4		

Misc Charges:

LATE EQUIPMENT REQUEST FEE	1	\$30.00	\$30.00
<i>JENNIFER REQUESTED 2 TABLES AND 4 CHAIRS ON STAGE DAY PRIOR</i>			

Subtotal	\$30.00
Grand Total	\$30.00

Please note that there is a Building Manager on duty when the MU/STPV is open. If you experience any issues or have questions about use of the space please contact them. Their desks are located at the South end of the MU second floor, 480-965-8426 or in the lobby of the Student Pavilion, 480-727-4027

I acknowledge that the MU reserves the right to assess charges to clients that fail to abide by guidelines and policies including:

Signs, decorations, flyers, etc must be placed on designated sign holders. Nothing can be taped to doors, walls or windows. Glitter, confetti and lit candles are prohibited.

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

A minimum of 3 full working days notice is required for equipment/set-up requests in meeting rooms. 1 week notice is required for large and/or complex set-ups in the Memorial Union and 2 weeks notice is required for set up details and equipment in the Student Pavilion. Use of existing AV equipment in the rooms must be requested in advance, the Memorial Union does not provide any computers.

2 full working days, 2 weeks, 30 days or 60 days notice is required for cancellation depending on the size of the rooms. The MU reserves the right to assess a room charge to clients whose attendance drops well below their estimated count and the capacity of the room and to clients that do not show up for a scheduled reservation .

Clients are not permitted to change the room configuration or move the furniture. Rooms must be left clean and free of damage.

ASU Catering is the sole food provider for the MU and STPV, MU 182, 480-965-6508

Room Details can be found at https://eoss.asu.edu/mu/plan_event/meetingrooms and <https://eoss.asu.edu/student-pavilion/plan-event>

For a complete listing of the guidelines for use of space please visit asu.edu/mu or asu.edu/studentpavilion. For policies regarding meeting room utilization, refer to Student Services Manual SSM 800.

For additional information please contact Event and Meeting Services at 480-965-3406, mureservations@asu.edu or Monday to Friday, 8 am to 5 pm in MU 182.

Thank you for using the facility.

I agree to abide by the terms of this contract.

(signature)

(date)