



CONFERENCE SERVICES

800 Font Boulevard, Seven Hills Conference Center, San Francisco, California 94132-4036
Phone: 415/338-3972 • Fax: 415/405-0393

SUMMER CONFERENCE PROGRAM FEE SCHEDULE

SUMMER 2011 ACCOMMODATIONS	Double Occupancy Rate per person per night	Single Occupancy Rate per person per night	Special Notes
RESIDENCE HALLS (Mary Park and Mary Ward Hall)	\$40.00	\$66.00	(1) Rates are subject to change without notice. (2) Occupancy rate includes overnight accommodations in each of the noted buildings and breakfast. (3) Guest check-in is 4:00 PM and check-out is 11:00 AM — no exceptions! (4) All rooms and apartments are double occupancy and fully furnished, unless noted otherwise. Participation in a meal period is mandatory. (5) Final guest count is due 45 days prior to guest arrival. No changes will be accepted after this deadline. (6) Conference Services agrees to allow for a twenty (20%) percent reduction without penalty in the Anticipated Attendance Figures, provided that the group makes a written request for that reduction no later than 90 days prior to arrival date. After 90 days prior to arrival the group revenue figures will be guaranteed and considered final. At this time the group will be responsible for the contracted amount in the Anticipated Attendance Figures. (7) Payment deposits for overnight accommodations is as followed: <ul style="list-style-type: none"> • 1st deposit 25% of total balance due 120 days prior to arrival date • 2nd deposit 50% of total balance due 90 days prior to arrival date • 3rd deposit 75% of total balance due 60 days prior to arrival date • Final deposit 100% of total balance due 30 days prior to arrival date * Space is very limited and is available on a first come first serve basis.
SCIENCE & TECHNOLOGY THEME COMMUNITY	\$56.00	\$100.00	
*TOWERS AT CENTENNIAL SQUARE APARTMENT	\$60.00	\$108.00	
VILLAGE AT CENTENNIAL SQUARE BLDG A, B, C	Not Available	Not Available	
MEALS	Rate per person per day		
BREAKFAST	Included in rates above		(1) Rates are subject to change without notice. (2) To acquire additional meals for your conference please contact Catering by Chartwells at (415) 338-2849 or catering@sfsu.edu. (3) Conference guests residing in the community who receive meal cards or commuters who receive meal tickets may not exchange their meals for other meal periods or transfer meals to other persons. (4) If special meal requirements (allergies, etc.) exist, notification must be received no later than 30 days prior to arrival date. (5) Final guest count is due 45 days prior to guest arrival. No changes will be accepted after this deadline.
LUNCH	Available through catering by Chartwells		
DINNER	Available through catering by Chartwells		

This is only a summary of the terms and conditions as they relate to your financial obligation. For a full details, please review your summer housing contract or call (415) 405-2220.

SUMMER 2011 CONFERENCE PROGRAM CONTRACTUAL TIMELINE

SUMMER 2011

Within 2 weeks of submitted contract	(1) Signed contract to Conference Services due
120 days prior to arrival	(1) 1st deposit 25% of total balance is due
90 days prior to arrival	(1) Attrition: Conference Services will allow for a twenty (20) percent reduction without penalty in each of the Anticipated Attendance Figures, provided that the group makes a written request for that reduction (see page 1 Summer Program Fee Schedule 2010-special notes). (2) 2nd deposit 50% of total balance is due
60 days prior to arrival	(1) 3rd deposit 75% of total balance is due (2) A draft program of planned events to estimate specific daily requirements is due
45 days prior to arrival	(1) Bed space reservations: client must provide a roster of attendees, and a room assignment information to Conference Services. Failure to submit necessary attendee information by the stated deadline will result in a \$50.00 per day late fee. (2) Request for catering services are due (under separate contract)
30 days prior to arrival	(1) Final deposit 100% of total balance is due (2) Conference Services must receive a request to extend Dining Center hours. Nominal fee will be applied per half hour (30 minutes). (3) Advanced payment for catered services is due (4) If special meal requirements (allergies, etc.) exist, notification must be received. (5) Proof of insurance and indemnification is due (6) Final event program is due
14 days prior to arrival	(1) Final guarantee and payment for catered services is due