



SAN FRANCISCO
STATE UNIVERSITY

TOWERS CONFERENCE CENTER

2022-2023 EVENT RATES



The Towers Conference Center is an ideal location for banquets, workshops or small group meetings.

AVAILABLE SPACES



INDIVIDUAL ROOMS

The Towers Conference Center has three moderate-sized meeting spaces that can be booked separately to accommodate smaller events.



COMBINED ROOMS

Planning a larger event and need more space? No problem! Our three conference rooms can be opened to create one large space.



LOBBY

This space can be converted to accommodate catering buffet lines for larger events or can be used as pre-conference registration space.

Visit ces.sfsu.edu for room configurations options, dimensions, and maximum seating capacities.

PURPLE PACKAGE

INCLUDES

- ▶ Two 65" flat screen TVs with HDMI cable
- ▶ Wireless HDMI projection system
- ▶ Podium with table microphone
- ▶ House sound system
- ▶ Two wireless microphones
- ▶ Remote for PowerPoint presentations

GOLD PACKAGE

INCLUDES

- ▶ Ceiling mounted projector system with AV cart
- ▶ Podium with table microphone
- ▶ House sound system
- ▶ Two wireless microphones
- ▶ Remote for PowerPoint presentations

Packages are subject to equipment availability. No service minimums. Multi-day events must be consecutive.

PACKAGE RATES (4-hour minimum)

ENTIRE TOWERS CONFERENCE CENTER

HOURLY RATE

CAMPUS	\$132/hour
NON-PROFIT	\$162/hour
CORPORATE	\$270/hour

INDIVIDUAL ROOM **

HOURLY RATE

CAMPUS	\$38/hour
NON-PROFIT	\$68/hour
CORPORATE	\$108/hour

ROOM ONLY RATES (4-hour minimum)

ENTIRE TOWERS CONFERENCE CENTER

HOURLY RATE

CAMPUS	\$115/hour
NON-PROFIT	\$140/hour
CORPORATE	\$225/hour

INDIVIDUAL ROOM **

HOURLY RATE

CAMPUS	\$32/hour
NON-PROFIT	\$56/hour
CORPORATE	\$88/hour

* (Sunset/Richmond) OR (Richmond/Presidio)

** (Sunset, Richmond or Presidio)

TWO ROOMS COMBINED*

HOURLY RATE

CAMPUS	\$112/hour
NON-PROFIT	\$132/hour
CORPORATE	\$140/hour

LOBBY

HOURLY RATE

CAMPUS	\$12/hour
NON-PROFIT	\$12/hour
CORPORATE	\$20/hour

TWO ROOMS COMBINED*

HOURLY RATE

CAMPUS	\$88/hour
NON-PROFIT	\$112/hour
CORPORATE	\$112/hour

TWO ROOMS COMBINED*

HOURLY RATE

CAMPUS	\$12/hour
NON-PROFIT	\$12/hour
CORPORATE	\$20/hour

CONSECUTIVE DAY DISCOUNT

Discount applies to facility rental and A/V rates only and is not valid during the summer conference season.

The below discount is applied to each day of the event.

CAMPUS & NON-PROFIT

- 2 day event - 10% off
- 3 day event - 15% off
- 4 day event - 20% off
- 5 day event - 25% off
- Week long - 30% off

CORPORATE

- 2 day event - 5% off
- 3 day event - 10% off
- 4 day event - 15% off
- 5 day event - 20% off
- Week long - 25% off

EVENT SUPPORT SERVICES

STAFFING (4 hour minimum)

Event Services Associate

(6 AM - 12 AM)

Campus & Non-Profit | \$20/hour
Corporate | \$25/hour

(Peak Times - Campus Closures, Before 6AM and after 12AM, Holidays)

Campus & Non-Profit | \$25/hour
Corporate | \$35/hour

IT Technician Support

Campus & Non-Profit | \$150/hour
Corporate | \$175/hour

CONVENIENCE FEES

Changes requested within 72 hours of event

All Groups | \$200

Credit Card Processing Fee

All Groups | 2.75%

Rental Agreement Processing

All Groups | 10% of Agreement total (minimum \$200)

EVENT PRODUCTION

(Monday - Friday only
2 hour/2 person minimum)

Equipment/furniture delivery/
pick-up (main campus only) or
room reset for secondary event
All Groups | \$48.15/person/hour

PARKING

Parking permit

All Groups | \$10

SECURITY

Sworn University Police Officer

All Groups | \$90/hour/Officer

Community Service Specialist

All Groups | \$45/hour/Specialist

COPY SERVICE

Black & White

Campus & Non-Profit | 5¢/page

Corporate | 10¢/page

Color

Campus & Non-Profit | 50¢/page

Corporate | 75¢/page

CONNECT WITH US

CONFERENCE & EVENT SERVICES (415) 279-4119 | hdccscs@sfsu.edu | ces.sfsu.edu



FURNITURE RENTAL (daily rates)

	CAMPUS & NON-PROFIT	CORPORATE
Large Ceremonial Scissors	\$10	\$30
Folding Chairs (black)	\$3/chair	\$8/chair
Conference Chairs (maroon)	\$5/chair	\$10/chair
3'x3' Dance Floor	\$5/section	N/C
Easel	\$10	\$15
Linens for Non-Food Tables	\$9	\$10
Small 4'x4' Stage	\$25	\$50
Large 6'x8' Stage w/ Skirting	\$15/stage	\$25/stage
Table w/ Power Outlets (4', 5', or 6')	\$10	\$15
6'x30' Buffet Table	\$5/table	\$10/table
30" Cocktail Table	\$10/table	\$15/table
60" Round Table	\$12/table	\$20/table
72" Round Table	\$15/table	\$30/table

AUDIO/VISUAL EQUIPMENT RENTAL (daily rates)

	CAMPUS & NON-PROFIT	CORPORATE
47" Flat Screen TV on cart	\$50	\$60
65" Smart TV w/ HDMI Cord	\$65	\$95
LCD Projector w/ HDMI	\$100	\$150
Wireless HDMI Projection System (Screen not included)	\$100	\$250
Webcam	\$75	\$100
Portable Screen	\$25	\$35
Whiteboard w/ Markers	\$45	\$55
Flip Chart w/Markers & Easel	\$30	\$35
Markers Only	\$10	\$15
PowerPoint Remote	\$12	\$20
Laptop (PC)	\$100	\$150
Laptop Interface	\$10	\$20
Mac Adaptor Cable	\$10	\$15
Podium w/ Table Mic	N/C	N/C
Portable PA System w/ Mic	\$50	\$75
Lavalier (Lapel) Mic	\$60	\$75
Mic Stand	N/C	N/C
Table Microphone	\$10	\$15
Wireless Microphone	\$50	\$65
Audio Recorder	\$25	\$40
A/V Cart Station	\$15	\$30
Piano (Electronic)	\$40	\$100
Conference Speaker Phone	\$100	\$250
Extension Cord	\$5	\$10
HDMI Cable (additional)	\$10	\$15
VGA Cable (additional)	\$10	\$15
XLR Cables (additional)	\$15	\$20
Piano(Electronic)	\$40	\$100