



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)

TOWERS CONFERENCE CTR

HOURLY RATE

CAMPUS	\$143/hour
NON-PROFIT	\$175/hour
CORPORATE	\$292/hour

INDIVIDUAL ROOM **

HOURLY RATE

CAMPUS	\$41/hour
NON-PROFIT	\$73/hour
CORPORATE	\$117/hour

TWO ROOMS COMBINED*

HOURLY RATE

CAMPUS	\$121/hour
NON-PROFIT	\$143/hour
CORPORATE	\$151/hour

LOBBY

HOURLY RATE

CAMPUS	\$13/hour
NON-PROFIT	\$13/hour
CORPORATE	\$22/hour

* Sunset/Richmond OR Richmond/Presidio

** Sunset, Richmond or Presidio

EVENT SUPPORT SERVICES

STAFFING (4 hour minimum)

Venue Manager (no min)
Campus & Non-Profit | \$40/hour
Corporate | \$40/hour

Event Services Associate
 (6 AM - 12 AM)
Campus & Non-Profit | \$27/hour
Corporate | \$33/hour

(Off-peak Times - Campus Closures, Before 6AM and after 12AM, Holidays)
Campus & Non-Profit | \$35/hour
Corporate | \$47/hour

IT Technician Support
Campus & Non-Profit Basic | \$30/hour
Advanced | \$150/hour
Premium | \$200/hour
Corporate Basic | \$35/hour
Advanced | \$175
Premium | \$235

CONVENIENCE FEES
 Changes requested within 72 hours of event
All Groups | \$250
 Credit Card Processing Fee
All Groups | 2.75%

Rental Agreement Processing All Groups | 10% of Agreement total (minimum \$250)

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
 Special Event Parking Permit
SF State Affiliated Events | \$10
External Events | \$15/vehicle

SECURITY
 Sworn University Police Officer
All Groups | \$115/hour/Officer
 Community Service Specialist
All Groups | \$58/hour/Specialist

COPY SERVICE
 Black & White
Campus & Non-Profit | 10¢/page
Corporate | 55¢/page
 Color
Campus & Non-Profit | 75¢/page
Corporate | \$1/page

CONSECUTIVE DAY DISCOUNT

The Consecutive Day Discount applies to facility rental and AV 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





AUDIO/VISUAL EQUIPMENT RENTAL (daily rates)

	CAMPUS & NON-PROFIT	CORPORATE
65" Smart TV w/ HDMI Cord	\$70	\$103
75" Portable DTen Display Monitor	\$100	\$175
LCD Projector w/ HDMI	\$108	\$162
Meeting Owl (webcam)	\$81	\$108
Sandwich Boards	\$5	\$11
Portable Screen	\$27	\$38
Whiteboard w/ Markers	\$49	\$59
Flip Chart w/Markers & Easel	\$32	\$38
Easel Only	\$11	\$16
Markers Only	\$11	\$16
PowerPoint Remote	\$13	\$22
Laptop (PC)	\$108	\$162
Laptop Interface	\$11	\$22
iPad (Spotify access)	\$27	\$54
Wi-Fi Hot Spot	\$25	\$35
Portable PA System w/ Mic	\$54	\$81
Lavalier (Lapel) Mic	\$65	\$81
Mic Stand	N/C	N/C
Table Microphone	\$11	\$16
Wireless Microphone	\$54	\$70
Audio Recorder	\$27	\$43
A/V Cart Station	\$16	\$32
Piano (Electronic)	\$43	\$108
Conference Speaker Phone	\$108	\$162
Extension Cord	\$5	\$11
HDMI Cable (additional)	\$11	\$16
Mac Adaptor Cable	\$11	\$16
VGA Cable (additional)	\$11	\$16
XLR Cables (additional)	\$16	\$22

FURNITURE & MISC. EQUIPMENT RENTAL (daily rates)

	CAMPUS & NON-PROFIT	CORPORATE
Large Ceremonial Scissors	\$11	\$32
Folding Chairs (black)	\$3/chair	\$9/chair
Conference Chairs (maroon)	\$5/chair	\$11/chair
3'x3' Dance Floor	\$5/section	\$11/section
Small 4'x4' Stage	\$27	\$54
Large 6'x8' Stage w/ Skirting	\$16/stage	\$27/stage
6' Outdoor Patio Heaters	\$20	\$25
Pop-up Tents	\$15	\$20
Table w/ Power Outlets (4', 5', or 6')	\$11	\$16
6'x30' Buffet Table	\$5/table	\$11/table
60" Serpentine Table	\$6/table	\$12/table
30" Cocktail Table	\$11/table	\$16/table
60" Round Table	\$13/table	\$22/table
72" Round Table	\$16/table	\$32/table