

# Understanding Your Reservation Confirmation

Please review notes on the following example.

## Student Union Space Confirmation

Group	Reservation: 158	Quantity	Price	Amount
Anna Kessenich Student Union Programming	Event Name: Staff Training Status: Cancelled - Private Email Address: akessenich@twu.edu Event Type: Meeting Estimated Attendance: 0			

**Basic Reservation Details**

Contact, Status, Account Number

Your request has been completed. We look forward to your business. Please don't hesitate to contact us if you have any questions about your reservation.

**Booking Details**

Reserved time, Event Name, Status, Room

**Wednesday, August 23, 2017**

**12:30 PM - 1:30 PM Staff Training (05: Confirmed) SU 109**

U-Shape for 10 **Room Arrangement & Seating Requested**

Room Charge: (\$50.00 per Half Day) 1 \$50.00 \$50.00  
 Less 100% Discount -50.00

Student Union Equipment:

Dry Erase Standing Sign 1 \$10.00 \$10.00  
 Less 100% Discount -10.00

**12:30 PM - 1:30 PM Staff Training (05: Confirmed) SU Purple Lobby**

Theater Style for 10

Room Charge: **Original Room Charge** 1 \$50.00 \$50.00

**Less 100% Discount** *(Discount is based on type of group)* **Less Discount** -50.00

Student Union Equipment:

Dry Erase Board 1 \$15.00 \$15.00  
 Less 100% Discount -15.00

*Set up near door*

Standing Podium 1 \$50.00 \$50.00  
 Less 100% Discount -50.00

Chairs 10 \$1.00 \$10.00  
 Less 100% Discount -10.00

**Wednesday, August 30, 2017**

**12:30 PM - 1:30 PM Staff Training (05: Confirmed) SU 109**

U-Shape for 10

Room Charge: (\$50.00 per Half Day) 1 \$50.00 \$50.00

Less 100% Discount -50.00

Student Union Reservations	158	Cancelled - Private	
Bookings / Details	Quantity	Price	Amount
Student Union Equipment			
Dry Erase Standing Sign	1	\$10.00	\$10.00
Less 100% Discount			-\$10.00

**Services Reserved**  
(Equipment, A/V, etc.)

**Total Costs for Reservation**  
(Cost may change if additional services and resources are needed)

Room Charge	\$0.00
Student Union Equipment	\$0.00
Subtotal	\$0.00
Grand Total	\$0.00

As a reminder, please adhere to the following rules when planning your event:

- TWU will not be held liable for unattended merchandise. Participants must secure their space for the duration of their event.
- Nothing may be attached to the walls or floor (no tape, nails, thumb tacks etc.).
- Loose glitter/confetti is not permitted.
- Open flames are not permitted (LED or artificial candles only).

Please contact your selected caterer directly for menu arrangements.

**Important notice:** Fees on this document are estimates only and are subject to change.

**IMPORTANT**  
**Facility Reminders & Policies**  
*(Varies by Facility)*