



## **Framingham State University process for booking an event**

1. Nancy Montalto is the designated Sales Manager to assist in planning Framingham State University sponsored events.
  - a) Initial inquiries may be made by telephone 508.231.3103
  - b) Email [nmontalto1@framingham.edu](mailto:nmontalto1@framingham.edu)
  - c) Online requests can be made at [www.warrencenter.com](http://www.warrencenter.com) in the contact us area.
2. Once availability has been determined, an event order will be generated noting the number of guests as well as contact information for the responsible person for the booking. This event order must be signed by the requesting person and returned to the Warren Conference Center to serve as confirmation of the booking. The generally required deposit will be waived for FSU events.
3. Use the signed event order as documentation to submit a requisition and generate a University purchase order. All FSU sponsored events must have an associated purchase order. Invoicing will only be accommodated through a University purchase order.

### **Pricing for University Sponsored Events**

Meeting Packages – the Warren Conference Center and Inn follows a conference center model with packages that include: meeting rooms, meals and breaks, standard AV and can include overnight accommodations.

#### **Complete Packages (including overnight rooms) and Day Meetings**

Attached please find the current Warren Conference Center and Inn pricing per person. The FSU discounted rate is noted in the last column. “CMP” refers to Complete Meeting Package for the various accommodations listed, and the bottom row labeled “DMP” refers to Day Meeting Package. The FSU rates reflect up to a 24% discount on standard rates.

#### **Banquet Services / Non meetings**

The attached pricing sheet does not apply to banquet services. Pricing for banquet services (e.g. group dinners/dinner meetings) are determined by a number of different factors including group size, requested room/location, etc. You will incur a rental fee in addition to food costs, and the ability for the center to accommodate will be based on availability. Contact Nancy Montalto to research any specific requests you may have.

#### **Personal Events for Faculty, Staff, Students, and Alumni**

A 10 percent discount from the standard fee schedule will be provided for any personal events booked by Framingham State University faculty, staff, students, or alumni. Inquiries for personal events should be made by calling 508-231-3000 or completing an [online submission](#) for a social event proposal.

#### **Overnight reservations at the Inn**

Overnight reservations for the Inn are based on availability and offered to faculty, staff, students, and alumni at a special FSU rate – mention your affiliation at the time of booking. Please call 508-231-3000 for more information.