

Blackstone Logistics

Blackstone holds a max of 36 people

Need:

- Date
- Beginning and ending time
- Method of payment

Pricing:

The price is based on how many people are attending your event. The room itself is free to rent, but you have to pay an entry fee for everyone who attends.

- Breakfast (7am-11am): \$9
- Lunch (11am-5pm): \$10
- Dinner (5pm-10pm): \$11

How to Pay:

- State Account/ Org Number
 - Signed Good and Beverage Form (<http://si.gmu.edu/wp-content/uploads/2011/05/Food-and-Beverages-Form.pdf>)
 - List of attendees
 - If list of attendees is not feasible, we need the written documents from the client to state the reasons
 - Open events
 - Due to..... reason, they could not be able to provide the list of attendees
 - Exception: If the event is funded by participant fee. We do not need the list of attendees
- Foundation:
 - 4 Digits Foundation Number Only
- GMU Credit Card (it should be tax exempt per GMU AP)