

**SCHOOL OF HOTEL, RESTAURANT AND TOURISM MANAGEMENT  
100 WEST CAFÉ (GT 100W) AND BOBBY LEE LAWRENCE ACADEMY OF WINE (GT 140)**

**SCHEDULE OF ROOM CHARGES**

Type of Group*	Half Day – 1 – 4 hours, including set-up time		Full Day – more than 4 hours, including set-up time	
	Week Day	Weekend	Week Day	Weekend
HRTM Department or Student Class, Meeting, or Event	No Charge	No Charge	No Charge	No Charge
HRTM Hosted Community Event	No Charge	No Charge	No Charge	No Charge
College of ACES Dean or Department Sponsored Event	\$75	\$100	\$150	\$200
ACES or NMSU Student Clubs	\$50 - \$100	\$100 - \$150	\$150	\$250
NMSU / NMSU Foundation	\$200	\$250	\$300	\$400
Community Group or Private Party	\$250	\$350	\$350	\$450

\*All decisions about the type of group category the event falls under and any discounted prices are at the discretion of the HRTM Director.

Fees include:

- Use of the space, tables, chairs, and computer/projection screen
- Arrangement of tables and chairs as desired
- HRTM Faculty/staff presence to unlock and lock room, answer questions, and oversee room is cleaned properly including trash removal
- Access to 100 West Café kitchen for food and beverage cold storage, hot food holding, and dish washing
- Access to 100 West Café ice machine
- Use of buffet service items, such as chafing dishes, platters, bowls, serving utensils, beverage pitchers if cleaned after use

Fees do not include:

- Table linens
- Food
- Beverages
- All other dishes, glassware, silverware, disposable products
- Service staff

These services can be arranged separately with all pricing at the discretion of the HRTM Director. However, we have limited availability to provide full meal service. Groups are welcome to bring in food and beverages from other sources. We are happy to provide recommendations.

NOTE: All alcoholic beverages must be purchased through HRTM. All alcohol servers must have New Mexico alcohol server certification.