

# **EAST VILLAGE, 17<sup>th</sup> Floor Conference Room**

## **Venue Information Packet (V.I.P)**

Updated 7.7.22

The 17<sup>th</sup> Floor Conference Room is a large, multipurpose “premier event space” set on the top floor of the new East Village Residence Hall, located at 291 St. Botolph Street, Boston MA. In addition to the high ceilings, natural light, and open floor plan, this spacious room features stunning views of the Boston skyline. This venue is capable of accommodating many kinds of events such as large meetings, lectures and banquets. The availability of this space however may be limited as this area is often used by the Board of Trustees and other Presidential/Signature special events.

### **RESERVING THE 17<sup>TH</sup> FLOOR CONFERENCE SPACE**

To complete the space reservation process, as well as review the reservation policies, please copy and paste this link into your online web browser and fill out the corresponding form: <http://fs19.formsite.com/neuems/form100/index.html>.

Upon submitting the form, requests are forwarded to Student Affairs leadership for review. Student Affairs leadership will notify requestor of the decision and availability of the space.

#### **With regards to reserving the 17<sup>th</sup> Floor at East Village:**

- All requests for use of the space must have Senior Leadership level approval.
- All requests will then be reviewed by Student Affairs leadership.
- All reservations, bookings, and execution of events will be managed through Student Affairs Event Management.
- There is a flat fee for use of the space: \$3,500 for a minimum of 4 billable hours, with a rate of \$280/hour for every additional billable hour. Please note that the fee is *per day* for multi-day events.
- Once the event has initially been approved, a member of the Event Management team will then be in contact with you to discuss your proposal, set up needs, and plan for execution of the event. Your event is not confirmed until the member of the Event Management team verifies that your event is within the scope of feasibility, has outlined your staffing needs, and has discussed with you the estimated rates.

### **VENUE SPACE**

The 17<sup>th</sup> Floor East Village Conference Room is a multi-use event space capable of various set-ups. The following is a list of common set-up styles that illustrate the room’s maximum capabilities.

- Dimensions are approximately 48’ wide by 94’ long (4,512 square feet). Further dimensional detail can be seen in the diagrams at the end of this packet.
- The capacity of the room varies with the setup.
  - Open room, maximum capacity: 350 persons standing (no seating or furniture, this includes all event and catering staff)
  - Banquet Set Up: 21 Rounds maximum = 169-210 person capacity (8 persons per a table/10 per a table)
  - Lecture setup (facing North): 324 maximum capacity
  - Lecture setup (facing East): 243 maximum capacity
  - Boardroom Style setup: 60 person maximum capacity
  - “Classroom-Style” setup: 108 maximum capacity
- Any request to exceed the stated capacity limits will have to be approved by Event Management and the NU Fire Marshal through the Division of Public Safety’s Fire Safety Unit.

- Many other set-ups are possible; however, any specific arrangements must be brought to the attention of the Event Management staff during the planning stages of the event. Certain arrangements may limit the capacity of the event space.
- There is a pre-event space lobby area, complete with furnishings, which is approximately 1,176 square feet and the capacity is 58 people.
- There is a designated coat room for the event space.
- There is a fully functional catering kitchen on the floor.
- Public bathrooms are located outside the lobby/elevators in the hallway.

## AUDIO/VISUAL

- The 17<sup>th</sup> Floor Conference Room is equipped with webcasting, video conferencing and audio conferencing technologies.
- The space is divided into dimmable lighting zones and spotlights to create the ideal lighting solution for any event. Additionally, there are also LED wall sconces that can be programmed to specific colors which can add to the atmosphere of the event space.
- The 17<sup>th</sup> Floor has a four built-in video projectors allowing for multiple room orientations. Three of the projectors (Christie HD14K-M) face north, focused on three 15'8" wide x 8'6" tall sized screens. The main projector (Christie HD14K-M) faces east, focused on a 16'8" wide x 9'4" tall sized screen (The dimensions for the projector wall behind the screen are: 19ft- 4 inches wide X 13.5 ft tall and can also act as a projection surface).
- The screens in East Village are all set to a 16:9 aspect ratio and media should be formatted to that aspect ratio.
- There are four mobile 65" flat screen displays as well that work with the system if additional displays are needed in the room.
- Audio and video confidence monitors are also available upon request.
- Laptops can connect via VGA or HDMI. Our preferred format for video files is DVD or mp4s. When preparing files, please consider the aspect ratio of the projection screen; which is 16:9.
- In addition to wireless internet throughout the venue, the 17<sup>th</sup> Floor has 30 hard line connections to the internet spread throughout the venue.
- The 17<sup>th</sup> Floor Conference Room has a dynamic sound system, capable of amplifying sound from the 16 XLR microphone inputs spread throughout the room, as well as the following sources: a laptop computer, iPod, iPhone, or other devices with an 1/8-inch audio jack as well as CDs and DVDs.
- There are up to 4 dedicated wireless handheld microphones and four wireless lavalier microphones may be substituted for the handheld wireless mics.
- The space features a Yamaha 16 channel Portable Mixing Console.
- There are no rigging points in the ceiling or anywhere else in the space for adding theatrical lighting.
- ITS will work with you to make sure your AV needs are met. ITS can also recommend outside vendors in situations where the venues inventory can't meet your demands.

## OTHER DETAILS

- All events must follow the guidelines and policies set forth in this packet as well as adhere to policies stated in the Event Management website: <http://www.neu.edu/eventvenues> as well as the CSI Policy Website: <http://neu.orgsync.com>. Exceptions may be made at the discretion of the Director of Operations.
- All communication from the organization to Event Management staff should be handled by the group representative.
- On the day of the event, the group representative must be on-hand and serve as a point person for communication with the Event Management staff from the time of setup until breakdown is completed.
- All events are to start within a five minute window of the published start time. Any exceptions to this are to be made only by the Event Management staff.
- In the case that the Director of Operations/Activities in conjunction with the Public Safety Division of Northeastern University deems it necessary that NUPD be present at an event, these costs will be charged

directly to the group by NUPD unless the event is funded by the SGA Finance Board. If the event is funded by the SGA Finance Board, the cost is absorbed by the SGA Finance Board. Certain events may require more detail officers than others; this will be determined by the NUPD. Staff reserves the right to use wristbands or any other means to ensure proper crowd control.

- All events on the 17<sup>th</sup> Floor are administered by the Event Management staff. The size of the staff needed for an event is determined solely by the Director of Operations. The Event Operations Managers will provide appropriate staffing.
- Volunteer/student group Event Assistants must be approved by the Event Management staff and are only allowed as a supplement to the paid Event Assistants provided by the Event Management Team.

## TECHNICAL EVENT COORDINATION

- All technology requests need to be submitted two weeks in advance of the event to [jam.walker@northeastern.edu](mailto:jam.walker@northeastern.edu)
- The audio, lighting, and video equipment in the event space is to be used only with the permission of the staff. If anything is used it must be returned in its original working order, otherwise the group is responsible for restitution. Similarly, the sound boards MUST be returned to the original presets or positions.
- It is the responsibility of the sponsoring organization to arrive at least one hour prior to the published start time of the event to ensure that the space, audio, and other needs are appropriate for the performance.
- Any banners or signs must be delivered to the CSI Scheduling Desk at least two days in advance to ensure that they will be hung up in time for the event. All banners must be fire-rated and have up to date burn tags. All banners must also have either grommets holes or a sleeve that can accommodate a 2" diameter pole. All banners must be under 8' tall and below 12' wide (any banners exceeding that height and/or width require review by Event Management two weeks in advance of the event to see if they can be hung).
- No smoking, fire, or live flame is permitted in the venue. Any and all scenic materials must be flame proofed.
- If onsite parking is required, arrangements can be made through the university's parking garages at an additional cost. Pricing and location information can be found at on the Web here: <http://www.northeastern.edu/parking/>. For questions, call 617-373-7010, e-mail [parking@neu.edu](mailto:parking@neu.edu), or visit the Office of Student Financial Services at 354 Richards Hall.
- Please be respectful of other people in East Village Residence Hall during the event. The performance sound levels must be kept at a reasonable level and are at the discretion of the Event Management staff. Failure to comply may result in termination of the event by the Event Management staff.

## CANCELLATIONS & NO SHOWS

- To cancel a reservation for this major event venue, a group must email event management staff members Julia Zaleski [j.zaleski@northeastern.edu](mailto:j.zaleski@northeastern.edu) or Jeremy Reger: [j.reger@northeastern.edu](mailto:j.reger@northeastern.edu)
- Please provide at least two weeks' notice for such cancellations. ***If an event is cancelled within two weeks of its event date, the group will be charged staffing fees. All cancellations must be in writing and submitted before 2 weeks from the event to not incur charges.***

## INVOICES & FISCAL RECONCILIATION

Event Management automatically bills the client at the end of every month. The process works like this:

- Around the 15<sup>th</sup> of each month, Event Management produces an invoice containing the front of house and technical staffing costs for the event and e-mails it to the person who made the reservation as well as their budget administrator (if we have their contact).
- If the client notices any errors with the bill, disagrees with any charges or wants to change a budget number, they must notify email Event Management at [eventmanagementbilling@neu.edu](mailto:eventmanagementbilling@neu.edu) within 10 days (by the 25<sup>th</sup>). If there are no issues with the invoice, you do not have to take any more actions.

- At the end of the month, the charges are sent for automatic processing to the Accounting Department. After charges have been processed, you will have 90 days to dispute any errors.

## **OTHER VENUE POLICIES**

### **NUPD Event Notification**

Departments are required to contact NUPD directly to inform them of their event. This is done by filling out their Event Notification/Special Detail Request Form, found here: <https://nupd.northeastern.edu/our-services/police-detail/>

### **Event Analysis Meeting Policy**

It is highly recommended that groups hosting an event meet with a member of the Event Management team (325 CSC). At this meeting, they will review and update the group to any additional rules and restrictions, as well as review any contracts for any outside companies/external contractors and technical riders/specifications. To set up a meeting, or if you have any questions, feel free to email [j.zaleski@northeastern.edu](mailto:j.zaleski@northeastern.edu) and we will assist you with your request.

### **“Off Limits” Policy**

There are restricted areas and items in the venue that can only be accessed by authorized staff. On the 17<sup>th</sup> floor, these restricted areas include the tech closet, the kitchen, the coat room and the presidential conference room. Additionally, only authorized staff is allowed to touch or move any of the technical equipment stored on site. All equipment, including chairs, tables, carts, etc., will need approval and help of an authorized staff member if the group would like it moved.

### **Food and Drink Policy**

Events may have food and drink catered onsite through Northeastern’s preferred vendor, Rebecca’s Catering, or other University approved vendors. All external caterers are to be **full service**. No catering drops are permitted within this venue. All caterers are expected to be there for the duration of the event, do their own cleanup of the kitchen and remove their own trash. Trash drop-off is located on the first floor of the building.

Any event serving alcohol is required to use Rebecca’s, as they control the only liquor license on campus. More information can be found at: <http://www.rebeccascafe.com/neu/rebeccas-neu-catering-menu.pdf>

If an event is using an outside caterer and wants to use the 17<sup>th</sup> Floor kitchen, it’s up to the event’s host to make arrangements with Event Management for access and facilities for clean-up. Also, the host must verify that the caterer meets the Certificate of Insurance requirements (COI) as set by University’s Risk Management.

### **Snow and Weather Emergencies**

In the event of a weather emergency in which Northeastern is forced to close, please check with Event Management staff, as the event could potentially be cancelled.

### **Painting Policy**

Absolutely no painting will be allowed in or on the event space property. This applies to regular paint, spray paint, powdered coloring dust and glitter, as it could damage the venue or equipment.

### **Storage Policy**

Space is limited and groups are not allowed to store anything in the event space unless it has been approved by Event Management. To get approval, a written document must be submitted via email to [j.zaleski@northeastern.edu](mailto:j.zaleski@northeastern.edu) which details the sizes of the items, and exactly where they are suggested to be stored, at least two weeks in advance. If items are allowed to be stored on the premises, they cannot obstruct anything that normally gets used in the event space, as well as fire exits or egresses. Also, please note weights of any pieces; they must be moveable so as not to interfere with any other events the venue is hosting, as it is a multipurpose space. Event Management staff reserves the right to refuse items stored on site at any time.

### **Fire Safety Policy**

No smoking, fire, or live flame is permitted in the venue. Fire exits and egresses must be accessible at all times. All areas and egresses must be cleared of at least 42” in width, in straight lines from the egresses to the exits. If cables need to

cross these areas, they must be securely taped down. Failure to do so will result in an immediate shut down of the event.

### **Decorating Policy**

In order to keep this venue in ideal condition, the following guidelines have been established.

1. All set-up requests and decorations should be approved in advance with Event Management staff.
2. Any banners or signs must be delivered to the CSI Scheduling Desk at least two days in advance to ensure that they will be hung up in time for the event. All banners must be fire-rated and have up to date burn tags. All banners must also have either grommets holes or a sleeve that can accommodate a 2" diameter pole. All banners must be under 8' tall and below 12' wide (any banners exceeding that height and/or width require review by Event Management two weeks in advance of the event to see if they can be hung).
3. Please refrain from using any adhesive tape, pushpins, or other damaging materials on the walls. The use of adhesive material that may damage surfaces is prohibited (duct tape, tacks, nails, paint, etc.). If you require portable wipe boards, pipe and drape or easels, please inquire with the Event Management staff.
4. The application of permanent vinyl graphics on the walls, doors, or elevators is not permitted in this venue.
5. Decorations may not obstruct doors, hallways, staircases or fire exits.
6. If using decorative string lights, they must be equipped with LED bulbs and be UL certified. Lights cannot be hung on any fire suppression device including pipes, electrical conduits, entrance/exit doors or walkways.
7. Please ensure that after your event, the venue is returned to its original condition. Please discard all trash in waste bins and flatten any cardboard boxes. If the venue is not returned to its original condition, the organization may be charged a fee and use of the Event Management venues may be restricted for future events by that group.
8. Any violation of this policy will result in an early termination of the meeting/event.

### **Clean Up Policy**

Every group is expected to leave the venue (including the kitchen area, if used by an outside caterer) clean and in good condition. It is the responsibility of the group to dispose of any of their trash and remove any of their belongings. A group who fails to clean up will be susceptible to extra staffing charges for cleaning services as well as potential loss of privileges to book future events.

### **Post-Event Evacuation Procedure**

Once the area is clean, the organization hosting the event is expected to depart in a timely manner. Please discuss and confirm load out with Event Management staff before your event. Event Management assumes no responsibility for any items left in the venue after your event. Please be sure that you have collected all items.

## **EVENT MANAGEMENT STAFF**

Julia Zaleski, Technical Operations and Events Manager  
617-383-3956  
[j.zaleski@northeastern.edu](mailto:j.zaleski@northeastern.edu)

Jamie Walker, East Village Technical Supervisor  
617.319.2284  
[Jam.walker@northeastern.edu](mailto:Jam.walker@northeastern.edu)

Adam Taylor, Senior Associate Director  
617.373.2633  
[g.taylor@neu.edu](mailto:g.taylor@neu.edu)

Jeremy Reger, Director of Operations  
617.373.2599 voice  
[j.reger@neu.edu](mailto:j.reger@neu.edu)

## **STAFF ASSOCIATED WITH EVENTS IN EAST VILLAGE**

### **Event Manager**

When assigned to manage the front of house for an event, an Event Manager coordinates all aspects of crowd control. She or he must be available to move throughout the room to solve any problems that might arise. She/he supervises any and all performers, as well as any other venue staff. Additionally, she/he is responsible for enforcing all fire safety rules and regulations as well as working with detail officers to ensure the general safety of all patrons.

If an Event Manager on duty feels that any safety or fire precautions are not being met or that the performers or student group members are not following instructions, with the collaboration of the other Event Managers, She/he has the authority to shut down the event.

### **Media Services Technician**

Media Services Technicians oversee the technical/backstage elements of the production; as well as work with the other technical staff like ITS personnel to ensure that the event runs as smoothly as possible. Media Services Technicians will work with the Event Manager to get the event started and keeps the show running on time. She/he must be available to move throughout the venue to solve any problems that might arise. If the Media Services Technician on duty feels that any safety or fire precautions are not being met or that the performers or organization hosting the event are not following instructions, with the collaboration of the Event Manager, she/he has the authority to shut down the event.

### **Event Assistant/ Elevator Attendant**

Under the guidance of the Event Manager, the Event Assistant staff is responsible for directing patrons into the proper elevators and into the venue before and assist with their departure after the event. Other responsibilities may include tearing tickets, checking wristbands, and answering patrons' questions. Event Assistants are also responsible for varied tasks involved in keeping patrons safe and meeting the requirements set by the Fire Marshal as well as the NU Division of Public Safety. This includes keeping order at the entrance as well as inside the entire venue before, during, and after the show

### **Coat Room Attendant**

Under the guidance of the Event Manager, the Coat Room attendant manages the checked belongings of the patrons during the event.

## EAST VILLAGE 17<sup>th</sup> FLOOR EVENT COST ESTIMATE

*This is a general estimate of costs associated with running a 4 hour event (including set up and break down) in East Village's 17<sup>th</sup> Floor. If your event has set up, break down or rehearsal times that will exceed than 4 hours and need a detailed quote, or have any other specific questions, please email the Technical Operations & Event Manager Julia Zaleski [j.zaleski@northeastern.edu](mailto:j.zaleski@northeastern.edu) or Director of Operations, Event Management Jeremy Reger at [j.reger@northeastern.edu](mailto:j.reger@northeastern.edu)*

17 <sup>th</sup> Floor Event Cost Estimate	
The flat fee for use of the space: \$3500 for a minimum of 4 hours <i>(including set up and break down time)</i> .	\$3,500.00
All staffing for events that run over 4 hours	\$280/hour
If load in, setup, breakdown, or load out takes place on a different day, we need to charge our direct staffing costs. \$30/hour for minimum of 4 hours per person	\$120.00 per person
<b>TOTAL ESTIMATED COST:</b>	<b>\$ 3,500.00</b>

**As a general overview, this \$3500 flat fee includes:**

- All staffing for 4 hours (event managers, event assistants, coat room attendants, elevator attendants, media services technicians, facilities superintendents and cleaning staff)
- Building Services setup and breakdown
- Housekeeping services for all 17<sup>th</sup> floor spaces (conference rooms, bathrooms, etc.)

**The fee does not include:**

- Rentals from external vendors (e.g. special chairs/tables or audiovisual equipment not supplied in-house)
- Third-party technical services or associated equipment
- Police detail
- Kitchen Cleaning
- Catering
- Signage
- Parking

Please consult your Event Management contact before your event if you have any concerns regarding charges.

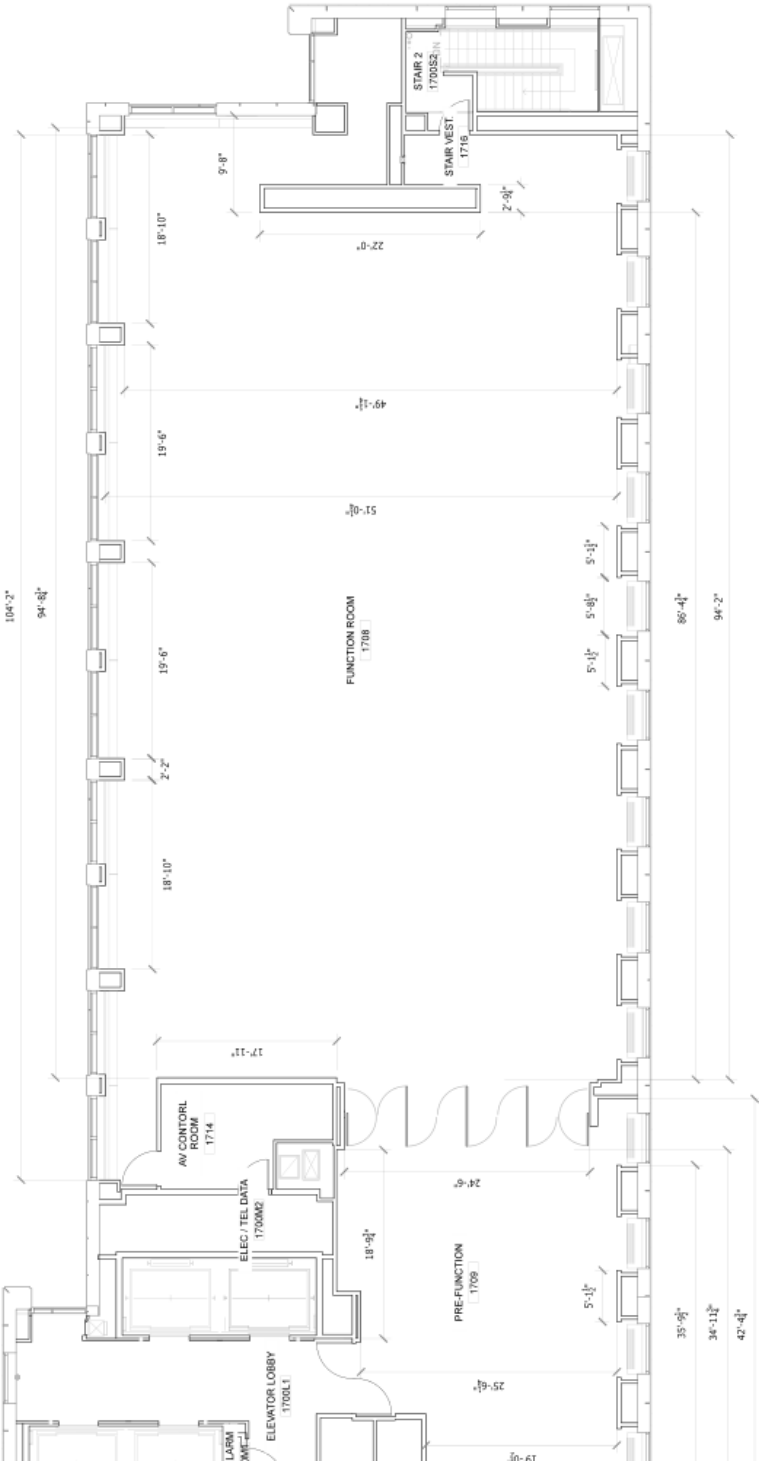
All events are administered by the Event Management staff. The size of the staff needed for an event is determined solely by the Director of Operations. The Technical Operations Managers will provide appropriate staffing. If a group wants to provide their own Event Assistants/technical support, it must be approved by the Event Management staff two weeks in advance and are only allowed as a supplement to the paid staff provided by Event Management.

To cancel a reservation for this major event venue, a group must email event management staff members Julia Zaleski [j.zaleski@northeastern.edu](mailto:j.zaleski@northeastern.edu) or Jeremy Reger [j.reger@northeastern.edu](mailto:j.reger@northeastern.edu). Please provide at least two weeks' notice for such cancellations. ***If an event is cancelled within two weeks of its event date, the group will be charged staffing fees. All cancellations must be in writing and submitted before 2 weeks from the event to not incur charges.***

This estimate is based on preliminary information presented to the Director of Operations and is subject to change. The Event Management staff reserves the right to require extra staffing per their analysis of the event as necessary. Similarly, any extra support is always available upon the client's request with advance notice. If you have questions or need a more detailed quote, *please email the Technical Operations & Event Manager Julia Zaleski [j.zaleski@northeastern.edu](mailto:j.zaleski@northeastern.edu) or Associate Director of Operations, Event Management Jeremy Reger at [j.reger@northeastern.edu](mailto:j.reger@northeastern.edu). Thank you.*

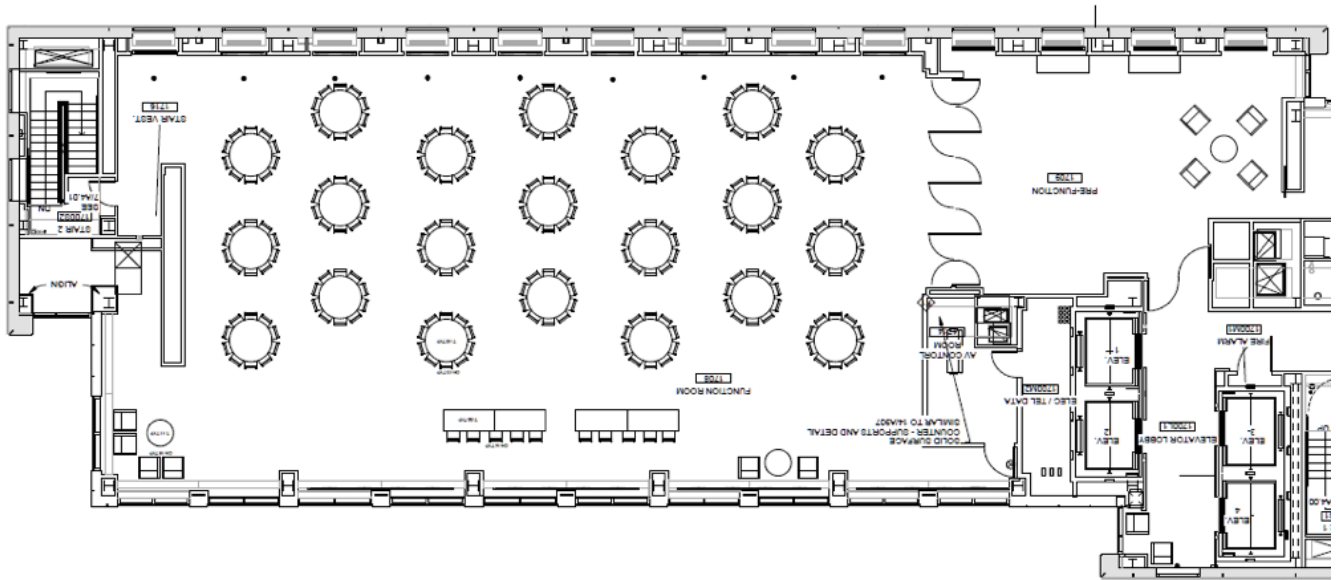
EAST VILLAGE CONFERENCE ROOM

Basic Room Dimensions

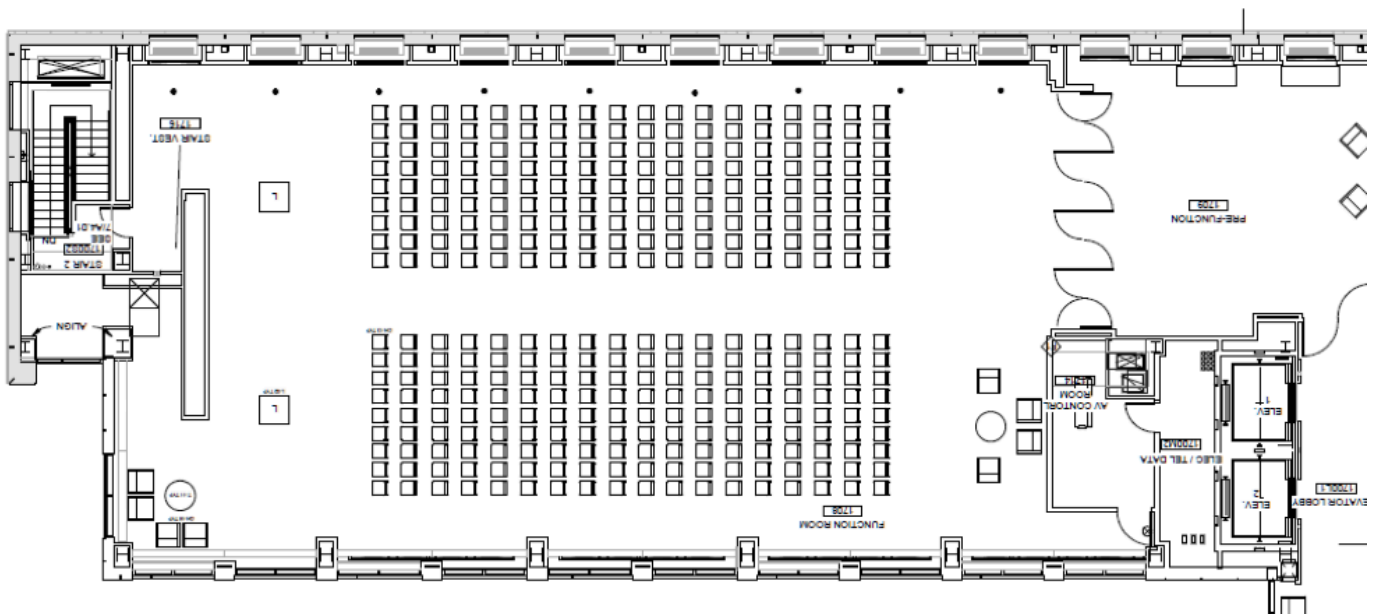




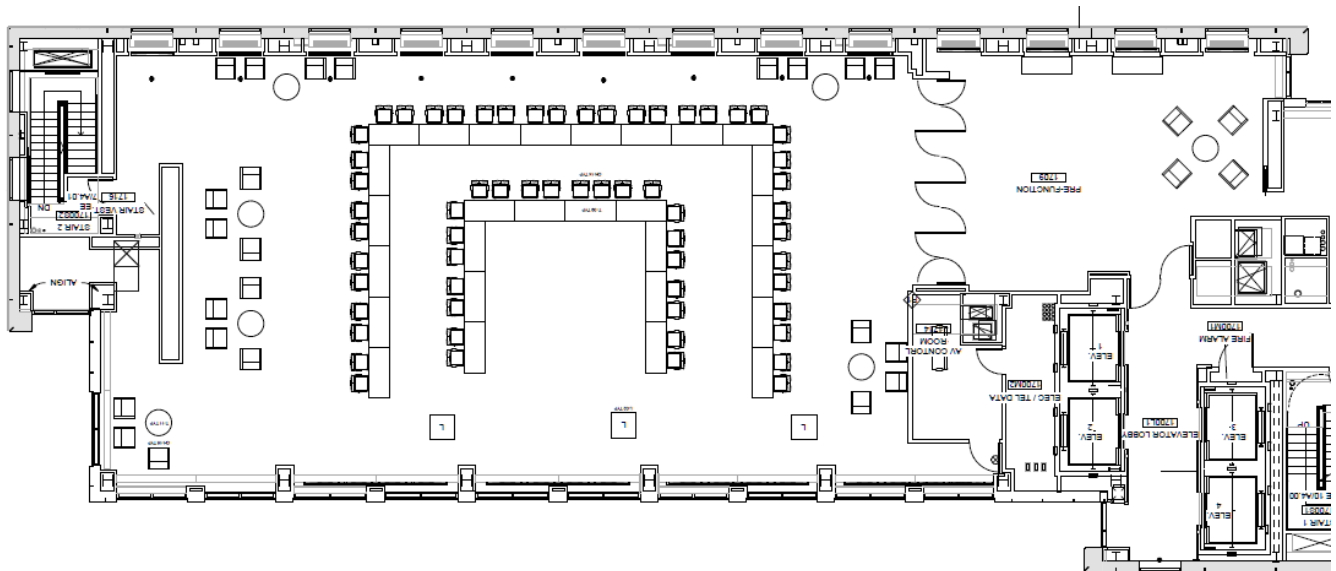
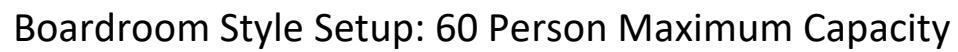
169-210 Person Capacity (8 persons per table/10 per table)



### 324 Maximum Capacity



Lecture Setup, Facing East: 243 Maximum Capacity



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# **EAST VILLAGE CATERING KITCHEN EQUIPMENT**

## Northeastern University Dining Services

### **Equipment Listing**

#### Coffee Brewers

- Fetco Twin 1.5 Gallon Brewers
- 2 each

#### Water & Ice Station

- 60lb. ice capacity
- 1 each

#### Blodgett Double Convection Oven

- Full-Size Bakery Depth
- 1 each

#### Spring Duel Induction Range

- 2 each

#### Cres Cor Hot Holding Cabinets

- Twelve sets of wire shelving / pan size max 18"x26"
- 2 each

#### True Reach-In Refrigerators

- Two section, full – 1 each
- Two section, half – 1 each

#### Hoshizaki Ice Machine

- 600lb. bin capacity
- 1 each

#### Three Compartment Pot Sink

- Bowl Dimension 20"x16"
- 1 each

#### Work Tables – Stainless Steel

- 30"x48" – 4 each
- 30"x72" – 1 each

#### Hand Sinks – 3 each

#### Dump Sink – 1each

#### Mop Sink – 1 each

# **NORTHEASTERN UNIVERSITY**

## **East Village – Catering Kitchen 17<sup>th</sup> Floor**

**Caterers utilizing the kitchen, please complete the following items before leaving the premises. If the kitchen is not cleaned properly, the catering company may not be asked to cater in the space again or could be charged for additional kitchen cleaning.**

- All ovens, hot holding units and induction ranges are to be turned off.
- All utility tables and equipment that are utilized are to be washed and sanitized. Soap and sanitizer available from the pot sink.
- Reach-in refrigerators are to be emptied and cleaned if utilized.
- Coffee brew baskets and dispenser units to be washed and sanitized if utilized.
- All sinks are to be free of debris and wiped down; too include pot sink, dump sink, hand sinks.
- Floors to be swept and mopped. Mop room located in kitchen.
- Trash liners in barrels are to be tied up and taken to the trash room on the main floor near loading dock.
- Cardboard boxes to be broken down and brought down to the trash/recycling area near the loading dock.
- All items brought in by caterer are to be removed the day of the event. To include food, glassware, china, pans, serving utensils, chaffers, centerpieces, etc.

If you have any questions, concerns about the East Village kitchen please contact: Chris Jennings, Director of Quality Assurance at: [Christopher.jennings@compass-usa.com](mailto:Christopher.jennings@compass-usa.com) or 617.373.8703