

# McLeod Suites

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

Updated 08.03.2023

The McLeod Suites consist of 3 adjoining general-purpose meeting rooms in the Curry Student Center. Renovated in 2017, these rooms feature state-of-the-art audio/visual capabilities, two retractable room partitions, and an open layout capable of accommodating a variety of events, including lectures, group meetings, film screenings, dinners, and mixers.

The McLeod Suites have the following room numbers in the Curry Student Center: Suite A is 318, Suite B is 320 and Suite C is 322. The retractable room partitions allow adjacent suites to be combined with or separated from each other. Similarly, all three suites can be combined into a single, large space by retracting both partitions.

Please read through this packet and fill out the Event Management Form online at <https://tinyurl.com/nuemform>. If you have any questions, please email the Event Operations staff at [eventoperations@northeastern.edu](mailto:eventoperations@northeastern.edu) and list the venue in the subject of the email. Just a reminder that this form is for logistics coordination and it is to be filled out **ONLY AFTER** a reservation has been secured through Center for Student Involvement (CSI) Scheduling Desk ([cscreservations@northeastern.edu](mailto:cscreservations@northeastern.edu), 617-373-2632).

### INDIVIDUAL SUITE DETAILS

Each room is roughly 22' x 35' and can accommodate the following layouts:

- **lecture-style** with head table
  - Suite A (room 318): max capacity of **56**
  - Suite B (room 320): max capacity of **60**
  - Suite C (room 322): max capacity of **60**
- **large round tables (60" diameter)**
  - *with buffet or head table*: 3 tables, 8 seats per table, max capacity of **24**
  - *without buffet or head table*: 6 tables, 8 seats per table, max capacity of **48**
- **wide rectangular tables (6' x 30")**
  - **U-shaped**: 8 tables
    - utilizing outside of U only: 3 seats per table, max capacity of **24**
    - utilizing both inside and outside of U: 6 seats per table, max capacity of **48**
  - **boardroom-style**: 10 tables, 3 seats per table, max capacity of **30**
  - **filled to capacity**:
    - *with buffet or head table*: 6 tables, 6 seats per table, max capacity of **36**
    - *without buffet or head table*: 9 tables, 6 seats per table, max capacity of **54**
- **classroom-style tables (6' x 18")**
  - *with head table*: 12 tables, 3 seats per table, max capacity of **36**

### TWO SUITES TOGETHER

Combining two rooms makes a space that is roughly 44' x 35' which can accommodate the following set-ups:

- **lecture-style**
  - *with head table*: max capacity of **130**
- **large round tables (60" diameter)**
  - *with buffet **and** head table*: 6 tables, 8 seats per table, max capacity of **48**
  - *with buffet **or** head table*: 9 tables, 8 seats per table, max capacity of **72**

- *without buffet or head table*: 12 tables, 8 seats per table, max capacity of **96**
- **wide rectangular tables (6' x 30")**
  - **U-shaped**: 13 tables
    - utilizing outside of U only: 3 seats per table, max capacity of **39**
    - utilizing both inside and outside of U: 6 seats per table, max capacity of **78**
  - **boardroom-style**: 16 tables, 3 seats per table, max capacity of **48**
  - **filled to capacity**:
    - *with buffet or head table*: 15 tables, 6 seats per table, max capacity of **90**
    - *without buffet or head table*: 18 tables, 6 seats per table, max capacity of **108**
- **classroom-style tables (6' x 18")**
  - *with head table*: 28 tables, 3 seats per table, max capacity of **84**
- If the rooms in the McLeod Suites are being used individually, staffing typically isn't necessary (exceptions are listed at the end of this packet). However, if two or more of the McLeod Suites are combined, staffing may be required. Staffing rates and details are listed later in this packet.

## **ALL THREE SUITES TOGETHER**

When all three rooms are combined, it makes a space roughly 66' x 35' which can accommodate the following set-ups:

- **lecture-style**
  - *with head table*: max capacity of **200**
- **large round tables (60" diameter)**
  - *with buffet and head table*: 12 tables, 8 seats per table, max capacity of **96**
  - *with buffet or head table*: 15 tables, 8 seats per table, max capacity of **120**
  - *without buffet, head table or podium*: 21 tables, 8 seats per table, max capacity of **168**
- **wide rectangular tables (6' x 30")**
  - **U-shaped**: 17 tables
    - utilizing outside of U only: 3 seats per table, max capacity of **51**
    - utilizing both inside and outside of U: 6 seats per table, max capacity of **102**
  - **boardroom-style**: 20 tables, 3 seats per table, max capacity of **60**
  - **filled to capacity**:
    - *with buffet or head table*: 24 tables, 6 seats per table, max capacity of **144**
    - *without buffet or head table*: 27 tables, 6 seats per table, max capacity of **162**
- **classroom-style (6' x 18")**
  - *with head table*: 48 tables, 3 seats per table, max capacity of **144**
- Other set-ups are possible but may limit the capacity of the suites; specific arrangement requests must be brought to the attention of the Event Management staff during the planning stages of the event. Some basic samples of room set ups are listed in the back of this packet.
- If the rooms in the McLeod Suites are being used individually, staffing typically isn't necessary (exceptions are listed at the end of this packet). However, if two or more of the McLeod Suites are combined, staffing may be required. Staffing rates and details are listed later in this packet.

## AUDIO/VISUAL SPECS

- Suite C comes equipped with a Sony projector (Model #: VPL-PHZ10, 5000 Lumen output) and wall-mounted retractable projection screen for laptop/DVD projection. Suite C supports HDMI and VGA video connection types.
- Suites A & B each have a wall-mounted swiveling 55" Sony HD LCD display capable of displaying Suite C's projection or the input from a local laptop. Suites A & B support HDMI and VGA connection types.
- Suite C can amplify sound from 2 handheld wireless microphones and 4 wired microphones, as well as a DVD, CD, laptop, and iPod, through its recessed ceiling speaker system.
- When combined, Suites C&B or C&B&A can amplify sound from 2 handheld wireless microphones and 7 wired microphones, as well as DVD, CD, laptop, and iPod, through a recessed ceiling speaker system.
- Suites A&B, individually or combined, can amplify sound from a local laptop through their LCD displays; each LCD display has a pair of built-in 10-Watt speakers. Additional stand-alone PA speakers are available to use upon request with a microphone.
- Several different types of wired microphones are available for use in the McLeod Suites when the room configuration allows: podium microphones, table microphones, various handheld microphones. The Event Management staff will work with you to make sure your AV needs are met. We can also recommend outside vendors in situations where our inventory does not meet your demands.
- All suites are equipped with skylights, chandeliers, and ceiling lights for multiple lighting options.
- Our preferred format for video files are digital .mp4 (MPEG-4) provided on a flash drive or laptop. If a DVD is to be used we recommend having a backup disc and testing playback prior to your event.
- Our preferred format for audio files are digital .mp3 (MPEG-3) provided on a flash drive, laptop, or an audio playback device with 1/8" connection.
- If no communication is received within two weeks regarding AV, we are required to provide technical support, and the group will be charged for staffing.
- In addition to wireless internet throughout the venue, The McLeod Suite has 3 wall plates for a hard line connection to the internet. These wall plates are located on the side walls of each room.
  - Wall plate (322-CSC-1) is located side wall of room 318; the lower left port is activated.
  - Wall plate (322-CSC-2) is located on the back wall of room 320; the lower left port is activated.
  - Wall plate (322-CSC-3) is located on the side wall of room 322; the lower left port is activated.

## OTHER SPACE DETAILS

- A podium, pipe and draping, portable petitions, easels & portable white boards are also available upon request.
- Each room of McLeod contains a coat closet. Coat racks are also available upon request.
- Public bathrooms are located on the opposite side of the Curry Student Center.

## RESERVING THE MCLEOD SUITES

- 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.northeastern.edu/eventvenues> as well as the CSI Policy Website <https://studentlife.northeastern.edu/csi/policies-guide/>. Exceptions may be made at the discretion of the Director of Operations. In addition, all student groups should submit information about their event through Engage (<https://neu.campuslabs.com/engage/>) so that their Program Manager can assist them with their event.
- All communication from the organization to Event Management staff should be handled by the group representative (and program manager, if the group hosting the event is a student group).
- The group representative must also complete and submit the details of their event four (4) weeks prior to the date of the performance/event by filling out the online Event Management Form <https://tinyurl.com/nuemform>. If the Event Management Form is not completed accurately within that time period, the success of the event could be compromised and may include cancellation of the event.
- 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.

- Events must end one hour before the Curry Student Center's normal closing time. Arrangements can be made to extend the event beyond this time, but these arrangements must be coordinated with Event Management staff at least 4 weeks prior to the event and may result in additional charges
- 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. Tickets for certain events will be limited to those with NU IDs. Staff reserves the right use wristbands or any other means determined to ensure proper crowd control.
- All events are administered by the Event Management staff. The size of the staff needed for a performance 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.
- The Event Management staff reserves the right to bill for staff used during rehearsals, as well as set up and breakdown periods. These fees will be added to the final billing charges for the event.

## TICKETING EVENTS

- Though uncommon, some McLeod Suites events may require tickets or wristbands for admission due to capacity issues. Even free events may be ticketed or wrist banded to ensure fire safety codes are met.
- The Ticket Center must handle all ticket transactions for events in the McLeod Suites including prepaid pickup, complimentary tickets, and the printing of tickets. Cash, Husky Card, Visa, MasterCard, Discover, American Express and checks made payable to Northeastern University are accepted as payment for ticket sales. The Ticket Center has a "no refunds, no exchanges" policy.
- For more info about tickets, email: [tickets@northeastern.edu](mailto:tickets@northeastern.edu)
- For more info on getting tickets, visit: [mytickets.northeastern.edu](http://mytickets.northeastern.edu)

## TECHNICAL EVENT COORDINATION

- **Please be respectful of other people using the student center during the event. Please keep sound levels to a reasonable level. Decibel levels will be at the discretion of the McLeod Suites Event Management staff. If the McLeod Suites Event Management staff asks you to lower the volume, the sponsoring student group/performer must comply and lower the volume to a volume they deem acceptable. Failure to comply may result in termination of the event by the McLeod Suites event management staff.**
- The McLeod Suites are located directly over the Studio Theater. Event Management reserves the right to prohibit certain activities such as musical performances or events using recorded music may be prohibited based on the Studio Theater performance & rehearsal schedule.
- All technical requirements, (i.e. audio, visual, scenic materials, dressing room issues, and technical staff) are to be addressed when the Event Management Form is submitted. If the performer provides a technical rider, it must be submitted with the Event Management Form to ensure that the performer's needs are met.
- 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.
- Sound levels must be kept to a minimum during load in and load out as well.
- Any banners or signs must be delivered to the CSC Operations Desk (325CSC) 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. Please visit [www.masparc.com](http://www.masparc.com) for more information.

## CANCELLATIONS, LATE ARRIVALS & NO SHOWS:

- To cancel a reservation for this major event venue, a group must email [cscreservations@northeastern.edu](mailto:cscreservations@northeastern.edu). Please provide at least two weeks' notice for such cancellations. ***If an event is cancelled or postponed 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. For weekend events, cancellations must be made by 4pm on the Friday two weeks before the event to avoid charges.***

- As a rule, if the group is more than fifteen minutes late, the room will close and it will be regarded as a "NO SHOW." For each no-show, we will send the group an official warning letter. The 3<sup>rd</sup> "No Show" or late cancellation in an academic year will result in the withdrawal of reservation privileges. "No shows" for a space that involves a custom set up/staffing may also result in a charge for the cost of the set up.

## **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@northeastern.edu](mailto:eventmanagementbilling@northeastern.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.
- The NU Ticket Center provides all ticketing financial reports separately, if applicable.

## **OTHER VENUE POLICIES**

### **Event Analysis Meeting Policy:**

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

### **Food and Drink Policy:**

No outside food or drink is allowed to be brought into this venue; events may have food and drink provided catered onsite through Rebecca's Catering (or other approved vendors). Any event serving alcohol is required to use Rebecca's, as they control the only liquor license on campus. More information on Rebecca's Catering can be found at:

<https://rebeccasculinarygroup.com/northeastern/menus/>

### **"Off Limits" Policy:**

There are restricted areas and items in the venue that can only be accessed by the Event Management staff. These areas are off limits to all groups using the space, as well as audience members and performers. These areas will be marked with appropriate signage.

In the McLeod Suites, these "off limits" areas include the storage hallways surrounding the suites. Additionally, no one is allowed to touch or move any of the technical equipment stored on site. All other equipment, including chairs, tables, carts, etc., will need the approval and help of an Event Management staff member if the group would like it moved.

### **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.

### **Selling of Merchandise Policy:**

No sales of any merchandise can be made unless it's authorized by CSI program manager (if a student group), the Event Management staff and Public Safety two weeks in advance of the event.

### **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 the Director of Operations. To get approval, a written document must be submitted via email to [eventoperations@northeastern.edu](mailto:eventoperations@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.

### **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 include them in the Event Management Form: <https://tinyurl.com/nuemform>
4. Decorations may not obstruct doors, hallways, staircases or fire exits.
5. 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.
6. 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.
7. Any violation of this policy will result in an early termination of the meeting/event.

### **Cash Collection/Sale of Goods Policy**

No sales of any merchandise can be made unless authorized by CSI program manager (if a student group), Event Management and Public Safety two weeks in advance of the event.

1. Student groups should reference the Student Organization Resource Guide for information on Cash Collection/Sale of Goods: <https://csi.sites.northeastern.edu/fundraising/>
2. Event Sponsors may sell items or collect cash donations in Blackman and the Curry Student Center/Afterhours without the need for an NUPD detail as long as the items are \$20 or less.
3. Sales or collections in excess of the \$20 limit may be possible in the major event venues with the presence of an NUPD detail.
4. Cash collection or sales of any kind in conjunction with a large event must have an NUPD details, regardless of the cost per item.
5. The collection of funds online is only permitted using Cashnet (<https://commerce.cashnet.com/SFCSA>) however student organizations must have prior approval from the Center for Student Involvement. Please speak with your program manager.

### **Fire Safety Policy:**

No smoking, fire, or live flame is permitted in the venue. Any and all scenic materials must be flame proofed. Fire exits and egresses must be accessible at all times. This includes on both sides of the stage, in the audience, backstage and lobby. 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.

### **Clean Up Policy:**

Every group is expected to leave the venue clean and in good condition. If extra rooms were booked in the Curry Student Center to serve as dressing rooms/green rooms, it includes those as well. 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 disciplinary actions/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:**

### **SCHEDULING & OPERATIONS STAFF CONTACT INFORMATION**

(These numbers are not to be published for ticket sales)

For general questions about event details please email the Event Operations staff at [eventoperations@northeastern.edu](mailto:eventoperations@northeastern.edu) and list the venue in the subject of the email.

For Scheduling issues (including cancellations), please email [cscreservations@northeastern.edu](mailto:cscreservations@northeastern.edu).

Terry Coronella, Senior Special Events Manager, Curry Student Center  
857.330.2183 voice  
[t.coronella@northeastern.edu](mailto:t.coronella@northeastern.edu)

Scott Shea, Associate Director of Operations, Curry Student Center  
857-310-4380 voice  
[s.shea@northeastern.edu](mailto:s.shea@northeastern.edu)

Adam Taylor, Senior Associate Director of Operations  
617.373.2633 voice  
[g.taylor@northeastern.edu](mailto:g.taylor@northeastern.edu)

## **NU TICKET CENTER:**

Recorded Ticket Information, Phone Orders:

(617) 373-4700 voice

(617) 373-2184 TTY

Email: [tickets@northeastern.edu](mailto:tickets@northeastern.edu)  
[mytickets.northeastern.edu](http://mytickets.northeastern.edu)

## **STAFF ASSOCIATED WITH EVENTS IN THE MCLEOD SUITES**

### **Media Service Technician**

Media Service Technicians oversee *all* technical elements of a production and work with other technical staff, such as ITS personnel and outside vendors, to ensure that the event runs as smoothly as possible. He/she sets up and tests all microphones and other AV systems in addition to running all sound systems (like CDs and iPod) and video/projection. Media Service Technicians will also assist the House Manager with handling front-of-house responsibilities to ensure events start on time. He/she must be available to move throughout the venue during an event to solve any problems that might arise.

For events where a House Manager is not hired, Media Service Technicians will also manage the front of house responsibilities for the event. These responsibilities include, but are not limited to, all aspects of crowd control, the supervision of all performers, as well as any other Event Management staff. Additionally, she/he is responsible for enforcing all fire safety rules and regulations and working with any NUPD detail officers to ensure the general safety of all attendees.

If a Media Service Technician on duty feels that any safety precautions are not being met or that performers or the organization hosting the event are not following instructions, they have the authority to shut down the event with the collaboration of others on Event Management staff.

### **House Manager**

The House Manager coordinates all aspects of crowd control for the Front of the House. She/he trains and supervises Event Assistants and coordinates with the Media Services Technicians to decide when the performance will begin. She/he must be available to move throughout the room to solve any problems that might arise. Additionally, she/he is responsible for enforcing all fire safety rules and regulations and working with any NUPD detail officers to ensure the general safety of all attendees. As is the case with Media Service Technicians, if the House Manager feels that any safety precautions are not being met or that performers or the organization hosting the event are not following instructions, they have the authority to shut down the event with the collaboration of others on Event Management staff.

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

## **Event Assistant**

Under the guidance of the House Manager or Media Service Technician, the Event Assistant staff is responsible for tearing or scanning tickets, checking wristbands, and answering attendee questions. Event Assistants are also responsible for varied tasks involved in keeping attendees safe and ensure that all requirements set forth by the Fire Marshal and the NU Division of Public Safety are fully met. These responsibilities include but not limited to maintaining clear access to all exits of the venue before, during, and after the event.

## **McLeod Suites Event Cost Estimate (Small Scale Event)**

*This is a general estimate of costs associated with running a 4 hour event (includes set up and break down) in the McLeod Suites. In all of our venues, our staff will arrive 30 minutes before the client is scheduled to arrive, but that could increase depending on the complexity of the event. If you have an event that will be longer than 4 hours with set up and break down and need a detailed quote, or have any other specific questions, please contact **Terry Coronella** [t.coronella@northeastern.edu](mailto:t.coronella@northeastern.edu)*

| <b>Technical Costs</b>  |                 |
|---|-----------------|
| x2 Media Service Technicians @ \$40/hour for minimum of 4 hours | \$320.00        |
| <b>TOTAL ESTIMATED COST:</b>                                    | <b>\$320.00</b> |

*Note: If the rooms in the McLeod Suites are being used individually, staffing typically isn't necessary (exceptions are listed below). However, if two or more of the McLeod Suites are combined, staffing may be required in the following circumstances:*

- In order to use the audio system, Event Managers are required onsite; their rates are listed above.
- Although a technician is not required for basic video/PowerPoint computer presentation (without audio), it is strongly recommended. If the event requires amplified sound and/or the audio system is being used, there is a charge.

Extra staffing charges may apply in the instances below:

- If there is a complex video component such as multiple video sources or multiple audio components.
- If there is a need to provide extra hospitality to guests, speakers, or talent in the McLeod Suites.
- If the event requires a police detail.
- If there are potential crowd control/capacity issues, as determined by the Event Management staff.
- If the event is a high-profile event or features high-profile speakers/talent, as determined by the Event Management staff.
- If no communication is received within two weeks regarding AV, we are required to provide technical support, and the group will be charged for staffing.

## **CSC Extended Hours Cost Estimate**

*This is a general estimate of costs associated with extending the CSC's hours of operations. These charges apply if a meeting starts earlier than one hour after the building opens or if a meeting ends later than one hour before the building closes. If you have questions about when the CSC opens or closes, please contact the Building Manager on duty at 617-593-2409 or the Operations Desk (325CSC) at 617-373-5429.*

| <b>CSC Extended Hours Cost Estimate</b>   |                 |
|---|-----------------|
| x2 Building Managers @ \$30/hour for minimum of 4 hours   | \$240.00        |
| <i>Note: If the reservation exceeds 3 hours before/after the building opens or closes, the building can be kept open for an additional \$120/hr.<br/>If multiple groups require extended staff for any one "extended hours" session; the groups involved will share the early opening/delayed closing charges. This will be determined on a case by case basis by Event Management.</i> |                 |
| <b>TOTAL ESTIMATED COST:</b>  | <b>\$240.00</b> |

## **OTHER POTENTIAL CHARGES**

- There may be additional building services charges depending on the nature of your event.
- These charges do not include rent (for external organizations), outside security company fees for bag checking, or NU Police detail fees.
- Please consult your Event Management contact before your event if you have any concerns regarding charges.



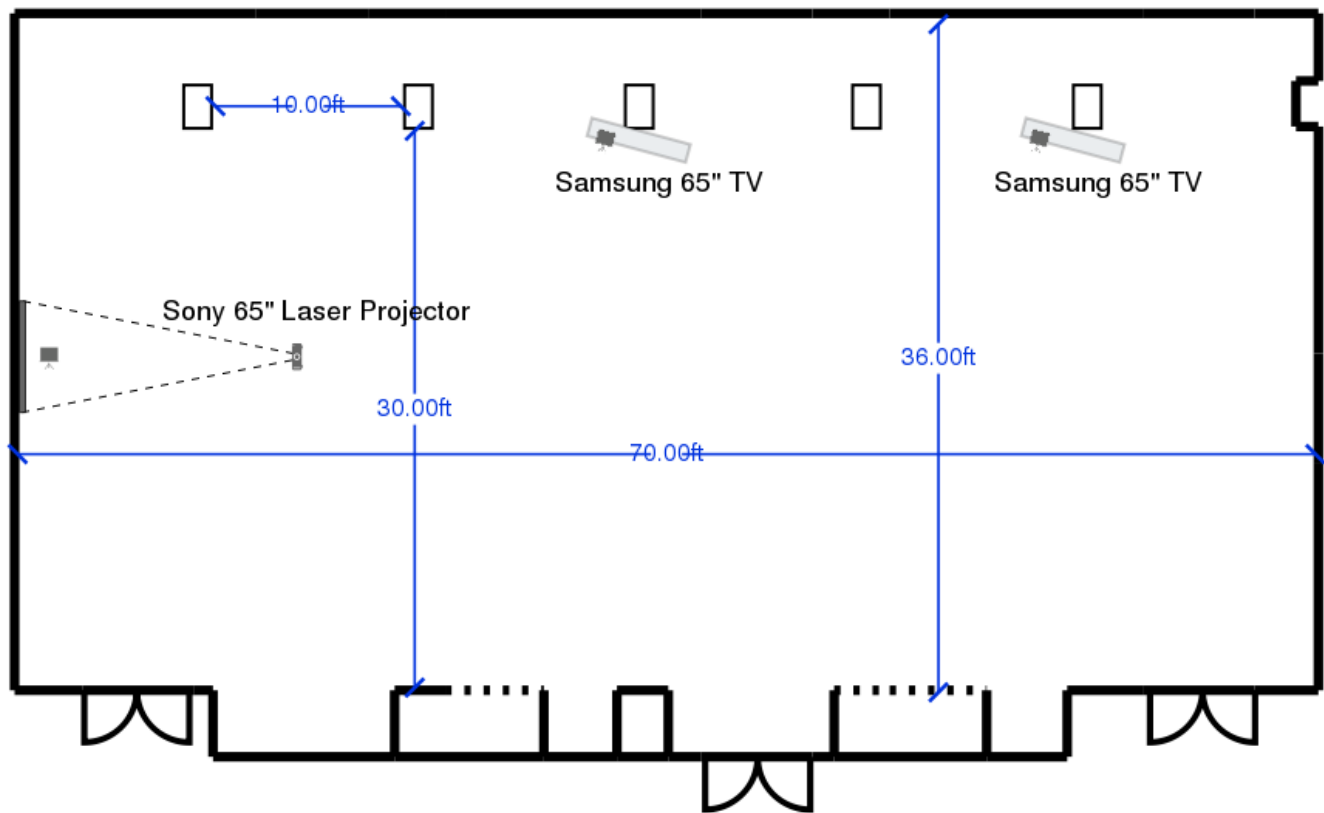
- If changes are made to your event times within 2 weeks of your event, you will still be charged for the staffing of your original reservation times. Please check your reservations before this 2 week window and make sure they are correct.
- To cancel a reservation for this major event venue, a group must email [cscreservations@northeastern.edu](mailto:cscreservations@northeastern.edu). Please provide at least two weeks' notice for such cancellations. ***If an event is cancelled or postponed 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. For weekend events, cancellations must be made by 4pm on the Friday two weeks before the event to avoid charges.***
- If your event has 3 or more media presentations (PowerPoint, video, etc.) it will require an extra staff member at \$30 an hour (4 hour minimum).

A four-hour minimum applies to all staff. If staff is used for more than four hours, then their hourly fees apply for the additional time they are needed.

This estimate is based on preliminary information presented to Event Management 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 contact the Curry Student Center Senior Event Manager, Terry Coronella [t.coronella@northeastern.edu](mailto:t.coronella@northeastern.edu) or the Director of Operations, Jeremy Reger, [j.reger@northeastern.edu](mailto:j.reger@northeastern.edu). Thank you.**

## McLeod Suite Basic Room Layout



## Sample McLeod Suite Layouts

