

Afterhours

Venue Information Packet (V.I.P)

Updated 02.26.2024

Afterhours is a mid-sized multi-purpose venue located in the heart of Northeastern's campus on the ground floor of the Curry Student Center. It has a performance stage as well as state-of-the-art audio and video systems. Opened in September 2001, Afterhours hosts a variety of different functions, including lectures, dinners, open mics, movies, television broadcasts (such as major sporting events), acoustic & electric concerts, as well as dance parties.

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@neu.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@neu.edu, x2632).

SPACE

- Afterhours is capable of holding events for up to 276 audience members with a cleared floor.
- If your group needs extra chairs, you must specify this in your request so we can order extra chairs for the event. A maximum of 90 chairs may be requested to be set up lecture style facing the stage. Chairs may not be removed from the Curry Student Center to be brought into Afterhours.
- The Stage is elevated 14", and has dimensions of roughly 30' wide in the front, x 15' deep (triangular). It is adequate for a maximum of 6 people & their equipment.
- There is no green room located in Afterhours. Bathrooms are shared with the public. If private dressing rooms are required, they must be coordinated with the CSI Scheduling desk prior to the event.
- Afterhours shares the room with Starbucks. Starbucks is open until 9pm most evenings, and must remain open and accessible during events.

AUDIO/VISUAL & BACKLINE

- Afterhours is equipped with programmable LED lighting capable of white and multi-colored stage washes as well as some rudimentary moving spotlight and gobo options. Please keep in mind that more complex lighting requirements will add to an event's setup time and include these specifications with the other technical needs in your initial event description.
- There is one built in laser projector (Sony VPL-FH700L/B), projecting on a screen to the side of the stage. There are also 5 large Samsung widescreen HD flat panel televisions located throughout the room. The projectors accept feeds from a laptop computer, the house Blu-Ray /DVD player, or from cable television.
- Our preferred formats for video files are DVD, Blu-Ray or mp4.
- The audio system can accept feeds from a variety of sources, including microphones, instruments, iPods, computers, DVDs, Blu-Rays, or CDs.
- There are 3 dedicated wireless handheld microphones and 1 dedicated lavalier microphone.
- The "Front of House" soundboard is a Yamaha QL1 32-channel digital mixing console, with 24 XLR inputs on the stage in addition to the dedicated wireless microphones. If your needs exceed these specifications, you must rent or bring another sound board and patch it through the QL1 (there is no analog snake available).
- We have a limited amount & variety of instrument microphones and stands that can be used. For performances requiring additional inputs or microphones, added equipment will need to be rented.
- There are five monitor speakers with six possible independent monitor mixes from Front of House. Monitors include: 4 JBL JRX100s and a Samson Resound RS15M for a drum wedge.
- A 3-phase 100 amp 120/208 volt electrical feed is available on the Afterhours stage. If the customer would like to tap into this system, they must supply the pig tails (bare ends) and alert Event Management staff at least 2 weeks in advance of the event, as it's mandatory to have a NU electricians on site to perform the tie in.
- In addition to wireless internet throughout the venue, Afterhours has one hard line connection to the internet. It is located on the bottom left corner of a wall plate on stage right.
- Afterhours is also equipped with a basic backline for musical performances/open mics/variety shows, etc. The venue has a bass guitar amplifier (Fender Rumble V3 200w 1x15 Bass Combo Amp) and 2 guitar amplifiers (2 Fender Hot Rod Deluxe III 40W 1x12 Tube Guitar Combo Amp), a keyboard (Roland RD-88), as well as a full drum set (Yamaha Stage

Custom Birch 5-Piece Shell Pack with 20" Bass Drum) complete with various cymbals, stands, foot pedal, throne and hi-hat/clutch.

RESERVING AFTERHOURS

- 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 (<https://eventvenues.sites.northeastern.edu/>) and the Student Code of Conduct (<https://osccr.sites.northeastern.edu/code-of-student-conduct/>) Exceptions may be made **only** at the discretion of the Director of Operations.
- 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. If the Event Management Form is not completed accurately within that time period, the success of the event could be compromised, which could 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 Afterhours staff from the time of setup until breakdown is completed.
- All events in Afterhours 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 Technical Operations Managers will provide appropriate staffing.
- Afterhours Management reserves the right to bill for additional staff used during rehearsals, extended set up times and break down times.
- The hours of operation in Afterhours are Monday – Thursday 6pm-12am, so events must end by 11:00pm. Friday & Saturday hours are 6pm-11pm, so events MUST be over by 10:00 pm. Afterhours management reserves the right to make the end times & load out times earlier.
- During finals, quiet hours are enforced in the Curry Student Center, which restricts what activities can be held in the student center (this includes Afterhours).
- Afterhours is typically closed to the public; shows are NU (with NU ID) plus guest. Guests must be +18 with a valid college ID or a government issued ID. Afterhours management reserves the right to make any show NU-only. Dance parties (defined as DJ-style/dance music & a clear floor with the intention of dancing) in Afterhours are always NU only.
- If an event is expected to reach capacity, all members of the sponsoring student group are not guaranteed access. The same entry rules apply to all students and at a first-come first-served basis. We recommend that the sponsoring group get there early so that they can attend, otherwise you can place group members on the student group guest list (maximum 12 people).
- **Student Group guest list policy:** For student group hosted events, especially ones that could reach capacity, the group may submit a guest list, which cannot exceed 12 total guests. If non-NU students are on the guest list, a group member must submit their name along with the guest they are sponsoring. Lists must be submitted by a member of the E-board **ONLY** on the night of the event. No changes may be made to guest lists once the event has started.
- **Performer guest list policy:** Performers may bring one guest per member of the band. Performers must submit their name along with the name of their guest to the Afterhours staff the day of the event.
- Please note: the number of people on both the Student Group and the Performer guest list must be subtracted from the total capacity of the event (276 persons).

TICKETING EVENTS

- Though uncommon, some Afterhours events may require tickets for admission. Please let us know if we may assist you with that. Some events may be ticketed or wrist banded to ensure fire safety codes are met. All events in Afterhours are free to NU students.
- The Ticket Center must handle all ticket transactions for events in Afterhours, including pickup, complimentary tickets, and the printing of tickets.
- For more info about tickets, email: tickets@northeastern.edu
- For more info on getting tickets, visit: mytickets.northeastern.edu

TECHNICAL/BACKSTAGE EVENT COORDINATION

- **Please be respectful of other people using the Curry Student Center during the event. The performance sound levels must be kept 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.**

- 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 are 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 light boards and sound boards **MUST** be returned to the original presets or positions.
- 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 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. All scenic materials must be flame proofed.
- While the Event Management staff is glad to assist you, the ITS Department is primarily responsible for managing technical systems on campus. If you would like an ITS technician on site in addition to the above staff, you must go to the ITS website to request one, otherwise you may waive this service. Information on reserving an ITS specialist for your event, including rates, is located here. http://www.northeastern.edu/infoservices/?page_id=1034.
- If onsite parking is required, this **must** be brought to the attention of Event Management staff *at least* two days in advance of the event. Space is very limited and not guaranteed. Otherwise, arrangements can be made through the university's parking garages at an additional cost.

CANCELLATIONS, NO SHOWS & FISCAL RECONCILIATION

- To cancel a reservation for this major event venue, a group must email cscreervations@neu.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.*** For weekend events, cancellations must be made by 4pm on the Friday two weeks before the event to avoid charges.
- If Afterhours is booked for a certain time and the group or performers are a "No Show", this will be considered a last minute cancellation and the organization that reserved the date will be charged staffing fees that apply to the Afterhours staff.
- If a group needs to postpone an event and it is within 2 weeks of your event, you will still be charged staffing fees.
- Otherwise, there is no charge for student groups to use Afterhours.
- Academic, administrative departments and external groups are required to pay staffing charges and cancellation fees.
- In cases of academic and administrative departmental events, Beginning **July 1, 2014**, Event Management will start collect client's budget prior to the event and then work with accounting to directly process any event staffing charges the client's account. The process will work like this: Around the 15th of each month, Event Management will produce a detailed of listing both front of house and technical staffing costs and e-mail to the client associated with the reservation as well as their budget administrator. 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 within 10 days (by the 25th). Otherwise, the charges will be sent to the Accounting Department for automatic processing. After charges have been processed, you will have 90 days to dispute any errors.

FRONT OF THE HOUSE EVENT COORDINATION

- All Front of House requirements (i.e. public safety concerns, receptions, etc.) are to be included with the Event Management Form.
- Volunteer/student group ushers must be approved by the Afterhours Event Management staff and are allowed only as a supplement to the ushers & security provided by Afterhours.
- 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.
- The use of this venue for book signings, meet and greets, or merchandise sales must be approved and reserved through Scheduling & Event Planning and approved by the Director of Operations. If the performer wishes to sign autographs, the group hosting the event **MUST** include this information via the online Event Management Form (listed earlier in the packet), so that special arrangements can be made by the Event Management staff to accommodate the request prior to the date of the show. NUPD and Event Management staff reserves the right to not allow a meet and greet if they feel that

this type of activity causes a flood of patrons to the stage and it does not meet Public Safety/Fire Safety standards for crowd control.

- Artist(s)/Performer(s) and student organization representatives must vacate the Afterhours by no later than midnight on weeknights, 2am on weekends.
- In the case that the Event Management staff, 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, and some events may require bag screening; this will be determined by the NUPD. Tickets for certain events will be limited to those with NU IDs. Staff reserves the right to use wristbands or any other means determined to ensure proper crowd control.
- There is no moshing or crowd surfing allowed in Afterhours at any time.

OTHER VENUE POLICIES

Event Analysis Meeting Policy:

It is highly recommended that groups hosting an event meet with their CSI Program Manager (if a student group) and a member of the Event Management team (424 CSC). 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@neu.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 the Event Management staff. There 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 Afterhours, these areas include: the tech closet and the tech office. Additionally, no one is allowed to touch or move any of the technical equipment stored on site. All other equipment, including chairs, tables, pipe & drape, carts, music stands, etc. will need the approval and help of an Event Management staff member if the group would like it moved.

Drones

No drones are allowed inside the Curry Student Center.

Snow Emergency:

In the event of a snow emergency in which Northeastern is forced to close, please check with Event Management to see if the events in the venue will be cancelled.

Food and Drink Policy:

- Events may have food and drink 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: <http://www.rebeccascafe.com/neu/rebeccas-neu-catering-menu.pdf>
- The group reserving the space is responsible to put all waste into the trash bins.

Selling of Merchandise Policy:

Merchandise from bands booked in Afterhours can be sold without need of police detail, as long as the items being sold are \$20 or under. Otherwise, it may require a police detail and will need to be authorized by CSI Program Manager, 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 or glitter. It could damage equipment, incur clean-up cost, or jeopardize your group’s ability to reserve events in the future.

Storage Policy:

As space is limited in these venues, groups are not allowed to store anything in the event space unless it has been approved by the Director of Operations, Event Management. To get approval, a written document must be submitted via email to eventoperations@neu.edu which details the sizes of the items (including set pieces or scaffolding), 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 set 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.

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.

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.

Clean Up Policy:

Every group is expected to leave the venue clean and in good condition. That includes all areas such as the stage, stage wings or in main front of house area. If extra rooms were booked in the Curry Student Center to serve as dressing rooms/green rooms, it includes those as well. It's the responsibility of the group to dispose of any of their trash into proper receptacles 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. Event Management assumes no responsibility for any items left in the venue after your event. Please be sure that your group has collected all items.

Post-Event Evacuation Procedure:

At the conclusion of your event, the organization hosting the event is expected to depart in a timely manner. Please discuss and confirm load out with event management staff while planning 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@neu.edu and list the venue in the subject of the email.

For Scheduling issues (including cancellations), please email cscreservations@neu.edu.

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STAFF ASSOCIATED WITH EVENTS AT AFTERHOURS

Event/House Manager

This person coordinates all aspects of crowd control in the Front of the House. She/he trains and supervises ushers. She/he coordinates with the Technical Assistant and Stage Manager to decide when the performance will begin. She/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 the Event Management 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 the House Manager feels that any safety precautions are not being met or that the performers or organization hosting the event are not following instructions, with the collaboration of the Stage Manager and Technical Assistant, she/he has the authority to shut down the event.

Event Assistant/Usher

Under the guidance of the Event Manager, the ushering staff is responsible for tearing tickets, checking wristbands, and answering patrons' questions. Ushers 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.

Stage Manager

The Stage Manager oversees the event performance. She/he works collaboratively with the Technical Assistant and acts as the liaison between all performers, student group/departments and Event Management staff. The Stage Manager is directly responsible for supervision of all performers, their call times, calling cues, as well as general time management. Often the Stage Manager, prior to the show, will work out details to coordinate the final performance set ups, timelines, green room/dressing room details, etc. Additionally, the Stage Manager 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 the Stage Manager feels that any safety precautions are not being met or that the performers or organization hosting the event are not following instructions, with the collaboration of the House Manager and Technical Assistant, she/he has the authority to shut down the event. In addition to the Stage Manager that the Event Management staff provides, a group may also bring their own Stage Manager to assist the performance.

Technical Assistant:

Technical Assistants 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. Technical Assistants will work with the House Manager and Stage 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 Technical Assistant 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 House Manager and Stage Manager, she/he has the authority to shut down the event.

Light Board Operator:

This is a subset of a Technical Assistant's duties. While a Technical Assistant is not considered a lighting designer, he/she can create and manipulate the lights to create different looks which will enhance the performance for the event.

Audio Engineer:

This is another subset of a Technical Assistant's duties. A Technical Assistant will set up microphones, run the sound board as well as play CDs and iPod. This person will be in the audio booth for the entire event.

Stagehand:

This is another subset of a Technical Assistant's duties. This person will assist in moving microphones, tables or any other set pieces etc. during a performance.

Ticket Center Staff

These staff members are trained to sell tickets at the NU Ticket Center and are the only people allowed in the ticket center.

Afterhours Event Cost Estimate

This is a general estimate of costs associated with running a 4 hour event (includes set up and break down) in Afterhours. 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 your event has set up, break down or rehearsal times that will exceed than 4 hours and need a detailed quote, or if you have any other specific questions, please contact Miriam Rosenau (s.rosenau@northeastern.edu)

NOTE: If the event is cancelled within two weeks prior to the event date, the student group will be charged. Otherwise, there is no charge for Center for Student Involvement (CSI) recognized undergraduate student groups to use Afterhours. Academic and administrative departments as well as outside groups are required to pay staffing charges.

Front of the House Costs	
Event/House Manager 2 Event/House Managers @ \$30/hour for minimum of 4 hours	\$240.00
Event Assistants/Door Security 2 Event Assistant/Door Security @ \$20/hour for minimum of 4 hours	\$160.00
Technical/Backstage Costs	
Stage Manager 1 Stage Manager @ \$30/hour for minimum of 4 hours	\$120.00
Technical Assistants 2 Technical Assistants @ \$30/hour for minimum of 4 hours	\$240.00
TOTAL ESTIMATED COST:	\$760.00

OTHER POTENTIAL CHARGES

- These charges do not include rent (for external organizations) or NU Police detail fees.
- Some events (like concerts) may require extra funds for security barricades, magnetometers, and outside security personnel. These costs are not included as well.
- 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@neu.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.*** 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 (ppt, video, etc.) it will require an extra staff member at \$30 an hour (4 hour minimum).

This estimate is based on preliminary information presented to the Director of Operations and is subject to change. 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. Some events, at the discretion of Northeastern University's Department of Public Safety, may also require a police detail, which costs extra. Additionally, groups external to Northeastern may also incur rental fees.

If you have questions or need a more detailed quote, please contact the Director of Operations, Jeremy Reger, j.reger@northeastern.edu. Thank you.