

Northwest Building

Event Guidelines and Agreement

EVENT SPACE REQUEST MUST BE SUBMITTED TO NORTHWEST OPERATIONS AT LEAST TWO WEEKS PRIOR TO THE EVENT.

Cancellation Policy: A \$250 late-cancellation fee is applicable to cancellations made within two weeks of the event date.

Capacity: Total capacity of the B1 Level is 750 people. Building fire code limits the number and arrangement of tables in B100 which may reduce total capacity. An event floor plan must be submitted for approval to Building Operations at least two weeks prior to event.

Catering: Crimson Catering is the preferred caterer for events at the Northwest Building. Catering request can be made online via the following link, www.dining.harvard.edu/crimson_catering/index.html, or by calling the Crimson Catering Sales Office at 496-6000.

Confirmation: Reservations are confirmed when the requestor receives an email confirmation with a reservation number.

Custodial Services (including furniture arrangement): Harvard Facilities Maintenance and Operations (FMO) provide custodial support for events at the Northwest Lab Building. Custodial service is a condition of using space at Northwest. Custodial service is based on an hourly rate which is subject to change. An estimate of total custodial fees is provided on the Reservation Confirmation Form. The actual fee is calculated after the event is complete and is based on the total number of service hours reported.

Decorations: Decorations fixed to any building surface must be done by Northwest Building Operations staff only. Requests for posting or hanging decorations must be submitted to the Building Operations Office at least one week prior to event.

Deposit: A 33-digit departmental billing code or \$250 deposit check written to Harvard University is due 30 days prior to the event date. The billing code will be charged or the check applied to costs after the event has occurred.

Electrical Support: Additional electrical support is available on an ad hoc basis, is billed hourly and charged via billing code to the event sponsor after the event. Extra electrical support should be requested when making a reservation and may not be available if a request is made later than two weeks prior to the event.

Floor Plans: Floor plans should be submitted at least two weeks prior to the event date.

Furniture: Northwest has a limited inventory of event furniture. Requests to use Northwest furniture should be submitted on the Event Space Request Form. Staging, pipe and drape and extra furniture should be arranged through Crimson Catering or other vendor.

Media Services: The Media & Technology Services office for the Northwest Building is located on the basement level, room B111. The office is open M-F 8a-5p, with evening and weekend A/V requests serviced by the main MTS office located in the Science Center. MTS provides the following services: computer and video projection, laptop rental (for FAS classes only; limited supply), audio and video recording, tele and videoconferencing, and live sound system reinforcement. AV services for events will incur equipment and labor charges and are billed separately from custodial, electrical or rental fees.

To request A/V support for an event, please contact the office supervisor, Andrew Gallagher, at 495-5775 or send an email to: nwmedia@fas.harvard.edu.

Parking: Parking for events may be available at the Oxford Street Garage. To arrange parking for an event, please contact the Parking Office at 617-495-3772 or <http://www.uos.harvard.edu/transportation/parking/>.

Reservation Time (Set-up/Breakdown): Set-up may possibly begin up to four hours before an event start time. Verify setup start time with Jesselynn Opie at NW Operations. Furniture and equipment brought in to Northwest must be removed immediately after the event ends. A daily room charge will be applied to each additional day furniture and equipment remains in the Northwest event space. It may be possible to extend the set-up/break-down time if another event is not scheduled directly before or after your event. Contact Jesselynn Opie (jopie@fas.harvard.edu) to request extension of your reservation for this purpose.

Security Services: Securitas Inc. provides routine security coverage at the Northwest Building 24/7 but additional security may be required for events that occur after 5pm and on weekends and holidays. It is the responsibility of the event host to determine whether or not extra security is needed. Please visit the HUPD website <http://www.hupd.harvard.edu/detail/> for more information. The event host department or group is financially responsible for added security.

Student Group Events: Events hosted by student groups must be approved by the Harvard College Student Organization Center at Hilles (jonrobert_bagley@harvard.edu) (undergraduate groups), GSAS Student Services janetdaniels@fas.harvard.edu (graduate groups) or Associate Dean of Students Shirley R. Greene shirleygreene@fas.harvard.edu at DCE (Extension School groups) before a reservation can be confirmed.

Your signature signifies your understanding and acceptance of the terms and conditions described herein. Kindly complete the information below and fax to Jesselynn Opie at 617-495-9822.

SIGNATURE OF DEPARTMENTAL REPRESENTATIVE

DATE: _____

PRINTED NAME

EMAIL & PHONE NUMBER

MAILING ADDRESS

33-DIGIT BILLING CODE