The West Addition is a large communal event space located on the ground level and the first floor level of the Curry Student Center. The venue features natural light and a spacious floor plan capable of accommodating a variety of large events, including receptions, film/television screenings, staged performances, open-house gatherings, banquets, conferences, event fairs, socials and symposia.

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 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, 617-373-2632).

SPACE

- The West Addition is a multi-use event space with tiered seating capable of many set-ups. When not in use for an event space, the main floor of the West Addition is a public space with 70 tables of assorted sizes and a capacity of 497. The “loft-style” mezzanine of the West Addition can hold up to 150. Please refer to the diagrams at the end of this packet for floor plans and Building Services furniture moving costs.
- The West Addition’s ground floor has three levels with the following dimensions: the top tier is 23’x 65’, the middle tier is 17’x 95’, and the bottom tier is 25’x 80’. Further detail can be found in the diagrams at the end of this packet.
- The West Addition’s Mezzanine floor dimensions are 65’ x 40’. Further detail can be found in the diagrams at the end of this packet.
- Events requiring a furniture set up that differ from its standard set up will incur a special set-up charge from Building Services (please refer to the diagrams at the end of this packet regarding potential moving costs). The following are several such set-up options, some of which incur additional fees.
  - Banquets & Other Set Ups:
    - Lecture style seating on the ground floor: max capacity of 497.
    - Lecture style seating in the mezzanine: max seating of 120
    - Up to forty-six 60” round tables on the Ground Floor: 8 people per table, max capacity of 368.
    - Up to seventy 30” wide rectangular tables on the Ground Floor: 4 people per table (utilizing both long sides), max capacity of 280.
    - Up to fifty 15” wide rectangular tables on the Ground Floor: 3 people per table (utilizing one long side), max capacity of 150.
- All set-ups must be arranged in advance with Event Management as certain arrangements may incur addition fees and impact the West Addition’s capacity.
- Generally, weekday events in the West Addition can’t start before 7:00 PM, allowing time for daily public use. Please keep this in mind when planning an event, especially if extra rehearsal or set up time is required.
- Events must end at least one hour before the Curry Student Center closes, allowing time for clean-up. If your group is looking to host an event later than that, additional costs may apply. Please discuss this at least two weeks in advance with Event Management to obtain a specific quote.
- As the West Addition has a “loft-style” mezzanine, there is sound bleed between levels. Therefore, if the group wanted a private event, both the mezzanine and the ground floor would need to be reserved and blocked off.

AUDIO/VISUAL

- There are up to 4 wireless handheld microphones OR up to 4 wireless lavalier microphones available for use in both the lower and mezzanine levels.
- There are 16 wired microphone inputs throughout the lower level, located in sets of four at the Stage location, and along the three columns mid-house. In addition, there are 4 wired microphone inputs in the Mezzanine.
- The lower level of the West Addition has one large screen, located in the front of the room (away from the food court). There is also the option of adding up to 4 portable 65- inch flat-screens along the columns on the floor.
- The mezzanine has one projector and projection screen that can operate independently or in sync with the AV and projection system below.
- Laptops can be connected via VGA or HDMI. Our preferred format for video files is DVD, Blu-ray or mp4s.
• If no communication is received within two weeks prior to the event 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 West Addition has 5 hard line connections to the internet.
  o Wall plate (140-CSC-1) is located on the left column in the mezzanine and the bottom left port is activated and labeled.
  o Wall plates (030-CSC-5), (030-CSC-6), (030-CSC-7) are located on the pillars of the ground floor. The bottom left ports are activated and labeled on the wall plates.
  o Wall plate (030-CSC-8) is located in the floor box of the ground floor in the middle of the top tier. The bottom left port is activated and labeled.

RESERVING THE WEST ADDITION

• 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.
• Weekday events in the West Addition cannot start before 7:00 PM, and all events must end at least one hour before the Curry Student Center closes, allowing for daily public use of the space and room set-up/clean-up time; please keep this in mind when planning an event, especially if extra rehearsal time is needed. Event Management retains the right to enforce these restrictions but will consider petitions to extend event times beyond these limits.
• 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 weeks prior to the date of the performance/event by filling out the online Event Information Form (https://tinyurl.com/nuemform). If the Event Information 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 West Addition 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 1 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 in the West Addition 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.
• Groups will billed 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 West Addition 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 West Addition 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
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 West Addition Event Management staff. If the West Addition 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 West Addition 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 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 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 CSC Operations Desk (325CSC) at least two days in advance to ensure that they will be hung 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 for more information.

CANCELLATIONS & NO SHOWS:

- To cancel a reservation for this major event venue, a group must email cscreservations@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. For weekend events, cancellations must be made by 4pm on the Friday two weeks before the event to avoid charges.
- If a group needs to postpone an event and it is within 2 weeks of your event, you will still be charged staffing fees.
- 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 3rd “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 15th 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 within 10 days (by the 25th). 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

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 and technical riders/specifications. To set up a meeting, or if you have any questions, feel free to email eventoperations@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 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 West Addition, there may be “off limits” spaces designated by Public Safety or Event Management staff. 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.

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/

Drones
No drones are allowed inside the Curry Student Center.

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:
There is no storage allowed in the West Addition.

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 white 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/](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 detail, regardless of the cost per item.

5. The collection of funds online is only permitted using Cashnet ([https://commerce.cashnet.com/SFCSA](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. 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:**

(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 WEST ADDITION

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 handing 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.

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.
Four Tier West Addition Event Cost Estimate

This is a general estimate of costs associated with running a 4 hour event (which includes set up and break down) in the West Addition. 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 will exceed 4 hours (including the set-up, break down or rehearsal times) and need a detailed quote, or have any other specific questions, please contact Terry Coronella t.coronella@northeastern.edu

Tier 1 – Meeting with NO AV on the Mezzanine after 7pm

<table>
<thead>
<tr>
<th>Technical/ Costs</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>x0 Media Service Technicians @ $40/hour for minimum of 4 hours</td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>TOTAL ESTIMATED COST:</strong></td>
<td><strong>$0.00</strong></td>
</tr>
</tbody>
</table>

Tier 2 – Meeting/Function with AV in the Mezzanine after 7pm

<table>
<thead>
<tr>
<th>Technical/ Costs</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>x2 Media Service Technician @ $40/hour for minimum of 4 hours</td>
<td>$320.00</td>
</tr>
<tr>
<td><strong>TOTAL ESTIMATED COST:</strong></td>
<td><strong>$320.00</strong></td>
</tr>
</tbody>
</table>

Tier 3 – Meeting/Function with AV using the Ground Floor only

<table>
<thead>
<tr>
<th>Front of the House Costs</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>x1 House Manager @ $30/hour for minimum of 4 hours</td>
<td>$120.00</td>
</tr>
<tr>
<td>Technical/ Costs</td>
<td></td>
</tr>
<tr>
<td>x2 Media Service Technicians @ $40/hour for minimum of 4 hours</td>
<td>$320.00</td>
</tr>
<tr>
<td><strong>TOTAL ESTIMATED COST:</strong></td>
<td><strong>$40.00</strong></td>
</tr>
</tbody>
</table>

Tier 4 – Meeting/Function with AV using the Ground Floor and Mezzanine

<table>
<thead>
<tr>
<th>Front of the House Costs</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>x2 House Managers @ $30/hour for minimum of 4 hours</td>
<td>$240.00</td>
</tr>
<tr>
<td>Technical/ Costs</td>
<td></td>
</tr>
<tr>
<td>x3 Media Service Technicians @ $40/hour for minimum of 4 hours</td>
<td>$480.00</td>
</tr>
<tr>
<td><strong>TOTAL ESTIMATED COST:</strong></td>
<td><strong>$720.00</strong></td>
</tr>
</tbody>
</table>

Basic staffing is required in the West Addition for all small scale events where media is involved (microphone/AV); in the instances below, however, extra staffing charges may apply:

- If you want Event Assistants to block off the upper (or lower level) to ensure privacy and minimize disruptions.
- If there is complex audio and a 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 West Addition.
- 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 (located at 325 CSC) at 617 373 5429.
CSC Extended Hours Cost Estimate

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>x2 Building Managers @ $30/hour for minimum of 4 hours</td>
<td>$240.00</td>
</tr>
</tbody>
</table>

**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.
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.

**TOTAL ESTIMATED COST:** $240.00

**OTHER POTENTIAL CHARGES**

- There may be additional building services charges depending on the nature of your event. Please refer to the West Addition Moving Cost chart in the diagrams below or speak with Event Management for a quote from Building Services.
- If an event starts earlier than one hour after the building opens or if a meeting ends later than one hour before the building closes, extended CSC operating fees will apply ($240.00 minimum).
- 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. Please provide at least two weeks’ notice for such cancellations. If an event or AV support for 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 (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 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 contact the Curry Student Center Senior Event Manager, Terry Coronella t.coronella@northeastern.edu or the Director of Operations, Jeremy Reger, j.reger@northeastern.edu. Thank you.
West Addition Floor Plans (with Building Services Fees)

West Addition Ground Floor - Existing Setup (No Building Services Fees)

West Addition Ground Floor - Lecture Style Setup

- Rearrangement of furniture is normally done prior to 6am. Setup costs vary depending on timeframe of the setup. $280 weekdays/$560 on the weekends prior to 6am. Setup times that require afternoon or evening setups may incur an additional fee based on the availability for West Addition work to be complete at a cost up to $650.
West Addition Ground Floor – Banquet/Buffet Setup

- Full removal of existing furniture to bring in outside furniture, such as banquet tables costs $1,542 weekdays / $3,084 on the weekends. (Two day total to remove & reset)
Full removal of existing furniture to bring in outside furniture, such as banquet tables costs $925.20 weekdays / $1,850.40 on the weekends. (Two day total to remove & reset)