

AfterHOURS

Venue Information Packet (V.I.P)

Updated 11.7.2011

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. AfterHOURS hosts a variety of different functions, including lectures, dinners, open mics, movies, television broadcasts, major sporting events on TV, acoustic & electric concerts, as well as dance parties.

Please read through this packet and fill out the Event Information Form, an online form that will help your event run more smoothly. It can be found online at <http://tiny.cc/eventmanagement> If you have any questions, please email: cscreservations@neu.edu

SPACE

- AfterHOURS is capable of holding events for up to 276 audience members (standing). If you need extra chairs, you must specify this in your request so we can order extra chairs for the event. Chairs may not be removed from the Curry Student Center to be brought into afterHOURS.
- The Stage is elevated by 21" off the floor, and has the dimensions of roughly 20' 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.

AUDIO/VISUAL

- afterHOURS is equipped with basic stationary stage lighting hanging from above the stage. There are no moving lights.
- There are 2 built in projectors & screens, as well as 5 large widescreen flat panel televisions located throughout the room. The projectors accept feeds from a laptop computer, the house DVD/CD/VCR player, or from cable television.
- The audio system can accept feeds from a variety of sources, including microphones, instruments, iPods, computers, DVDs, or CDs. The DVD player is a Pioneer DVD/LD Player, Model DVL-919.
- There are 3 dedicated wireless handheld microphones. Two wireless lavalier microphones may be substituted for the handheld wireless mics.
- The "Front of House" soundboard is a 16 channels Allen & Heath "WZ 16:2 dx" board. The afterHOURS stage has the capability of 24 XLR stage inputs however, you would need to rent a bigger sound board.
- 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.
- The preamps for afterHOURS include: one QSC CX404 (monitor pre amp), four QSC CX1102 (line arrays and DJ sub pre amp), two QSC CX502 (entrance and fills pre amps), one Crest Audio CA9 (DJ Hi pre amp) and one Samson SX2800 (DJ Low pre amp)
- The House sound includes four JBL VRX932 LA-1 Line Arrays and two JBL VRX900 Subs.
- There are four monitor speakers with four possible independent monitor mixes from Front of House. Monitors include: (1) Electro-Voice Force wedge monitor, (2) Wharfedale Pro twin 12s, (1) Samson Resound RS15M.
- The power capabilities/receptacles for afterHOURS is a 3 phase 100 amp 120/208 volt feed on the afterHOURS stage. If the customer wants to tap into this system and supply the pig tails (bare ends), we need to know 2 weeks in advance as it's mandatory to have a NU electricians on site to perform the tie in.

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: <http://www.neu.edu/eventvenues> as well as the Campus Activities Policy Website: <http://neu.orgsync.com>. Exceptions may be made at the discretion of the Director of Operations.
- All communication from the organization to Event Management staff should be handled by the Group Representative (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 Information Form. If the Event Information 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.
- The 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 8pm-12am, so events must end by 11. Friday & Saturday 9pm-2am so events MUST be over by 1:00 am. afterHOURS management reserves the right to make the end times & load out times earlier.
- During finals, there are quiet hours in the Curry Student Center which restricts what activities can be held in the student center; this includes afterHOURS as well.
- afterHOURS typically is closed to the public; shows are NU (with ID) plus guest however 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. For student group hosted shows, especially ones that could possibly sell out, the SGA policy is that a guest list request should be sent to FinanceBoard@neu.edu at least two weeks before the event. Failure to comply will result in loss of guest list privileges in afterHOURS for the event.

ADVERTISING EVENTS AT AFTERHOURS

- If you would like to promote your event to the public, we are happy to help. Please have a .jpg image advertising your event (or a power point slide) and if it's approved by Event Management, we can add it to the digital signage on display in the Curry Student Center and afterHOURS.
- Just a Reminder from the Student Government Association's Finance Board: Groups must post events in Afterhours on the OrgSync Campus Calendar. This is important as this calendar is reproduced in many locations-- such as MyNEU, Campus Activities, and the Student Life homepage. For specific instructions or questions on how to do so, please contact the SGA Finance Board or your Program Manager. The link for the OrgSync Campus Calendar is: <https://orgsync.com/login/northeastern-university>

TICKETING EVENTS

- Though rare, some afterHOURS events may require tickets for admission. Please let us know if we may assist you with that. Some 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 afterHOURS. This includes 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 on how to set up tickets, please go to: <https://orgsync.com/22998/forms/26925/show>
- For more info on where to get tickets, please go to: <http://neu.universitytickets.com>

TECHNICAL/BACKSTAGE EVENT COORDINATION

- **Please be respectful of other people using the Curry Student Center during the event. Please keep sound levels to a reasonable level. Decibel levels will be at the discretion of the AfterHOURS event management staff. If the AfterHOURS 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 AfterHOURS event management staff.**
- Sound levels must be kept to a minimum during load in and load out.
- All technical requirements, (i.e. audio, visual, scenic materials, dressing room issues, and technical staff) are to be addressed when the Event Information Form is submitted. If the performer provides a technical rider, it must be submitted with the Event Information Form to ensure that the performer's needs are met.

- It is the responsibility of the sponsoring student group to ensure that Artist(s)/Performer(s) are in AfterHOURS at least one hour prior to the published start time of the event. The Artist(s)/Performer(s) must be present in the space at that time to ensure that the space, audio and other needs are appropriate for the performance.
- No smoking, fire, or live flame is permitted in the venue. Any and all scenic materials must be flame retardant/fire proofed.
- Any banners or drops must be delivered to the Scheduling & Event Planning Office at least two days in advance of the event to ensure that they will be hung up in time for the event.
- If onsite parking is required, this **must** be brought to the attention of the afterHOURS Committee *at least* two days in advance of the event. Space is very limited and not guaranteed.
- 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 retribution. Similarly, the light boards and sound boards **MUST** be returned to the original presets or positions.
- afterHOURS is equipped with a basic wash of lights that illuminate the stage. Unless your reservation includes time dedicated for technical set up, lights cannot be altered as alterations require many hours of work to adjust the lights, as well as return them to their original state.
- While the Event Management staff is glad to assist you, **the IS department is the department primarily responsible for managing technical systems on campus**. Information on reserving an IS specialist for your event, including rates, is located here. If you would like an IS technician on site in addition to the above staff, you must go to the IS website to request one, otherwise you may waive this service: http://www.northeastern.edu/infoservices/?page_id=1034.

CANCELLATIONS, NO SHOWS & FISCAL RECONCILIATION

- Please provide at least two weeks notice to cancel an event. If AfterHOURS is booked for a certain time and the group or performers are a “No Show”, the organization that reserved the date will still be charged staffing fees that apply to the AfterHOURS staff.
- 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 student groups to use afterHOURS.
- Academic and administrative departments as well as outside groups are required to pay staffing charges and cancellation fees.

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 Information Form.
- In the case that the Event Management staff in conjunction with the Public Safety Division of Northeastern University decides that Detail Officers will be needed for the event, these costs will be charged to the student group unless the event is funded by the SGA Finance Board.
- 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 afterHOURS Event Management staff.
- If the performer does not show up within fifteen minutes of start the time, the afterHOURS Event Management staff can cancel the event.
- 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.
- Artist(s)/Performer(s) and student organization representatives must vacate the AfterHOURS by no later than midnight on weeknights, 2am on weekends.
- 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 Campus Activities 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 cscreservations@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. 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 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.

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:

- No outside food or drink is allowed to be brought into afterHOURS; 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: <http://www.rebeccascafe.com/neu/rebeccas-neu-catering-menu.pdf>
- Also, the group using the space is responsible that all waste is put 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 \$10.00 or under. Otherwise, it may require a police detail and will need to be authorized by Campus Activities 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 both regular paint and spray paint.

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 which details the sizes of the items (including set pieces or scaffolding), and exactly where they are suggested to be stored. If items are allowed to be stored on the premises, they can’t obstruct anything that normally gets used in the event space, as well as fire exits or egresses. Also, please note weights of these set pieces as they must be moveable so they won’t interfere with any other events the venue is hosting as it is a multipurpose space.

Fire Safety Policy:

Fire exits and egresses must be accessible at all times. This includes on both sides of the stage, in the audience, and backstage. 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 discussed in advance with your Event Management staff contact.
2. 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.). Please ask for portable wipe boards, pipe and drape or easels that you may require when you submit the Event Information Form.
3. Decorations may not obstruct doors, hallways, staircases and fire exits.
4. 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.

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 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 CONTACT INFORMATION

Scheduling & Event Planning

617.373.2632 (voice)

617.373.4055 (fax)

cscreservations@neu.edu

Kier Byrnes, Director of Operations

617.373.2599 voice

617.373.4055 fax

k.byrnes@neu.edu

Jeremy Reger, Technical Operations Manager

617-373-8160 voice

617.373.4055 fax

j.reger@neu.edu

Kevin McDevitt, Technical Operations Manager

617-373-2250 voice

617.373.4055 fax

k.mcdevitt@neu.edu

Bob Grier, Associate Director of Operations

617-373-2633 voice

617.373.4055 fax

r.grier@neu.edu

STAFF ASSOCIATED WITH EVENTS AT AFTERHOURS

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. He or she must be available to move throughout the room to solve any problems that might arise. He/she supervises any and all performers, as well as the afterHOURS 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 student group members are not following instructions, with the collaboration of the House Manager and Technical Manager, he/she has the authority to shut down the event.

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 afterHOURS entrance as well as inside the entire club for before, during, and after the show.

Stage Manager

The Stage Manager oversees the event performance. He/she 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 student group members are not following instructions, with the collaboration of the House Manager and Technical Manager, he/she has the authority to shut down the event. In addition to the Stage Manager that the Event Management staff provide, a group may also bring their own Stage Manager if they want.

Technical Assistant:

Technical Assistants oversee the entire technical/backstage elements of the production; as well as work with the other technical staff like IS 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 keep the show running on time. He/she 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 student group members are not following instructions, with the collaboration of the House Manager and Stage Manager, he/she 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.

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 Blackman. If your event has set up, break down or rehearsal times that will exceed than 4 hours and need a detailed quote, or have any other specific questions, please contact the Director of Operations, Kier Byrnes, k.byrnes@neu.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 Campus Activities 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	
House Manager 2 House Managers @ \$18/hour for minimum of 4 hours	\$144.00
Ushers 2 Ushers @ \$9.50/hour for minimum of 4 hours	\$76.00
Technical/Backstage Costs	
Stage Manager 1 Stage Manager @ \$18/hour for minimum of 4 hours	\$72.00
Technical Assistants 2 Technical Assistants @ \$18/hour for minimum of 4 hours	\$144.00
TOTAL ESTIMATED COST:	\$436.00

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. Please contact Kier Byrnes at ext. 2599 or k.byrnes@neu.edu with any questions.

If you have questions or need a more detailed quote, please contact the Director of Operations, Kier Byrnes, k.byrnes@neu.edu. Thank you.