

# Kerr Hall Suites

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

Updated 11.1.2011

Kerr Hall Suites (formerly the NU Faculty Club) is a small to mid-sized multi-purpose conference area located in the northernmost tip of Northeastern's campus on the second floor of the Kerr Hall Residence Hall. It is fully equipped with audio and video systems and has its own in house kitchen (note: University policy restricts that Rebecca's is the only catering service we utilize in this space). Kerr Hall Suites hosts a variety of different functions, including meetings, lectures, dinners, luncheons, seminars and classes.

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](mailto:cscreservations@neu.edu)

### SPACE

- The Kerr Hall Suites are composed of two rooms; the Kerr Suite (faces the street) and the Hamilton Suite (faces the back of the building). Each suite holds 8 rounds of 8 (for 64 people total) or holds 50 people total classroom style. However, depending on the set ups, you may only be able to use one room or the other.
- There is an open coat room for the Suites.
- University policy restricts that Rebecca's is the only catering service we utilize in the kitchen/bar area of Kerr Hall Suites

### AUDIO/VISUAL

- Kerr Hall Suites is equipped with basic meeting room/conference room style lighting.
- There are 2 projectors & screens, large widescreen flat panel televisions and internet access. The projectors accept feeds from a laptop computer or from the house DVD/CD/VCR player.
- The audio system can accept feeds from a variety of sources, including microphones, instruments, iPods, computers, DVDs, or CDs. Please let us know in advance of your AV needs.
- We can provide a podium with a microphone. For performances requiring additional inputs or microphones, added equipment will need to be rented.

### EVENT COST ESTIMATE

- The Kerr Hall Suites have direct costs of \$30/hr, with a 4 hour minimum, associated with it. Additional hours will be charged for set up and break down if the 4 hour time period is exceeded. This rate may increase slightly during summers and winter break, as well as other times when as additional staffing is required for this building.

### OTHER POTENTIAL CHARGES

- There may be additional charges for rent (for external organizations) or NU Police detail fees.
- Please consult your Event Management contact before your event if you have any concerns regarding charges.
- While the Event Management staff is glad to assist you, the IS department are primarily responsible for managing technical systems on campus. Information of 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: [http://www.northeastern.edu/infoservices/?page\\_id=1034](http://www.northeastern.edu/infoservices/?page_id=1034).
- ***There is a charge for cancellations if the event is cancelled two weeks of the event date.***
- This estimate is based on preliminary information presented to the Director of Operations, afterHOURS 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.
- **If you have questions or need a more detailed quote, please contact the Director of Operations, Kier Byrnes, [k.byrnes@neu.edu](mailto:k.byrnes@neu.edu). Thank you.**

### CANCELLATIONS & NO SHOWS:

Please provide at least two week's notice if cancelling an event. Please alert the CSC Scheduling Desk in 434 CSC as soon as possible. ***If the event is cancelled within two weeks of the event date, the group will be charged staffing fees.***

### FISCAL RECONCILIATION

- For ticketed events, all final costs (both Front of the House and Technical costs) will be deducted from the total revenue collected by the Ticket Center. A detailed final reconciliation will be completed by the Director of Operations after the performance(s). In the event that more revenue is collected than is needed to cover the costs, reconciliation will be forwarded to the Group Representative. The revenue will be transferred to the group's specified account and object code.
- If no ticket revenue is to be collected, the group sponsoring the event will be required to PAY the Ballroom costs no later than two (2) weeks after they receive the invoice from their event.

## **OTHER VENUE POLICIES**

### **"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 Kerr Hall*, these "off limits" areas include the office, the area formerly used as a kitchen, the storage room, and the storage closet. 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.

### **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](mailto:cscreservations@neu.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:

<http://www.rebeccascafe.com/neu/rebeccas-neu-catering-menu.pdf>

### **Snow Emergencies:**

In the event of a snow 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 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 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 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

Robert Grier, Associate Director of Operations

617.373.2633 voice

617.373.4055 fax

r.grier@neu.edu