The Fenway Center is a mid-sized venue located at 77 St. Stephen Street, on the corner of St. Stephen Street and Gainsborough Street. This venue was formerly a church and has recently undergone major renovations including the installation of a large screen digital projector, as well as professional light and sound systems. This building has excellent acoustics and is an ideal place for performances. The Fenway Center host many functions, including choral groups, dance teams, lectures, orchestral ensembles, and community church services on Sundays.

Please read through this packet and fill out the Event Management Form online at tinyurl.com/neueventmanagement. 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
- The Fenway Center is a performing arts center capable of many different set ups:
  - Theater style for up to 300 audience members. NOTE: If any combination of the ticket office, soundboard or light board need to be used front of house, the total drops to 275, as these services take up a portion of the available seating.
  - Set of up to eighteen 60” round tables (seats 8-10 people per table; 144-180 seats overall)
  - Up to 30 classroom style tables (seats 2-3 a table, 90 seats overall).
- The open floor space is 31’ wide x 78’ long.
- The Stage is elevated 16” and has dimensions of roughly 36’ wide x 50’ deep. There are 2 moveable steps that can be positioned anywhere around the stage.
- Dimensions of the green room are roughly 10’ x 8’ and can hold approximately 8 people at a time.
- The building had an orchestral-grade HVAC system installed in the summer of 2012.
- Bathrooms are shared with the public.
- Additional backstage space could be available depending on your event’s set up.
- The Fenway Center’s ceiling is equipped with a retractable sound baffling system that can be deployed to help showcase the room’s natural acoustics.
- Various 6’x8’ foot risers (8 or 24 inches high) can be requested (in advance) for the stage
- Wi-Fi is available in the Fenway Center. There are also 2 Ethernet ports for wired internet in the building. One is located in the ticket office (bottom left port is active) and the other is located in the downstage right stage box (bottom left port is active).

### AUDIO/VISUAL
- The Fenway Center is equipped with moving and stationary theatrical lighting hanging from a truss above the stage. It is capable of lighting for a wide variety of performances, including music, theatre and dance.
- The Fenway Center is equipped with an ETC ION light board.
- A full inventory of various Source Four PARs, Leko Lights (varying degrees), 6” Fresnels and with a multitude of lenses, top hats, barn doors, colored gels/gel frames and gobos.
- Two LXE 700 Spot moving lights.
- There is a built in projector (Christie Digital, Model DS+10K-M, 10,500 Lumens) hung on a Draper scissor lift (Model: SLX15; capacity 350 lbs.) and projection screen (18’ wide x 14’ high).
- The Fenway Center is capable of projecting from a laptop computer, DVD, VCR or Blu-Ray. Our preferred formats for video files are mp4, DVD or Blu-Ray. When preparing files, please consider the aspect ratio of the projection screen; which is 16:10.
- The Fenway Center is equipped with a 32 channel Yamaha LS9-32 digital sound board.
- We can provide 8 wireless mics (8 hand-held or 8 lapel microphones)
- Other microphones are available for use in the Fenway Center as well. The Event Management staff will work with you to make sure your AV needs are met. We can also recommend outside vendors in situations where our inventory can’t meet your demands.
RESERVING THE FENWAY CENTER

- 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](http://www.neu.edu/eventvenues) as well as the CSI Policy Website: [http://neu.orgsync.com](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 Management Form. If the Event Management 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 Fenway Center staff from the time of setup until breakdown is completed.
- All events in the Fenway Center 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 Event Management staff reserves the right to bill 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

- Most Fenway Center events require tickets for admission.
- 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 the Fenway Center. 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 about tickets, email: tickets@northeastern.edu
- For more info on getting tickets, visit: mytickets.northeastern.edu

TECHNICAL/BACKSTAGE EVENT COORDINATION

- Please be respectful of neighbors during the show. 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 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.
- The Fenway Center is equipped with a basic wash of lights that illuminate the stage. Unless your reservation includes time dedicated for technical set up, positioning of the lights cannot be altered.
- It is the responsibility of the organization sponsoring the event to ensure that the Artist(s)/Performer(s) are in the Fenway Center no later than 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.
- 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. Any and 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](http://www.northeastern.edu/infoservices/?page_id=1034).

- If onsite parking is required, this must be brought to the attention of the Fenway Center staff at least two days in advance of the event. Space is very limited and not guaranteed.

**CANCELLATIONS & NO SHOWS:**

- 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.

**LATE/NO SHOWS – Rehearsals only:**

If the group is more than fifteen minutes late from the scheduled start time, the building 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 result in a charge for the cost of the set up.

**FRONT OF THE HOUSE EVENT COORDINATION**

- All Front of House requirements (i.e. House Managers, Event Assistants, public safety concerns, receptions, etc.) are to be included in the Event Management Form ([tinyurl.com/neueventmanagement](http://tinyurl.com/neueventmanagement)).
- In the case that the Director of Operations/Activities in conjunction with the Public Safety Division of Northeastern University decides that NUPD will be needed for the 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 to use wristbands, or any other means determined to ensure proper crowd control.
- The use of the Fenway Center for book signings, meet and greets, or merchandise sales must be approved (and reserved) through CSI scheduling desk and approved by the Director of Operations. These additional areas are to be included in the crowd control decisions made by NUPD.
- 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.
- If the performer wishes to sign autographs, the group hosting the event MUST include this information on the Event Management Form 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 reserve to 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.
- 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 Fenway Center.
- City ordinance requires that all shows must end by 10:00pm and the Fenway Center must be completely vacated by 11:00pm.

**INVOICES & FISCAL RECONCILIATION**

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.
- The NU Ticket Center will provide all ticketing financial reports, if applicable.
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 eventmanagement@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 the Fenway Center, these areas include: the entire basement (as well as the tech closet), the ticket booth, the choir loft, the Music Department’s storage space (located behind the brown door in the back of the back stage area), and any other spaces marked off-limits. Additionally, no one is allowed to touch or move the Music Department’s pianos, risers or orchestral shells, as well as the podiums or altar or 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 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.

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

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 or glitter. It could damage equipment, incur clean-up cost, or jeopardize your group’s ability to reserve events in the future.

Storage Policy:
Space is limited in these venues and groups are not allowed to store anything in the event space unless it has been approved by the Director of Operations. 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: tinyurl.com/neueventmanagement
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.

Telephone Request Policy
While there is a hard line data port (and Wi-Fi) in each venue, the venues are not equipped with an active telephone line. If your event requires a phone line, a request must be made ten days in advance of the event. All phone charges are to be paid by the client in full; including all activations and deactivation charges. The protocol for setting up phone line is:

1. Go to myneu portal under self-service (external organizations must go through their NU client contact)
2. Select MyHelp (Study and course resources section)
3. Select Service Catalog on left hand side of service now
4. Scroll to bottom right of page and select ‘telephone line request’
5. Choose appropriate request (deactivate, new, or move)
6. Fill out form as necessary; the NU client hosting the event is responsible for going back to deactivate the line after their event

Cash Collection/Sale of Goods Policy
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. Event Sponsors may sell items or collect cash in the Fenway Center without the need for an NUPD detail as long as the items are $20 or less however, the event sponsor should call The Northeastern University Police Department (NUPD) at 617-373-2121 when they are ready to depart/make the final deposit. NUPD will escort them out.
4. Sales or collections in excess of the $20 limit may be possible in the major event venues with the presence of an NUPD detail.
5. Cash collection or sales of any kind in conjunction with a large event must have an NUPD details, regardless of the cost per item.
6. The collection of funds online (i.e. PayPal) or credit card fund collection is typically permitted 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. 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:**
At the conclusion of your event, the organization hosting the event is expected to depart in a timely manner. There is a strict neighborhood curfew with the Fenway Center. All performances in the Fenway Center must end at 10pm, and all audience, performers, and group members are to be out of the building by 10:30pm. Groups must take load out times into account when scheduling a show’s start and end time. 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@neu.edu and list the venue in the subject of the email.

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

Jeremy Reger, Director of Operations
617.373.2599 voice
j.reger@neu.edu

Adam Taylor, Sr. Associate Director of Operations
617.373.2633 voice
g.taylor@neu.edu

Mark Aylward, Associate Director of Operations
617.373.8160 voice
ma.aylward@neu.edu

Niall Foley, Technical Operations and Event Manager
617.373.2250 voice
n.foley@neu.edu

John Stump, Senior Special Events Manager, Curry Student Center
617.777.3562 voice
j.stump@neu.edu

NU TICKET CENTER:
Ell Hall, Room 109
Recorded Ticket Information, Phone Orders:
(617) 373-4700 voice
(617) 373-2184 TTY
Email: tickets@northeastern.edu
mytickets.northeastern.edu

TICKET CENTER HOURS (DURING THE ACADEMIC YEAR)
Monday through Friday, 12 noon - 6 pm, Wednesdays 12-8
The Ticket Center will open one hour prior to show time and will remain open as necessary.
**STAFF ASSOCIATED WITH EVENTS AT FENWAY CENTER**

**House Manager**
This person coordinates all aspects of crowd control in the Front of the House. She/he trains and supervises Event Assistants. She/he coordinates with the Media Services Technician 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 Media Services Technician, she/he has the authority to shut down the event.

**Event Assistant**
Under the guidance of the Event Manager, the Event Assistance staff is responsible for tearing tickets, checking wristbands, and answering patrons’ questions. Event Assistants 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 Media Services Technician 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 Media Services Technician, 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.

**Media Services Technician:**
Media Services Technicians 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. Media Services Technicians 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 Media Services Technician 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.

**Media Services Technician’s duties also include:**
- **Light Board Operator:** While a Media Services Technician is not considered a lighting designer, she/he can create and manipulate the lights to create different looks which will enhance the performance for the event.
- **Audio Engineer:** A Media Services Technician 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.
- **Video Engineer:** A Media Services Technician will assist with all the projection and video seamless switching elements of an event
- **Stagehand:** A Media Services Technician 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.
Fenway Center - Event Cost Estimate

This is a general estimate of costs associated with running a 4 hour event (includes set up and break down) in the Fenway Center. 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, Jeremy Reger, j.reger@neu.edu.

<table>
<thead>
<tr>
<th>Front of the House Costs</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>House Manager</td>
<td></td>
</tr>
<tr>
<td>2 House Managers @ $20/hour for minimum of 4 hours</td>
<td>$160.00</td>
</tr>
<tr>
<td>Event Assistants</td>
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</tr>
<tr>
<td>8 Event Assistants @ $11.50/hour for minimum of 4 hours</td>
<td>$368.00</td>
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<table>
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<tr>
<th>Technical/Backstage Costs</th>
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</thead>
<tbody>
<tr>
<td>Stage Manager</td>
<td></td>
</tr>
<tr>
<td>1 Stage Manager @ $20/hour for minimum of 4 hours</td>
<td>$80.00</td>
</tr>
<tr>
<td>Media Services Technicians (for lights, sound and video)</td>
<td></td>
</tr>
<tr>
<td>3 Media Services Technicians @ $20/hour for minimum of 4 hours</td>
<td>$240.00</td>
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<table>
<thead>
<tr>
<th>Ticket Center Costs</th>
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<tbody>
<tr>
<td>Ticket Center Staff</td>
<td></td>
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<tr>
<td>$10/hour for minimum of 4 hours 2 used</td>
<td>$80.00</td>
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</tbody>
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**TOTAL ESTIMATED COST:** $928.00

**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.
- 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](http://www.northeastern.edu/infoservices/?page_id=1034).
- If your event has 3 or more media presentations (ppt, video, etc.) or requires live video streaming / recording it will require an extra staff member at $20 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.

All events in the Fenway Center 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. If a group wants to provide their own Event Assistants/technical support, it must be approved by the Event Management staff two weeks in advance and are only allowed as a supplement to the paid staff provided by the Fenway Center.

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.**
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 Director of Operations, Jeremy Reger, j.reger@neu.edu. Thank you.
Dimensions of the Fenway Center

Diagram is not to scale. Lengths are approximate.
Dimensions of the lighting truss above the Fenway Center stage:

Height from stage floor: 29' 5"
Truss width left to right: 49'
Truss depth front to back: 28'
Truss height: 2' 1"