



The Last Chapter Pub

Information & Policies

2500 North River Road, Manchester, NH 03106-1045

P: 603.629.4361 | F: 603.629.4634 | Pub@snhu.edu

The Last Chapter Pub is able to be reserved through Conference and Event Services by departments and recognized student organizations. The Pub is a dynamic space that can go from a lunch time Luau event to an evening DJ Nightclub program and feel like you're in a different place for each. Below you'll find some helpful information that should ensure you have the details you need when planning your next event!

Last Chapter Pub At A Glance:

Hours: Sunday-Wednesday 9am-10pm, Thursday-Saturday 9am-11pm

Capacity: 297

Total Seating: 112 (60 chairs, 25 bar stools, 37 soft seating)

Stage Size: 18 ft. x 20 ft. and 6.5 inches high

General Information and Policies

- Events taking place outside of regular operating hours must be approved at least 30 days in advance by the Office of Student Involvement
- Capacity may be adjusted by the staff, depending on variables, such as equipment, furniture in the room, and type of event
- The Last Chapter Pub staff is available for basic event setup and cleanup. The staff is not responsible for executing an event such as load-in and load-out, decorating, distributing raffle tickets, etc.
- Students/event guests are not allowed behind the bar. If you need anything from behind the bar, please ask a staff member to assist you
- If your event is for SNHU students the Pub is free to use and includes the following: TV's, Sirius/XM radio service, pool table, Wi-Fi, and free snacks & soda
- Failure to adhere to Pub policies or verbal directions given by any Pub staff member will result in the club, organization or department not being allowed to host events in the facility

Pub Food Policy

- Any food being brought into the Last Chapter Pub needs to be delivered to the Pub by a vendor that prepares the food for Public consumption and the food is prepared in a certified restaurant/eating establishment (i.e. Puritan, Pizza 911, local caterer, etc.). Food prepared by an organization or group is not allowed to be brought into the Last Chapter Pub. This includes items that are barbequed or cooked by the organization or group
- Any food brought into the Pub will require a sign stating where it came from, or who prepared it, with the exception of Dining Services
- Groups can bring in pre-packaged food (chips, pretzels, etc.)

Technology Needs

- Technology in the Last Chapter Pub is provided in-house by the Tech Crew
- The facility features a professional sound and lighting system with the capability to handle most events. Equipment includes wired and wireless microphones, microphone stands, karaoke and DJ systems, active subs, stage and ceiling monitors and more

- If your event requires the use of audio visual, beyond a wired microphone and/or projection equipment you must make your request no less than 30 days prior using: bit.ly/OSIresources
- Events with extremely specific and technical requirement beyond that of the space will either need to be relocated to another space on-campus or a professional sound and lighting company will need to be hired and funded by the sponsor
- If your event will feature any type of film or television program you must first purchase the rights or receive approval through the rights holder. You will be asked by a staff member to provide a copy of the authorization prior to the showing. The Last Chapter Pub utilizes Direct TV; programs shown on a station through this provider do not need to have the rights purchased

Last Chapter Pub Wet Events

- Alcohol service (beer and wine) is provided on Thursday, Friday, and Saturday nights starting at 8pm. Prior to the start of alcohol service the Pub will close for 30 minutes to allow for set-up of the program
- Any alcohol service on other dates/times will need to be approved by the Office of Student Involvement. This is a rare occurrence, but all requests will be given full consideration
- New Hampshire law requires all bars and Pubs in the state to check ID's at the bar. In accordance with state law, the Last Chapter Pub will only accept non-expired US Driver's Licenses, Resident Cards, Military ID's or Passports as accept forms of identification. Temporary ID's will be accepted only if the expired ID can be produced with the temporary ID
- All students must present a SNHU identification card upon entry
- Guests will need a guest pass issued by the Public Safety office. Students who are 21+ will receive an ID wristband from the bartender or entrance staff. Students who are between 18 and 21 years old will receive a hand stamp or X
- New Hampshire State Law requires that all patrons must be at least 18 to be present when alcohol is being served in our facility, which is classified as a "college club"
- A member of the club or the event coordinator should not be consuming alcohol in order to assist in incidents that may arise during the event
- It is against state law to serve contracted and non-contracted performers prior to or during their performance
- The Last Chapter Pub staff will not serve a performer until all their equipment is loaded out of the facility
- Alcoholic drinks are not allowed on the stage
- During events that offer beer and wine service, individual guests will not be permitted to bring in their own beverages and food, only those supplied for the event by the event organizer will be permitted
- If you are visibly intoxicated upon arrival, or display inappropriate behavior at the door, you will not be granted admittance into the Pub
- It is up to the discretion of the Pub staff and manager to decide if you have had too much to drink and if you should no longer be served
- Underage drinking and inappropriate behavior during events will not be tolerated and will be documented