

AfterHOURS

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, live television broadcasts, acoustic & electric concerts, as well as dance parties.

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.

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.
- We can provide either 2 hand held or 2 lapel wireless microphones (or 1 of each). There are up to 16 XLR inputs that be utilized. 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 House sound includes four JBL VRX932 LA-1 Line Arrays and two JBL VRX900 Subs.
- The Front of House soundboard is an Allen & Heath "WZ 16:2 dx" 16x channels. The secondary sound system is an Allen & Heath "WZ3 12:2" 8x mono channels and 2x stereo channels for 12 total channels. The preamps 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)
- 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.

Please note:

There is no green room located in AfterHOURS. Bathrooms are shared with the public.

****In respect for Northeastern University and the Northeastern Community, you must agree and follow the guidelines stated in this packet.**

RESERVING AFTERHOURS

NOTE: IN ADDITION TO FOLLOWING THE GUIDELINES STATED IN THIS PACKET, GROUPS USING AFTERHOURS MUST MEET & COORDINATE THEIR EVENT WITH EVENT MANAGEMENT STAFF, AS WELL AS SIGN THE EVENT INFORMATION AGREEMENT (EIA) listed at the end of this document.

- Groups must adhere to all deadlines within this packet and all other Student Activities & Leadership (SAL) deadlines or their space may be taken away and given to another organization or group. Once the date is issued, the Group Representative must complete and submit the attached Event Information Agreement (EIA) four (4) weeks prior to the date of the performance/event. If the EIA is not completed and signed four (4) weeks prior to the event, the event will be cancelled.
- It is mandatory that each group hosting an event schedule a meeting through their Student Activities Program Manager with a member of the Event Management team at least **4 weeks** prior to their event. The purpose of this meeting is to cover logistics, any changes in policy, and review contracts for outside companies/external contractors and/or technical riders/specifications.
- Before the event, all communication from the organization hosting the event to AfterHOURS staff should be done in conjunction with their Program Manager.
- 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). They are responsible for all communication with the Event Management staff (this includes Director of Operations, Scheduling Coordinator, Ticket Center Manager, and Technical Operations and Event Managers).
- On the day of the event a representative of the group hosting the event 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.
- afterHOURS typically is closed to the public; shows are NU (with ID) plus guest however afterHOURS management reserves the right to make any show, dj or dance parties NU only.
- 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 Curry Student Center Operations Policy Website: <http://www.northeastern.edu/curry>. Exceptions may be made at the discretion of the Director of Operations.

TECHNICAL/BACKSTAGE EVENT COORDINATION

- Please be respectful of other people using the Curry Student Center during the show. 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 as well.
- All technical requirements, (i.e. audio, visual, scenic materials, dressing room issues, and technical staff are to be addressed when the Event Information Agreement (EIA) is submitted to Scheduling & Event Planning. If the performer provides a technical rider, it must be submitted with the Event Reservation Form to ensure that the performer's needs can be 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.

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 who 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.

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 Agreement (EIA).
- 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 Budget Review Committee.
- No outside food or drink is allowed to be brought into the AfterHOURS; events may have food and drink provided catered onsite through Chartwells, or other approved vendors.
- There are absolutely no bags, backpacks, or balloons allowed in the AfterHOURS.
- 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.
- Intermissions during performances are to be kept to as close to fifteen minutes as possible and cannot include the distribution of food. Food distribution causes long delays in returning patrons to the space, and does not meet Public Safety/Fire Safety standards for crowd control.
- Volunteer/student group ushers must be approved by the afterHOURS Event Management staff and are allowed only as a supplement to the paid 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.

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

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 backstage 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 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 an event in the AfterHOURS.

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 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
Batteries for Wireless Microphones \$5 per battery @ 2 batteries	\$10.00
TOTAL ESTIMATED COST:	\$446.00

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.

EVENT INFORMATION AGREEMENT (EIA)

For Blackman Auditorium, the Fenway Center & afterHOURS

SCHEDULING & EVENT PLANNING OFFICE, 434 CURRY STUDENT CENTER,
P: 617.373.2632, F: 617.373.4055, E: CSCRESERVATIONS@NEU.EDU

WWW.NEU.EDU/EVENTVENUES

WWW.NUEVENTS.NEU.EDU

Congratulations, we have approved your event request. In addition to the policies and procedures as stated in the Student Activities webpage (<http://www.northeastern.edu/studentactivities>), all groups using afterHOURS, the Fenway Center and Blackman Auditorium must also adhere to the following rules listed in the Event Information Agreement (EIA).

In order to move forward with the reservation process, you must read, sign and return this form, as it explains the basic rules associated with the event space. Please submit a signed copy of this form directly to the Scheduling and Event Planning Office in 434 CSC at least four weeks before the event in order to save your space. You may also fax a copy to (617) 373-4055.

If you choose to decline this space, please alert the Scheduling and Event Planning Office as soon as possible, by emailing cscreservations@neu.edu, because in many cases, there is a waiting list for event dates. Failure to alert the office about declining a date may result in loss of privileges for booking future dates as well as potential fees.

Mandatory Event Analysis Meeting Policy:

It is mandatory that each student group hosting an event meet with their Student Activities Program Manager 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. If your group is not a student group, we advise you setting up a meeting with our event management staff to discuss and finalize event details. 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.

Cancellation Policy:

Blackman, the Fenway Center and afterHOURS all carry a strict cancellation policy. If the event is cancelled, it must be done 2 weeks prior to the date of the event; otherwise the group is responsible for paying the full staffing charge for that night. Blackman's staffing charge is \$978.00, the Fenway Center's staffing charge is \$750.00 and afterHOURS Staffing Charge is \$446.00.

Equipment Usage Policy:

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.

Food and Drink Policy:

There is no food or drink allowed in the event space unless provided by Chartwells (or approved vendor approved through Student Activities). Also, the group using the space is responsible that all waste is put into the trash bins.

Selling of Merchandise Policy:

No sales of any merchandise can be made unless it was authorized by Student Activities Program Manager, the Event Management staff and Public Safety.

Painting Policy:

Absolutely no painting will be allowed in or on the event space property. This applies to both regular paint and spray paint.

Theatrical Lighting Policy:

Each venue 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.

EVENT INFORMATION AGREEMENT (EIA) – PAGE 2 of 3

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.

"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 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 piano, 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.

In Blackman, these areas include: the tech closet, the ticket booth, the catwalk, and any other spaces marked off-limits. Additionally, no one is allowed to touch or move the piano, or technical equipment. 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.

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.

Clean Up Policy:

Every group is expected to leave the venue clean and in good condition. That includes the backstage areas such as dressing rooms, green rooms and stage wings, as well as anything left behind by them on the stage or in main areas. 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. For instance, there is a strict neighborhood curfew with the Fenway Center. All performances in the Fenway Center must end BEFORE 10pm, and all audience, performers, and staff are to be out of the building by 10:30pm. Groups must take load out times into an account when scheduling a show's start and end time. Please discuss and confirm load out with event management staff before your event.

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PLEASE fill out each section COMPLETELY and sign the agreement at the bottom of page.

<u>Name of Event</u>		Blackman Auditorium: _____ Fenway Center: _____	
<u>Day/Date(s) of Event (note rehearsals)</u>		Kerr Hall: _____ afterHOURS: _____	
<u>Student Organization/Department</u>		Ticket Prices (N/A for Kerr & afterHOURS): # of Attendees/tickets to be printed: _____ Free Event: _____ \$ _____ NU Student ONLY \$ _____ General Public \$ _____ NU Faculty/Staff \$ _____ Other (please specify) Tickets are to be sold: Internet Sales: _____ Ticket Center/Phone Orders: _____ Reserved Seating: _____ General Admission: _____	
<u>Contact Name/Position</u>		Ticket Information (N/A for Kerr & afterHOURS): Please indicate event name and sponsor information, as it will appear on the tickets on the three lines below. There are thirty characters of text (including spaces) on each line	
<u>Phone Number</u>		_____ _____ _____	
<u>E-mail</u>		# of Tickets to be held for student group: _____	
<u>Start Time</u>	<u>End Time</u>	<u>Event Type:</u>	<u>Setup Needs:</u>
Refreshments: Fenway, Kerr, & afterHOURS only: Chartwells Catering and Event Services (Call x2479) For more information on food policies, see the Student Organization Handbook		___ Lecture ___ Conference ___ Social/Reception ___ Film/Video ___ Rehearsal ___ Concert/Performance ___ Other _____	___ Podium ___ Easel(s) ___ 6ft Tables # _____ ___ Other _____
Will there be merchandise sales? _____ Will there be a meet and greet? _____ Will there be a book signing? _____		<u>Audio/Visual Needs:</u>	<u>Setup Type (Fenway, Kerr, & afterHOURS only):</u>
<u>Description of Event</u> (Please include names and order of Performers/Speakers; attach an extra sheet if necessary)		___ Cordless Mic # _____ ___ Lapel Mic # _____ ___ Wired Mic # _____ ___ Mic Floor Stand # _____ ___ Extension Cord # _____ ___ VGA Cable (Laptop) ___ LCD System ___ CD ___ DVD ___ External Audio Source	___ Lecture ___ Round Tables of 8 ___ Clear Room ___ Classroom ___ See Diagram (Attached? Yes ___ or No ___) ___ Other _____
		Lighting Needs: Attached Tech Rider:	

I have read and understand the above rules as listed in the Event Information Agreement as well as all University policies, the laws of the Commonwealth of Massachusetts. I also understand that it is my responsibility to share this information with my group. I understand that if I don't follow these rules, there may be disciplinary sanctions against me and my group.

Name of Student Group: _____

Name of Student Group Representative filling out the Form: _____

Signature: _____

Date: _____

Name of Student Group Program Manager: _____

Signature: _____

Date: _____

