

The Venues at 300 Hammond Pond Parkway
Venue Information Packet (V.I.P)
Updated 2.9.22

Boston College's recently acquired 300 Hammond Parkway property features multiple spaces suitable for events or rehearsals. The event spaces of this building are under the management of the Robsham Theater Arts Center (RTAC). This building was recently renovated however additional work is expected to occur in the upcoming year. That being said, the venues in 300 Hammond Pond Parkway are an exciting addition to the Robsham Theater Arts Center inventory.

For large events, there is the 300HPP Auditorium which can seat 748 guests. This is the room with the largest capacity of the RTAC inventory. The Multi-Purpose Room is a large Ballroom-like room, featuring a small proscenium stage at one end that can seat roughly 479 theater-style. The Multi-Purpose Room A/V and lighting systems are designed to be user-friendly and self-managed; **please see Appendix B for the MPR AV and lighting guide**. The 300 HPP Outdoor Quad is a large outdoor event space. The 300HPP Hexagon Room is a small hexagon shaped meeting/rehearsal space which can also be used as a conference or green room. The Hexagon Room A/V and lighting systems are designed to be user-friendly and self-managed; **please see Appendix C for the Hexagon Room AV and lighting guide**. Details on each space are listed below in this document. To request a training on the MPR or Hexagon Room A/V and lighting systems, please indicate this on the Event Form, or email us at rtac.operations@bc.edu.

Please read through this packet and if you have any questions, please email the Robsham Theater Arts Center Management at rtac.operations@bc.edu.

QUICK LINKS:

To hold event space in 300 HPP, please complete the "RTAC Scheduling Request Form":
<https://fs8.formsite.com/RTAC/RTACSchedulingRequest/index.html>

Once you are booked and have the exact details of your event worked out, confirm them with RTAC by please completing the "RTAC Event Form" (ideally within 3-6 weeks) prior to the event:
<https://fs8.formsite.com/RTAC/RTACEventForm/index.html>

To have the RTAC Box Office sell tickets to your event (either from the Box Office or online), please fill out the following RTAC Ticketing Request Form online:
<https://fs8.formsite.com/RTAC/RTACTicketingRequest/index.html>

SPACES IN 300 HAMMOND POND PARKWAY

300HPP Auditorium

- This venue, equipped with modern HVAC systems, is a space that can host large lectures or presentations. The acoustics in this venue are very good as well, so it also may be a good option for musical performances.
- The fixed seating in the Auditorium is capable of hosting up 748 audience members. The front of house seating is broken up into 4 sections. The far right section (where the sound booth is) holds 120 seats. The center-right and center-left sections each hold 18 rows, which can seat up to 234 patrons each. Each of the center sections also has space for 4 wheelchair accessible seats (8 total) not included in the total house count. The far left section is composed of 20 rows of 8, thus hold up to 160 patrons.
- The occupancy of this room is 879 and as the house is limited to 748 patrons, this means a maximum of 131 people who can be on stage/backstage.
- The stage is multi-tiered. The stage has two different elevation levels:

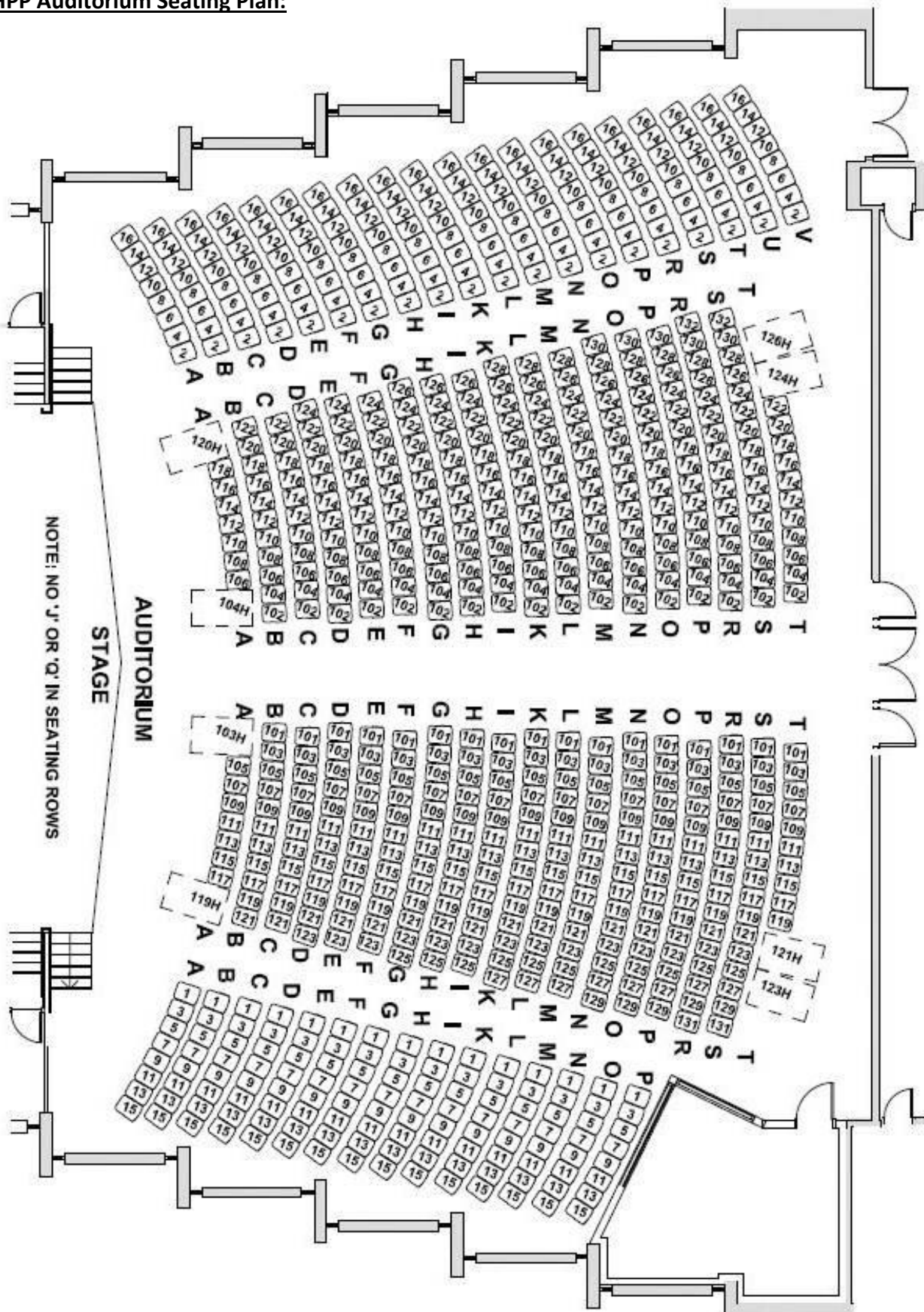
- The lower level of the stage is closest to the audience and is roughly 37" high. The lower level of the stage is roughly 12' deep and 38' long. There are 2 major columns set back in the center of the lower level stage that may obstruct some views from the audience. If you are using this space for a lecture, panel or other similar type presentation, you will only need the lower level of the stage.
 - The upper level of the stage is raised 22" from the lower level. The stage is V- shaped; it is deepest at the center; with a 24' deep x 14' wide section. The entire upper level is roughly 38' long; the stage tapers down to 5' deep at the ends.
- There is a small lift to access the lower level of the stage for those with mobility impairment. The upper section of the stage is also accessible by a back stair case coming from underneath the stage.
 - There are some dressing rooms below the stage that are currently under renovation and are not ADA accessible. If you are requiring dressing rooms, please book the Hexagon Room.
 - There is no food typically allowed in the Auditorium however, Event Management is responsible for additional/custom furniture requests (tables, chairs, coatsracks, tablecloths, etc.) or custom set ups for a fee. To arrange any of these services, please email: eventmgm@bc.edu
 - There are ample outlets in the floor boxes on the stage (stage right, center and stage left). However, for those looking for additional power and require a heavy duty power supply, there are camlocks on stage right.
 - There are potential cleaning charges for hosting events in this space. Housekeeping will charge \$100-200 if any food and drink are served in/near the 300HPP Auditorium. Please note that these charges are subject to change.
 - Other costs associated with using this space may potentially include furniture/set up (tables, chairs), bussing and Robsham staff.
 - Due to venue capacity restrictions, events cannot be held in the Auditorium and the Multi-Purpose room concurrently.

AUDIO/VISUAL

- The 300HPP Auditorium Stage is equipped with 12 wireless microphone options that can utilize any combination of handheld, lavalier or headset microphones. Additionally, the venue is equipped with a standard multiple mic package.
- A wide selection of other microphones is available for use in 300HPP as well. The RTAC staff will work with you to make sure your AV needs are met as well as advise you on AV solutions that may best work for your event. We can also recommend outside vendors in situations where our inventory can't meet your demands.
- Yamaha CL3 Digital Sound Mixer
- 2 Mounted Line Array Speakers
- There is a Christie HD25 24K Lumen Projector (rear projection) mounted to the back wall of the stage, which fills a 21' wide x 12' tall retractable screen.
- Our preferred formats for video files are QuickTime/MP4 files. When preparing files, please consider the aspect ratio of the projection screen; which is 16:9(1080p). Other aspect ratios will work as well, however the letterboxing will be more noticeable.
- The venue is equipped with an Apple MacBook Pro laptop and an iMac desktop computer; however, these are intended to assist in running back up versions of the presentations only. We encourage groups using the space to bring their own computers. If using a MAC, please be sure to bring a VGA/HDMI adapter dongle.
- Requests for on-stage monitors (both video and audio) need to be included in the submitted RTAC Event Form.
- Video connection capabilities: HDMI
- Audio connection capabilities: standard PC headphone 1/8 inch input, XLR, RCA. Note: If you are bringing music, it's recommended to have a second copy (that way there is a backup in case your iPod runs out of energy, file crashes or the cd does not play correctly).

- WIFI capability throughout the facility
- Lighting control is available in the venue, with separate controls for House and Stage.
- ADA listening devices are available

300 HPP Auditorium Seating Plan:



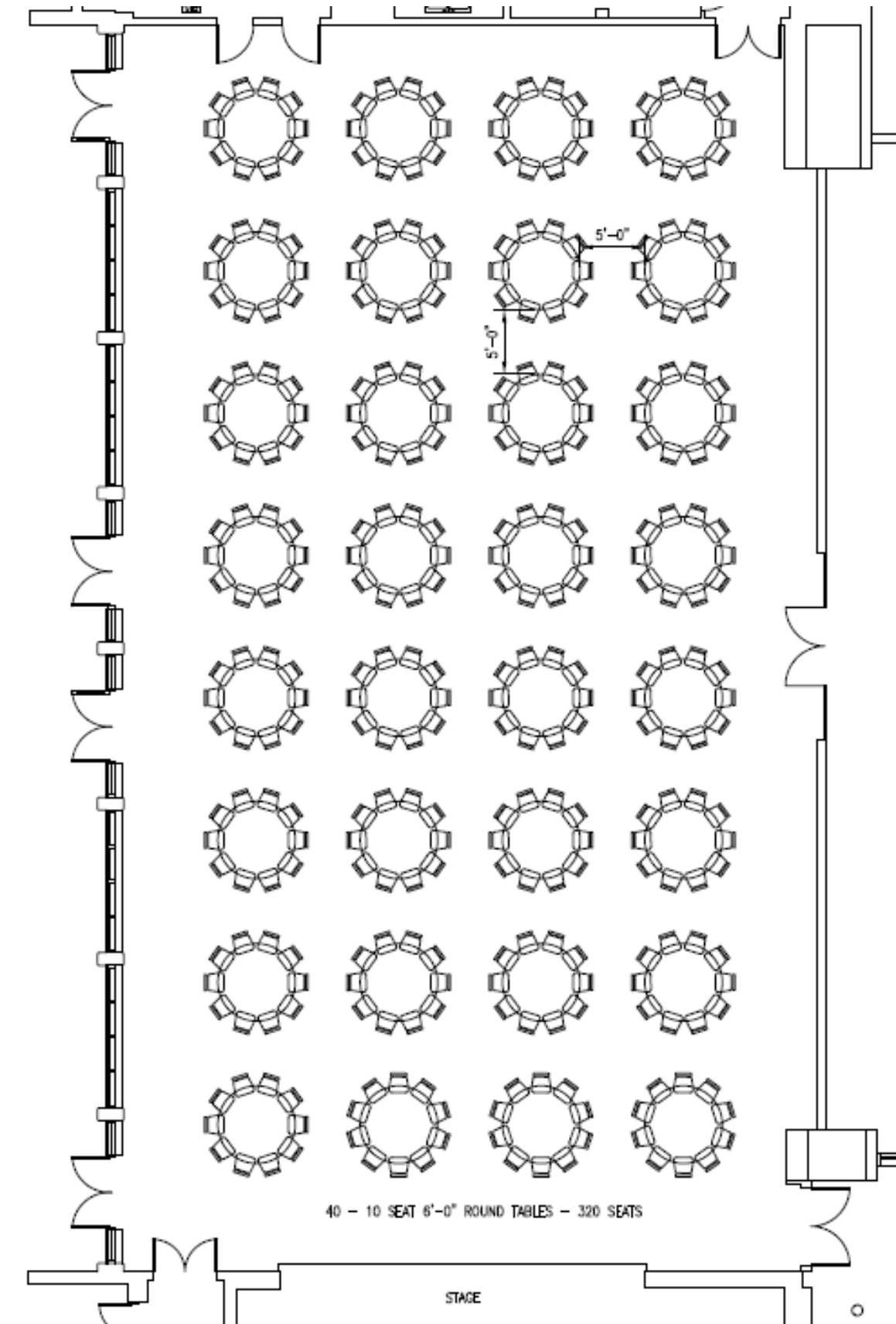
300HPP Multi-Purpose Room

- For events, this space can host lectures, dinners/receptions, job fairs, and some basic theater or music performances.
- The Multi-Purpose Room is an open space, 95' long by 50' wide with a wood laminate floor equipped with a modern HVAC system. The capacity is based on the set up; different set ups have different capacities. Please note: All furniture rentals must be coordinated through Event Management, who can be reached via email: eventmgm@bc.edu.
 - Banquet set up: Maximum # of rounds = thirty nine 6' rounds. Each table can hold 8-10 chairs each (390 person capacity maximum)
 - Lecture/Theater style (with a center aisle and aisles on the side): 479 chairs
 - For fairs/display tables, the floor of the ballroom allows for roughly 40 standard 6' folding tables
 - The occupancy limit for the Multi-Purpose room is 806 individuals for a clear room, standing room only.
 - Any request to exceed the stated capacity limits will have to be approved by RTAC Management and BC Fire Safety.
- There is a small proscenium stage at one end, which is 3' high.
- Electrical Outlets in space: There are limited outlets in the space. There are two outlets on the center section of the back wall on a 20 amp circuit that is shared with the outlet in the courtyard. For those looking for additional power and require a heavy duty power supply, there are camlocks on stage right.
- As is the case with all egresses, the area in front of the four double doors leading to outside patio must be clear at all times as these are emergency exits. No furniture, pianos, speaker or other items can obstruct access to these areas. Please keep this in mind when setting up for your event.
- This venue is equipped with a Henry Miller baby grand piano.
- The venue is equipped with a ceiling mounted Christie D13WU-HS DLP (13,500 Lumens) Laser projector focused on a 15' high by 24' long retractable screen mounted on the front of the stage. You must supply your own computer/device to use the projection. The projection is controlled via either of two Extron touch panels at the front and rear of the room. You may connect your device using either:
 - 1) There are 3 HDMI ports located in the room: one to the left of the stage, one to the right of the stage, and one in the back of the room. You may plug your device into any of these HDMI ports.
 - 2) The MPR also has Mersive Solstice compatibility for devices to run wireless audio and video projections. Select Mersive Solstice on the Extron touch panel and follow the instructions to connect.
- Most events in this space will require microphones due to the size of the room. Please speak to our technical Supervisor, George Cooke (george.cooke@bc.edu), to work out the best options for your event.
- There are also assisted listening devices available for this room. Please speak to our technical Supervisor, George Cooke (george.cooke@bc.edu) for options.
- There are potential cleaning charges for hosting events in this space. Housekeeping will charge \$100-200 if any food and drink are served in/near the Multi-Purpose Room.
- Event Management is responsible for all catering requests, additional/custom furniture requests (tables, chairs, coat racks, tablecloths, etc.) or custom set ups for a fee. To arrange any of these services, please email: eventmgm@bc.edu

- If using this venue and using Event Management for a “set up” (i.e. using them for any furniture, catering, etc.), it is the responsibility of the group hosting the event to also request the weekday before and the weekday after (as well as any weekend days in between) as part of the booking, so there is ample time for any tables/chairs, etc. to be set up/broken down. Otherwise there may be an additional \$500 overtime charge. If those days are unavailable to be booked due to other pre-existing reservations holding the space, the overtime charge will be mandatory.
- Please note that all these charges are subject to change.
- Due to venue capacity restrictions, events cannot be held in the Auditorium and the Multi-Purpose room concurrently.

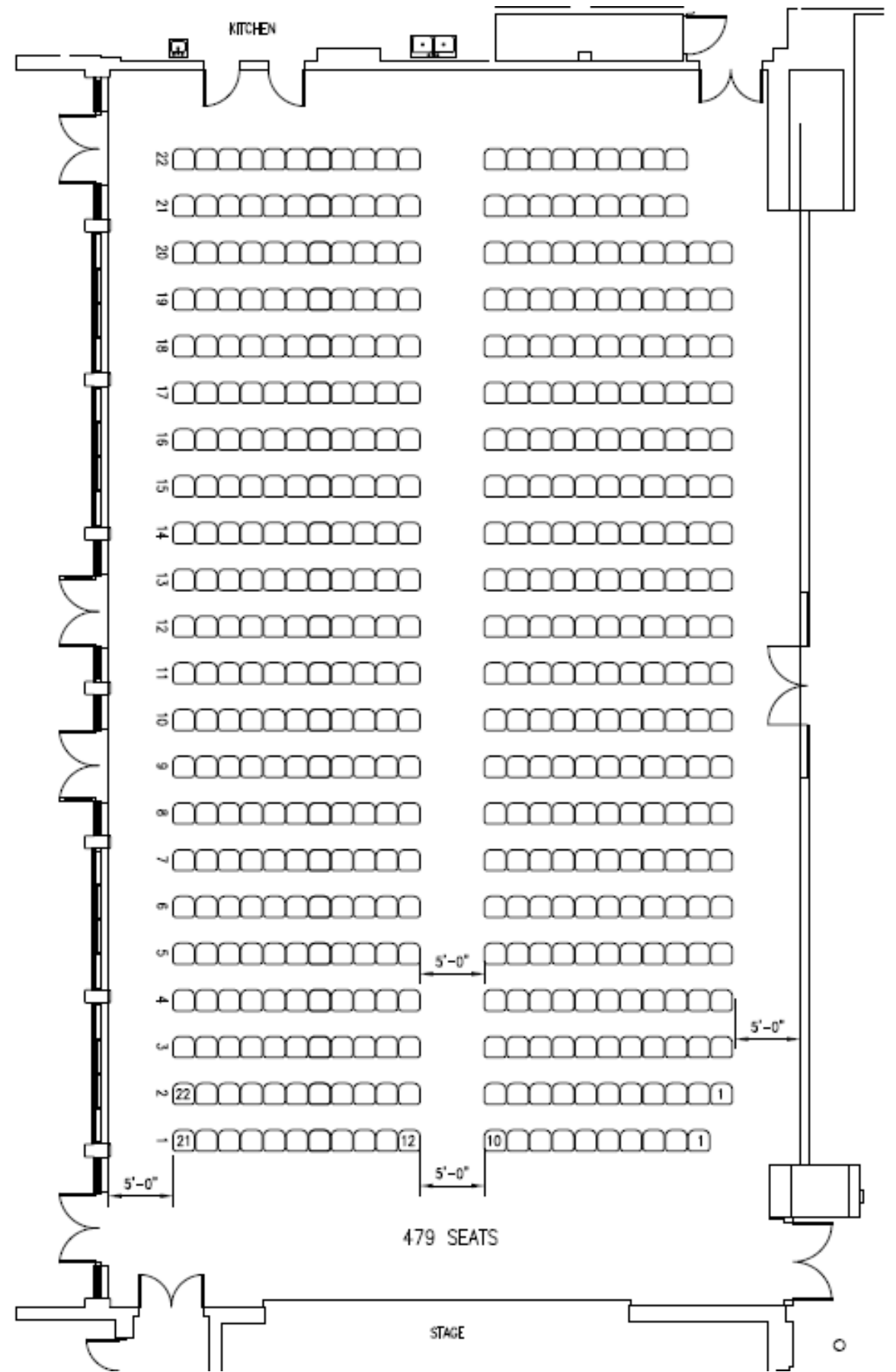
Sample Set Ups for 300 HPP Multi-Purpose Room:

Maximum Rounds Set Up: Thirty nine 6' round tables (note, there is a piano in the room, which occupies the same space as 1 table). 8 chairs per table = maximum capacity is 320; 10 chairs per table = maximum capacity = 390.



Sample Set Ups for 300 HPP Multi-Purpose Room:

Maximum Performance Set Up: Twenty Two rows = 479 seats



300 HPP Lobby and 300 HPP Corridor

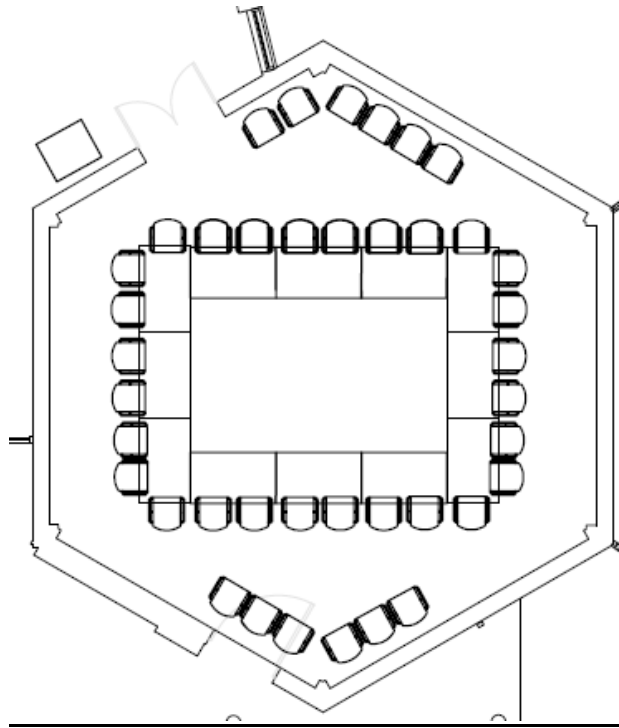
- There is a bright lobby that is useable for registration tables or informational signage.
- Public men's and women's bathrooms are located just off the lobby as you enter 300 HPP.
- The 300HPP Corridor is a long wide corridor between the Auditorium and the Multi-Purpose Room that can act as a casual gathering space. There is a unisex bathroom located at the far end of the 300HPP Corridor
- The inventory of seating in the 300HPP lobby is the following:
 - 6 maroon soft arm chairs
 - 2 brown pleather soft arm chairs
 - 1 maroon couch
 - 2 wooden circle coffee tables
 - 1 wooden and glass coffee table
 - 6 brown striped soft arm chairs
 - 4 wooden end tables
 - 2 rustic colored high backed arm chairs
- If you'd like any additional tables, chairs or coat racks, they must be rented through Event Management (eventmgm@bc.edu). Alternatively, chairs and tables may be borrowed from the Hexagon Room if it is available. If you are borrowing items from the Hexagon Room, they must be returned at the end of the event; failure to do so will result in losing booking privileges to this and other RTAC spaces.
- This area is equipped with a "Kranich and Bach" baby grand piano.

300HPP Hexagon Room

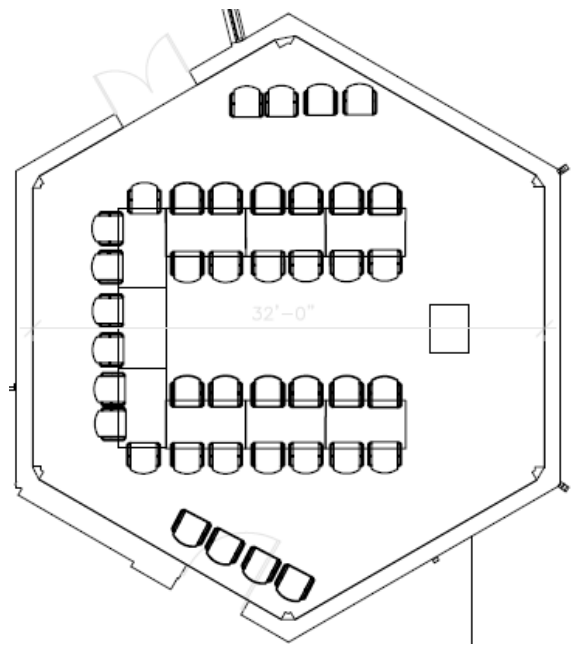
- The capacity of this space is 49 people
- The 300 HPP Hexagon Room is small hexagon-shaped multi-purpose space that can be used for meetings, break out space, small dance or music rehearsals or a green room for artists performing in either the Auditorium or Multi-Purpose Room.
- There is a wall mounted Christie DWU850-GS DLP (7,500 Lumens) Laser projector focused on a 9.5' wide by 6' tall retractable screen on the far wall. You must supply your own computer/device to use the projection. The projection is controlled via the Extron touch panel at the front of the room. You may connect your device using either:
 - 1) The HDMI cable permanently located on the lectern at the front of the room.
 - 2) The Hexagon Room also has Mersive Solstice compatibility for devices to run wireless audio and video projections. Select Mersive Solstice on the Extron touch panel mounted on the wall at the front of the room and follow the instructions to connect.
- Most events in this space will not require microphones due to the size of the room, however, if that option is required, there are 2 wireless hand held microphones stored in the podium as well as a hard wired podium microphone at the lectern. Lavalier microphones may be also substituted on request.
- Assisted listening devices are available in the lectern.
- There are 12 finished tables on casters that can be easily rolled into different positions (or also nest for easy storage) and 48 chairs (also on casters) that can be stacked or rolled against the walls to create customized set ups.
- Users of this space are welcome to rearrange the furniture in this room anyway they like for their meeting but A) all the furniture must stay inside the room/lobby and B) they must return all the chairs and tables back to the space and reset the space to a "Hollow Box" set up at the end of their event (please see diagram below for reference). Failure to do so will result in losing booking privileges to this and other RTAC spaces.
- For this space, Event Management is responsible for all catering requests, additional/custom furniture requests or custom set ups for a fee. To arrange any of these services, please email: eventmgm@bc.edu.
- There are potential cleaning charges for hosting events in this space. Housekeeping will charge \$40 if food and drink are served in/near the Hexagon room. Please note that these charges are subject to change.
- This space is great for bands to rehearse in after 4pm and all day on weekends (if available)

Sample Set Ups for 300 HPP Hexagon Room:

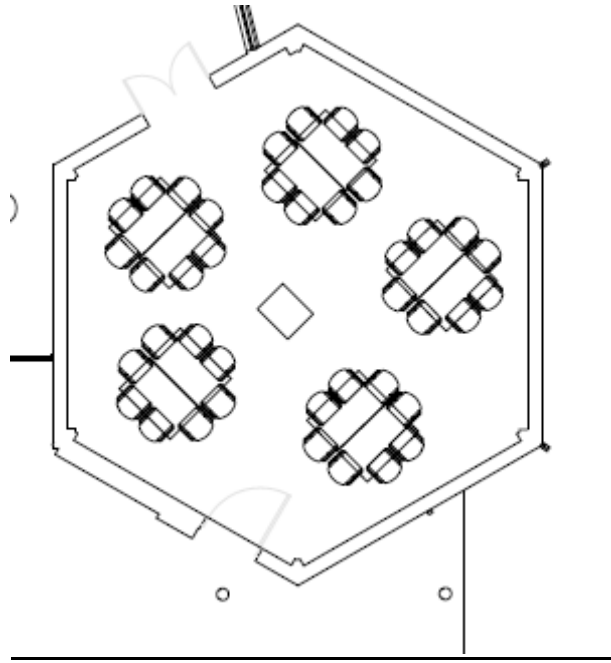
- **“Hollow Box” Set Up:** This is the default set up for the Hexagon Room and is how the room is to be set back to by the client after every use. Failure to reset the room may result in staffing charges and a suspension of booking privileges in RTAC venues.



Other set up styles for the 300HPP Hexagon Room: Boardroom



Other set up styles for the 300HPP Hexagon Room: Break Out Space



300 HPP Outdoor Quad

- The Quad is a patio which makes for great outdoor, semi-private event space. Surrounded by the 300 Hammond pond property, the patio is comprised of grey slate tiles and is lined by shrubberies. The space is 78' long and 44' wide.
- If using this space, you must also book the 300 HPP Multi-purpose Space as a rain location.
- Electrical Outlets in quad: There is one outlet on the center of the exterior wall of the Multi-Purpose Room. There are another 16 (8 boxes, 2 outlets each) sets along the exterior wall in the Outdoor Quad opposite the Multi-purpose Room wall.

Shuttles & Event Parking at 300HPP

Shuttles:

- Clients hosting events in 300HPP looking to shuttle people to the event from BC's other campuses may do so. Boston College shuttle buses are approximately \$88.60 per hour (per bus), all-inclusive, no minimum. The buses seat 31 sitting another 20 standing comfortably. For specific parking questions, including quotes and arranging bus or van services for your event, please reach out to: John Savino, Transportation and Parking Manager via email at savinoj@bc.edu.
- To ensure that no patron gets stranded, the client hosting the event is responsible to stay in the venue until the last patron leaves. Eagle Transport vans and Eagle Escort walking services should be contacted when safety is an issue. Students can contact Eagle Transport at 617.552.8888 from 7:00 PM until 3:00 AM or BCPD at 617-552-4444 if there is an emergency.

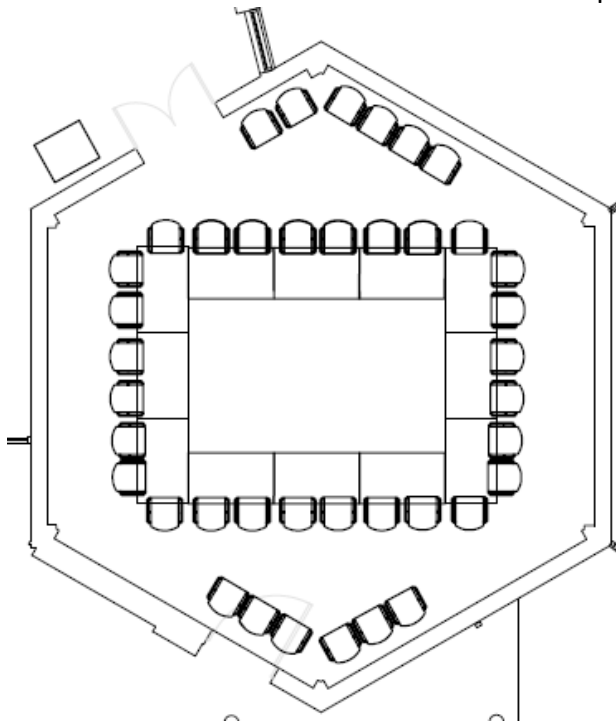
Parking:

- There are 3 main parking lots at 300 Hammond Pond Parkway. The front lot (closest to Hammond Pond Parkway) holds 52 spaces. The side lot, which is closest to the main entrance, has 113 spaces (39 spaces along the front row, 2 spaces/6 handicapped along the path near the front entrance, 51 in the rear section of side lot and 15 in the section closest to the Hammond Pond Parkway). There is also a back lot with 37 spaces as well.
- On evenings and weekends (where there isn't a BC Football game), the parking lots at 300HPP can fit roughly 145 vehicles. For weekdays during standard business hours, 300HPP can fit 40-60 vehicles. If you hire a parking assistants through the Parking and Transportation Office, that total can be closer to 390 (as parking along the building perimeter and in other guided spots such as the grass become options). A rough estimate for parking attendants is roughly \$400 but for an exact quote and to book these services, please email transportation@bc.edu.
- On days where there is a BC home football game, the onsite parking is reserved for football only.
- If you are planning an event in the cold months, it is important to consider the fact that there may be additional restrictions on available parking spaces for your event. If it has recently snowed, the side lot is also used as a snow dump for the other campus's cleared snow which may limit the number of available parking spaces.
- If onsite parking is required, arrangements can be made through the BC's Parking and Transportation office. Pricing and location information can be found at on the Web here: <http://www.bc.edu/offices/transportation/visitor.html>. For assistance in planning special meetings or events, contact transportation@bc.edu.

Regularly Scheduled MUSIC & DANCE REHEARSALS at 300HPP

The Vice President of Student Affairs is currently sponsoring music and dance rehearsals in 300 HPP's Multi-Purpose Room and Hexagon Room. They will provide equipment (such as a PA system, portable mirrors), shuttles to and from main campus and appropriate security coverage for all groups looking to use this space.

- The **300HPP Multi-Purpose Room** is also great for dance or music rehearsals for groups who just require a large clear floor. This space is equipped with ten 5' wide by 6' tall portable dance mirrors and sound system. There is no cost for dance groups to use this space; however it must be coordinated in advance, as Student Affairs will need to book transportation and on-site staff to support operations.
- The **Hexagon Room** can also be used for music rehearsals (for rock or jazz bands for example) or a dance space for smaller groups. All the table and chairs may be rolled out of the way to create a large open space. After the rehearsal, we ask that all furniture be returned to "the hollow box set up" as shown below.



Transportation for Regularly Scheduled Dance and Music Rehearsals:

- Rehearsal transportation will be a Boston Coach Bus. The Bus will flash 300 Hammond across the top and side of the bus and can be tracked on the BC's Trans-loc Rider app (appearing as "300HPP" or "Mall" or "Grocery Shuttle"). There will be three on campus pick up locations: Robsham, Conte, and McElroy from which the bus will circle back and forth from 300HPP. A loop typically takes 20 minutes.
- If there are issues with the bus or no bus has come, feel free to call BCPD at 617-552-4440. Similarly, please email rtac.operations@bc.edu to alert RTAC Management of any issues.

RESERVING SPACE IN 300HPP

STEP 1:

- To reserve a space in the 300HPP (this includes, the 300HPP Auditorium, The 300HPP Multi-Purpose Space, the 300HPP Quad and the 300HPP Hexagon Room), the first step is to complete the RTAC Scheduling Request Form online so your request can be evaluated. Student Group request must be approved through the office of Student Involvement (OSI). For non-student groups, the RTAC Scheduling Request Form can be found here: <https://fs8.formsite.com/RTAC/RTACSchedulingRequest/index.html>

STEP 2:

- Once the space is reserved, it will need to be confirmed for the event to proceed. To confirm the event, the group representative must also complete Robsham Theater Arts Center (RTAC) Event Form online 3-6 weeks prior to the event date. If the RTAC Form is not completed accurately by that time, the success of the event could be compromised, which could include cancellation of the event. The RTAC Event Form can be found here:
<https://fs8.formsite.com/RTAC/RTACEventForm/index.html>
- Just a reminder that the RTAC Event Form is for logistics coordination and it is to be filled out **ONLY AFTER** a reservation has been secured. Once this form is completed, RTAC Operations will review the notes and set up a meeting to review the event, if deemed necessary.

STEP 3:

- If this will be a ticketed event, please complete a RTAC Ticketing Request Form as detailed in the “Ticketing” Section below in this Venue Information Packet.

STEP 4:

- After your event, we encourage all groups to complete an optional RTAC Customer Satisfaction Survey. As our goal is to provide our clients with the best service possible with their events in the facility, your feedback is important to us. The RTAC Customer Satisfaction Survey can be found here:
<https://fs8.formsite.com/RTAC/RTACSatisfactionSurvey/index.html>

Other RTAC Reservation Policies:

- All communication from the organization to RTAC Management should be handled by a single group representative whose name will be listed on the reservation (if the group hosting the event is a student group, the student group’s Office of Student Involvement staff member should also be included). On the day of the event, we request that the group representative must be on-hand and serve as a point person for communication with the RTAC staff from the time of setup until breakdown is completed.
- All events must follow the guidelines and policies set forth in this packet. Student groups must also follow policies set by the Office of Student Involvement for hosting events: <https://www.bc.edu/content/bc-web/offices/student-affairs/sites/student-involvement/student-organizations/event-planning.html>. Exceptions may be made at the discretion of the Director of the Robsham Theater Arts Center.
- All events in the 300HPP typically must end by 11pm (though rehearsals can go slightly later), as the building closes at midnight as time is needed to clear the building and clean up. Any exceptions must be cleared four weeks in advance (in writing) by the Director of the Robsham Theater Arts Center, Kier Byrnes, kier.byrnes@bc.edu.
- All events in the 300HPP are administered by RTAC Management, including the provision of staff. The size of the staff needed for an event is determined solely by the RTAC Management.
- Groups hosting an event in the 300HPP can provide their own volunteer event staff, however, they must be A) approved by the RTAC Management and B) are only allowed as a supplement to the trained front of house and technical staff provided by Robsham Theater Arts Center.

- While the safety of the patrons and performers in our venues are RTAC's top priority, individuals/groups performing or rehearsing at any of the RTAC spaces do so at their own risk.
- Last minute bookings: RTAC can't guarantee accommodation of requests for space in the RTAC venues within 2 weeks of the proposed event date.
- Major events like concerts, talent shows or dance performances tend to require more technical support as well as additional set up time. They may also require the addition of outside security or technical support, in addition to rental of additional crowd control devices (such as metal detectors and barriers). In these cases, a meeting with RTAC Management must occur two months prior to the show. Student groups must meet with the RTAC staff to discuss viability and costs of the production before the tickets can go on sale. This way additional funds required by events of such magnitude can be procured in advance. Failure to do so will result in the cancellation of the event.
- As always, please email rtac.operations@bc.edu with any questions. Thanks!

CANCELLATIONS & NO SHOWS:

- To cancel a reservation for this venue, a group must email rtac.operations@bc.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 (\$500-\$1000). All cancellations must be in writing and submitted before 2 weeks from the event to not incur charges.***
- A "No Show" is considered a "day of" cancellation and will incur a full cancellation charge.
- If Boston College closes due to a snow/weather emergency, the Robsham Theater Arts Center venues will also be closed and any rehearsals/events will be cancelled or rescheduled (if possible).
- Power outages can affect AV, electronic door locks, communication systems/phone lines and other fire, emergency and/or regulatory systems. If a power outage occurs in this building, this area will be closed and any classes/rehearsals/events booked must be canceled or relocated until power is restored.

TICKETING EVENTS

- Most events require tickets for admission. If you are looking to have the RTAC Box Office sell tickets to your event, please fill out the following RTAC Ticketing Request Form online: <https://fs8.formsite.com/RTAC/RTACTicketingRequest/index.html>
- Once this form is completed, RTAC Box Office will review the notes and set up a meeting to review the event, if deemed necessary.
- Some free events may be ticketed or wrist banded to ensure fire safety codes are met.
- The RTAC Box Office must handle all ticket transactions for events in the Robsham Theater Arts Center venues. This includes prepaid pickup, complimentary tickets, and the printing of tickets. Cash, Eagle Bucks, Visa, MasterCard, Discover, American Express and checks made payable to Boston College are accepted as payment for ticket sales. The Ticket Center has a "no refunds, no exchanges" policy.
- RTAC typically only will issue tickets for up to 95% of the capacity, as this allows for space to address any front of House or hospitality issues. Exceptions to this rule may be made by RTAC Management.

TECHNICAL/BACKSTAGE EVENT COORDINATION

- All technical requirements, (i.e. audio, visual, scenic materials, dressing room issues, and technical staff) are to be addressed when the RTAC Event Form is submitted. If the performer provides a technical rider, it must be submitted with the RTAC Event Form to ensure that the performer's needs are met.
- It is the responsibility of the organization sponsoring the event to ensure that the Artist(s)/Performer(s) are in the venue 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 before the venue is open to the public.
- Every performance/rehearsal in the Robsham Theater Arts Center requires a Technical staff member present to supervise the technology (lights, video, audio) in the venue. There are occasional exceptions to this policy.

For instance, the Boston College Theatre Department manages its own classes, technical rehearsals, rehearsals, and production performances in both the Bonn Studio and The Main Stage.

- The audio, lighting, and video equipment (even if rented) in the event space is to be used only with the permission of the RTAC staff. If anything is used, it must be returned in its original working order, otherwise the group booking the space is responsible for restitution.
- The venue is equipped with a basic wash of lights that illuminate the stage and house.
- No smoking, fire, or live flame is permitted in the venue. Any and all scenic materials must be flame proofed.
- All performers are encouraged to remain backstage at the end of the performance. Formalized (i.e. non-student performer) “Meet and Greets” must be approved two weeks in advance by the RTAC staff.
- Any banners or signs must be delivered to the RTAC Administrative Office (Room 131 Robsham) at least one week 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 are subject to the approval of RTAC Management for fire code rating and content.

FRONT OF THE HOUSE EVENT COORDINATION

- All Front of the House requirements (i.e. House Managers, ushers, public safety concerns, receptions, etc.) are to be included with the RTAC Event Form.
- A Boston College police officer detail may be required for events. This determination will be at the sole discretion of the Boston College Police Department.
- Staff reserves the right to use wristbands or any other means determined to ensure proper crowd control.
- No outside food or drink are allowed in the 300HPP’s auditorium. The Director must approve any exceptions to this policy, at least 4 weeks prior to the event. Requests can be emailed to kier.byrnese@bc.edu.
- 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 RTAC staff.
- At the end of the performance, all patrons and student group members must exit the venue promptly.

OTHER VENUE POLICIES:

Event Pre-Production Meeting Policy:

It is highly recommended that groups hosting an event in Robsham Theater Arts Center speak with or meet with a member of the RTAC team (located in 131 Robsham). At this meeting, they will review and update the 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 rtac.operations@bc.edu and we will assist you with your request.

Snow, Weather Emergencies & Power Outages:

- In the event of inclement weather, Boston College events will be held as scheduled *unless* the Boston College campus is closed. To find out more information about whether the campus is open, please visit www.bc.edu or call 617-552-4636.
- Power outages can affect AV, electronic door locks, communication systems/phone lines and other fire, emergency and/or regulatory systems. If a power outage occurs in this building, this area will be closed and any classes/rehearsals/events booked must be canceled or relocated until power is restored.

Rental Items Policy:

Boston College’s Department of Event Management is the designated vendor for the rental of specialty items that are often needed for events; like tables, tablecloths, arm chairs, pipe and drape (for the hanging of banners), easels and flowers. If you are interested in ordering these items, please email eventmgm@bc.edu. Event Management requires all requests be made at least 12 days prior to the event and reserves the right to decline a request if it’s short notice/they can’t accommodate the request. For the purpose of planning and logistics management in the RTAC venues, if you are renting any these supplemental items for your event, RTAC Management requests that you

indicate this on the RTAC Event Form and coordinate with us when the items will be dropped off/picked up via email to rtac.operations@bc.edu.

Lobby Furniture Policy: No furniture may be moved/removed from the 300HPP Lobby. If you are renting tables for the lobby to be used information tables, registration tables, catering or meet and greets, you need to:

- A) Email Event Management at eventmgm@bc.edu to coordinate rental of the tables. Event Management requires all requests be made at least 12 days prior to the event and reserves the right to decline a request if it's short notice/they can't accommodate the request.
- B) Coordinate with RTAC Management via email (rtac.operations@bc.edu), as to when the drop off/pick up of these tables will take place
- C) Indicate via email to rtac.operations@bc.edu, as to where the tables will be placed. Tables cannot impede any exits.

Selling of Merchandise, Food and Flowers Policy:

- **Retail of Merchandise:** There are no cash sales of any merchandise (like t-shirts or books) in the Robsham Theater Arts Center unless it's been authorized eight weeks in advance of the event in writing by the RTAC Director, Kier Byrnes, kier.byrnes@bc.edu. In some instances, this also may need to be coordinated with the BC Bookstore (1111mgr@follett.com) as well.
- **Retail of Food & Drink:** Any requests to retail food and drink (i.e. a table selling cans of soda, bottled water, candy, popcorn, etc.) need to be approved eight weeks in advance by RTAC Director, Kier Byrnes, kier.byrnes@bc.edu and Event Management (eventmgm@bc.edu). Please also note the **Food and Drink Policy** below regarding the allowance of food and drink into the venues.
- **Retail of Flowers:** If a group wants to sell flowers at an event, it must be approved four weeks in advance by RTAC Director, Kier Byrnes, kier.byrnes@bc.edu. The exception to this rule is on Commencement Day, in which it must be authorized by RTAC Director, Kier Byrnes, kier.byrnes@bc.edu and the Bookstore (1111mgr@follett.com).
- **Student Groups:** If a student group's event wants to sell anything at their event, they also require the approval from the Office of Student Involvement (OSI). A copy of the OSI approval must be forwarded to RTAC Director, Kier Byrnes, kier.byrnes@bc.edu, 8 weeks prior to the event.

Food and Drink Policy:

There is an onsite catering pantry which is a restricted space controlled and operated by BC Dining in 300HPP. As such, Boston College's Department of Event Management & BC Dining are the primary vendor for event catering services. Though food may be allowed in the 300HPP Lobby, Multi-Purpose Room, Hexagon Room and Outdoor Quad, at the discretion of the Director of the Robsham Theater Arts Center, no outside food or drink allowed in the Auditorium. The Director of Robsham must approve any exceptions to this policy, at least 4 weeks prior to the event. Requests can be emailed to kier.byrnes@bc.edu. If you are interested in catering services for your event or want more information including costs, please email eventmgm@bc.edu. Event Management requires all requests be made at least 12 days prior to the event and reserves the right to decline a request if it's short notice/they can't accommodate the request.

Storage Policy:

- The venues must be left in the same clean condition (or better) as it was found.
- 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 RTAC. To get approval, a written document must be submitted via email to kier.byrnes@bc.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. RTAC 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 have undergone documented fire resistance treatment (burn tags or certificates of flame resistance are required).
- Fire exits and egresses must be accessible at all times. Audience members and performers need to keep these areas clear during their performance (unless received written approval from RTAC Management four weeks in advance). This includes on both sides of the stage, in the aisles front of house, 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.
- Hazers, Fog Machines, and Pyrotechnics of any kind are not allowed in the venue. The use of Dry Ice for smoke may be allowed with enough notice (at least 4 weeks, pending the Director's approval) as it requires a special permit with the Boston Fire Department as well as a fire detail: a trained representative from the Fire Department working a four hour minimum shift per performance, with a cost to the group of around \$200 per event.

Prop Weapon Policy:

- Any prop that could be mistaken for a dangerous weapon by fellow students or Boston College Police will be considered a dangerous prop and classified as a prop weapon. This includes any toy weapons and/or guns. If a group is requesting the use of prop weapons for a performance, they must detail the weapon request and how it will be used and secure (in writing) an approval directly from the Director of RTAC, kier.byrnes@bc.edu, at least 4 weeks in advance of the event, as the Director is responsible for alerting BCPD of any use of prop weapons on stage and how they will be used.
- The firing of "blanks" in pistols/guns are not permitted. However, prop guns that utilize a sound effect through the venue's audio system to simulate firing, may be permitted pending the approval of RTAC Management.
- Prop weapons are restricted to the back stage and/or prop weapon storage area/lock box. They should be stored away securely when not in use. Prop weapons are not allowed in any other area such as the Green Room or Lobby. If there is an exception (for repair for example) the Boston College Police must be consulted as to the appropriate, and legal, manner in which the prop is moved to and from the Robsham.
- Finally, only RTAC staff may bring prop weapons into the building. A prop weapon brought into the building by any non-staff person will be confiscated and turned over to the Boston College Police Department.
- If a group would like an exception made to any of these rules, they must secure (in writing) an approval directly from the Director of RTAC, kier.byrnes@bc.edu, at least 4 weeks in advance of the event.

Decorating Policy

In order to keep this venue in ideal condition, the following guidelines have been established.

1. There is no decorating the 300HPP lobby. If a group would like an exception made to any of these rules, they must secure (in writing) an approval directly from the Director of RTAC, kier.byrnes@bc.edu, at least 4 weeks in advance of the event.
2. Any banners or signs must be delivered to the RTAC Administrative Office (Room 131 Robsham) at least one week 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 are subject to the approval of RTAC Management for fire code rating and content.

3. No latex balloons, confetti or streamer cannons are allowed at any time. Mylar balloons can be used, upon the confirmation that the balloons were not made in same factory as latex balloons (as cross contamination could occur).
4. 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 secure them through Event Management.
5. Decorations may not obstruct doors, hallways, staircases or fire exits.
6. 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.
7. 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 before disposing of them in the recycling bins. If the venue is not returned to its original condition, the organization may be charged a fee and use of the RTAC venues may be restricted for future events by that group.
8. Any violation of this policy will result in an early termination of the meeting/event.

Painting/Glitter/Sand Policy:

Absolutely no painting will be allowed in event space without prior approval by RTAC Management. Spray paint, powdered coloring dust, sand or glitter will not be allowed on stage or in the venue at any time. It could damage equipment, incur clean-up cost, or jeopardize your group's ability to reserve events in the future.

RTAC Electrical Tie-in Policy/Procedures:

After meeting with RTAC's technical support team, it may be determined that outside AV is required. If so, it is likely the external vendor will need to tie into BC's electrical systems for power. In those cases, it is up to the producing organization (or if in the case that the producing organization is a student group; it should be their advisor from the Office of Student Involvement) to submit two work orders to the Work Order Center at least 14 days prior to their event.

1) The first work request BC Electricians to CONNECT the vendor's electrical "tails" to the BC electrical panel specifying the location of the venue. The time specified should be the load-in time for the vendor. In Robsham, the panel is located in the loading dock of Corcoran. In 300 HPP Auditorium and Multi-purpose Room, the panels is located just off the stage (stage-right).

2) The second work request would need to be entered at least 14 days prior to their event and should indicate for BC Electricians to DISCONNECT the vendor's electrical "tails" from the BC electrical panel located in the loading dock of Corcoran. The time specified should be the load-out time for the vendor.

*Due to electrical safety concerns (high voltage exposure), the BC producing organization (or OSI representative, in the case of a student group) must be onsite to meet the BC electricians and vendor for both the connection and disconnection to confirm that these tasks have been completed.

*In the event that the BC electricians do not arrive or are late for their scheduled connect and disconnect times, the BC producing organization (or OSI representative, in the case of a student group) must call the BC Work Order center and arrange for a BC electrician to perform the tie-in or out.

*The BC producing organization (or OSI representative, in the case of a student group) must provide the RTAC Technical Supervisor with the contact information (cell phone primarily) of their designated onsite person.

Stage Design Policy:

Events held in the 300HPP venues are limited to basic set ups on stage that utilize no physical alterations to the stage (including the use of paint), as resources as well as set up and break down time for events is limited.

Service Animal Policy

- Service animals are limited to dogs and miniature horses. Service animals are required to be leashed or harnessed in the venue except when performing work, where tethering would interfere with the animal's ability to perform.
- While disabled individuals with service animals are not required to carry any documentation of their animal, it is suggested that service animals wear a vest indicating their status.
- A dog that fundamentally alters an activity (ex. barking in the theater) will be asked to leave. Similarly, if a person is unable to control their service animal, they may be asked to leave.
- The venue does not permit access in public spaces by any animals deemed by law to be pets rather than service animals. Pets include, but are not limited to, therapy animals and emotional support animals.

Clean Up Policy & Post-Event Evacuation Procedure:

Every group is expected to leave the venue clean and in good condition. That includes all areas such as the stage, stage wings, the front of house (area where the audience sits) of the venue(s) that your event booked, green room and lobby. It's the responsibility of the group to dispose of any of their trash into proper receptacles and remove any of their belongings. A group who fails to clean up will be susceptible to extra staffing charges for cleaning services and/or potential disciplinary actions/loss of privileges to book future events. RTAC assumes no responsibility for any items left in the venue after your event. Please be sure that your group has collected all items.

At the conclusion of the event, the organization hosting the event is expected to depart in a timely manner once the venue (including green room and lobby, if applicable) has been restored the area to its original condition. Please discuss and confirm load out/break down of any rented items like tables, chairs, catering stations, etc. with RTAC Management while planning your event.

ROBHAM THEATER ARTS CENTER (RTAC) MANAGEMENT STAFF:

www.bc.edu/robsham

For general questions about scheduling and event set up logistics, please email the RTAC staff at rtac.operations@bc.edu.

(These numbers are not to be published for ticket sales)

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TBD

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STAFF ASSOCIATED WITH EVENTS AT 300 HAMMOND POND PARKWAY

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 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 RTAC student 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 Technician, she/he has the authority to shut down the event.

Usher

Under the guidance of the Event Manager, the ushering staff is responsible for scanning/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 local and state law as well as the RTAC policy. 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 Technician and acts as the liaison between all performers, student group/departments and RTAC student 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 Technician, she/he has the authority to shut down the event. In addition to the Stage Manager that the RTAC staff provides, a group may also bring their own Stage Manager to assist the performance.

Technician:

Under the supervision of the Technical Supervisor, 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. 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 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.

Technician's duties also include:

Light Board Operator: While a Technician 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: A Technician will set up microphones, run the soundboard as well as play CDs and iPod. This person will be in the audio booth for the entire event.

Video Engineer: A Technician will assist with all the projection and video seamless switching elements of an event.

Stagehand: A Technician will assist in moving microphones, tables or any other set pieces etc. during a performance.

Event Cost Estimate

Currently, The Robsham Theater Arts Center venues are free to Boston College academic, administrative and student group events. However, there may be other potential charges like:

- RTAC Staffing Fees
- Cleaning charges: Housekeeping will charge \$100-200 if any food and drink are served
- Boston College Police detail fees
- Rental of AV gear beyond what is installed in the venues
- Transportation (such as buses, parking lot attendants to maximize parking lot capacity)
- Event Management fees (table/chair rentals, catering, table linens, flowers, podium, etc.)
- Some events (like concerts) may require extra funds for security barricades, magnetometers, and outside security personnel. These costs are not included as well.
- Groups using the space are responsible to keep the venue in good condition. Groups will be charged cleaning fees or fees to repair/replace damaged RTAC resources that were improperly used by a group.
- These charges do not include rent (which may be charged for external organizations using the space)
- Any cancellation fees incurred when an event is cancelled within two weeks of the proposed event date.

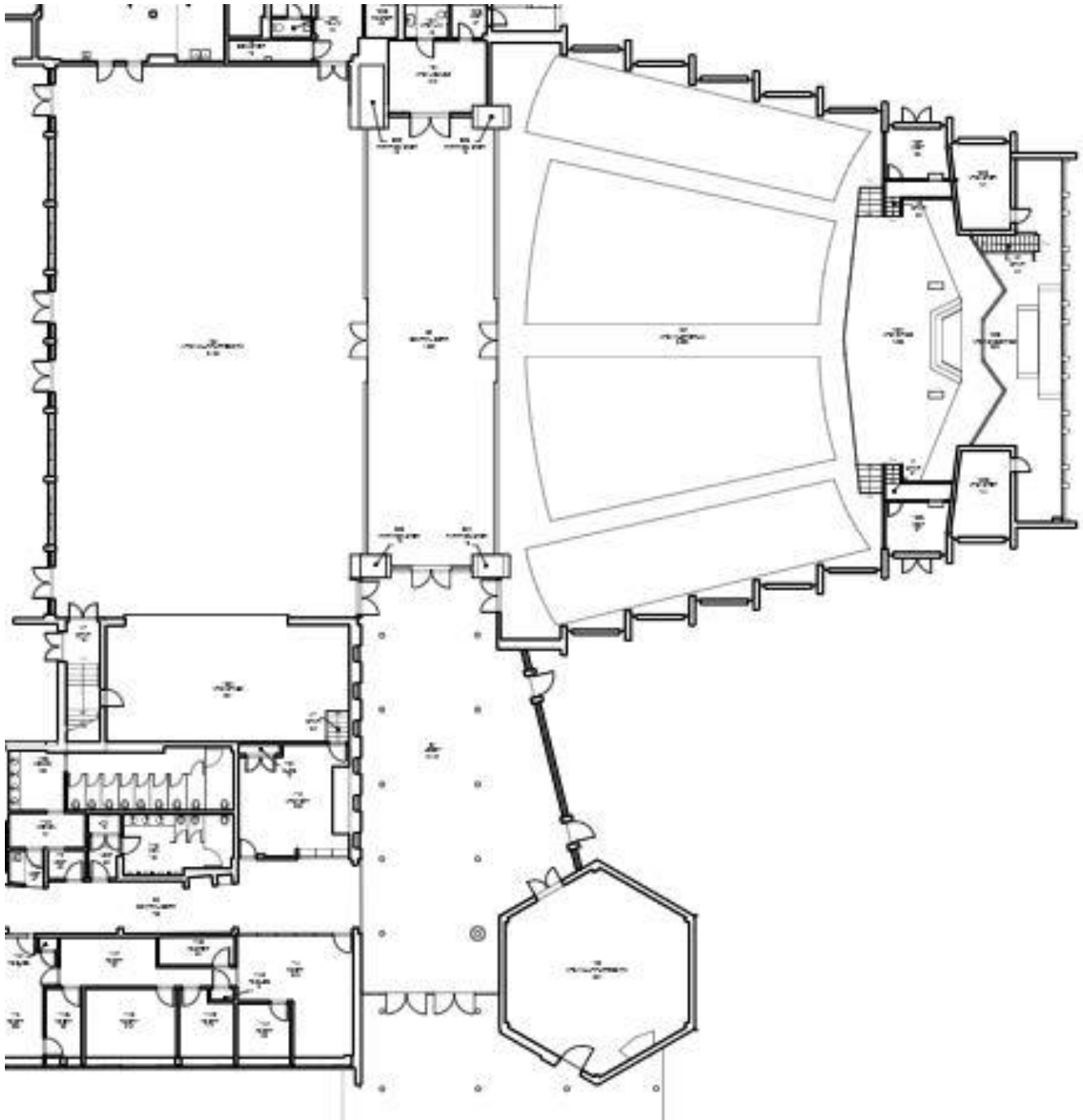
All events in the Robsham Theater Arts Center are administered by RTAC Management, including the provision of staff. The size of the staff needed for an event is determined solely by the RTAC Management. Groups hosting an event in 300HPP can provide their own volunteer event staff however, they must be A) approved by the RTAC Management and B) are only allowed as a supplement to the trained front of house and technical staff provided by RTAC.

To cancel a reservation for this venue, the group must email rtac.operations@bc.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 may incur charged staffing fees (roughly \$500-\$1000).

If you have questions regarding fees or other details, please contact the Robsham Theater Arts Center's Director, Kier Byrnes, kier.byrnes@bc.edu. Thank you.

APPENDIX A: 300 HPP Event Space Layout



APPENDIX B: 300 Multi-Purpose Room A/V & Lighting User Guide

Part 1: Lighting Controls. The lighting controls are located on the wall just as you enter the auditorium or the multipurpose Room from the door closest to the 300HPP lobby.

Auditorium Light Controls	
Button 1	All On/All Off
Button 2	Presentation Mode On/ Off
Button 3	Stage Lights (use dimmer to adjust)
Button 4	House Lights (use dimmer to adjust)

Multi-Purpose Room Light Controls	
Button 1	All On/All Off
Button 2	Presentation Mode
Button 3	Performance Mode
Button 4	Off

Notes:

All on: All lights (house lights and stage lights) are on at once.

Presentation Mode allows maximum light to the podium, but minimizes light near the projection screen, as to minimize any of the lights “washing out” the screen.

Performance Mode maximizes light on the entire stage.

2) Mic Setup-

- a) The mics are located in the podium
- b) Turn the mic on to activate it. The volume can be adjusted using the AV Touchscreen "Speech" control.

3) Connect Laptop to Projector System

- a) Select the location where you have plugged in your laptop(HDMI Cables in control room at the north end of the room)



- b) Select "Activate Video" and "Activate Audio". Volume of the laptop can be adjusted using the "Program" control on the AV Touchscreen.

At End of Your Event:

- 1) Sanitize Mic and put away
- 2) Power down projector
 - a) Push Power Button at top right of Touchscreen
 - b) Select "Yes" when Prompted

IN THE EVENT OF ISSUES, PLEASE CALL GEORGE COOKE AT 617-429-2791

Home Screen Controls:



Audio:

To adjust the volume of the lectern mic, handhelds or lavs, use the "Speech" Volume controls
To adjust the volume of computers or the DVD, use the "Program" Volume controls

Video: Turning on/off System and Selecting Inputs

Laptop: To use a laptop, press the "Guest Laptop" button. The following screen will show:



Push "Activate Video" and "Activate Audio" to turn on the projector and lower screen.
Select the HDMI location where the laptop is plugged in

DVD Player: To use the DVD player in the rack



, push the "Blu Ray" Button. The following screen will show:



Push "Activate Video" and "Activate Audio" to turn on the projector and lower screen.

Insert a DVD into the player

Use the controls on the screen to operate the DVD player

Wireless Computer Connection: Press the "Wireless" button.

Push "Activate Video" and "Activate Audio" to turn on the projector and lower screen.

Follow the instructions on the projection screen for connecting a computer to the wireless system

Turning off the Projector: Press the Power button in the top right corner of the screen. When prompted, push "Yes"

Mic and ADA system access/storage:

Access to the Handhelds, Lavs, and ADA system is in the storage cabinet on the left side of the podium(presenter's side)



Band Mode:

To enter into Band Mode, press and hold the Band Mode button

In band mode, the Music Guild's external mixer will patch into the line inputs on the right side of



the podium and will control the audio.
