

CURTIS HALL: BROWN & BREW

All student organization requests for Brown & Brew need to be submitted three weeks in advance; a representative of the student group will be required to attend an Event Registration Meeting.

Note: A member of the student organization who will be attending and managing the event on behalf of the organization will be required to meet with Brown and Brew manager prior to the event.

Brown & Brew is a small event space in Curtis Hall. Events must take place between 7:00pm-midnight on Thursday, Friday and Saturday only. Some examples of events best suited for Brown and Brew include trivia nights, small social gatherings, small bands or DJ set-ups, acoustic shows, poetry slams or spoken word shows.

Office for Campus Life sponsors all events in this space.

Events are subject to Event Registration Committee and Brown and Brew manager approval. Student events will require attendance at the weekly Event Registration Meetings (Friday 10 a.m. Mayer Campus Center Room 203). A student attending and managing the event must also meet with the Brown & Brew Manager, at least 2 weeks prior to the event.

- **Capacity:** 80
- **Furniture:** Café style seating (tables, chairs, soft seating) with a small stage. Furniture cannot be removed or stacked. Furniture may be rearranged with prior approval. Furniture should never block fire lanes, entrances, or egresses.
 - **NOTE: Only Event Staff/Brown and Brew Staff are allowed to move the furniture in Brown & Brew.**
- **Food:** No outside food is permitted. You must work with Tufts Catering or the Brown & Brew Manager to make any food arrangements.
 - To order Tufts Catering, call (617) 627-3411. A completed Interdepartmental Requisition (IDR), with the appropriate department number to be charged, must be sent to the Catering Office at 89 Curtis St.
 - Events with alcohol are not allowed in this space.
 - Please refer to the [Tufts University's Food Policy](#) for additional information.
- **A/V:**
 - There is a small PA system in Brown and Brew. Please work with Brown and Brew manager for prior approval to use this system. Any additional A/V equipment must be ordered through an on-line request to Audio Visual Services at least 10 business days prior to your event. [A/V On-line Request Form](#)
- **TUPD:** TUPD is usually not required for this space. However, depending on the size and type of event, TUPD may be required. This will be determined at the Event Registration Meeting.
- **Event Staff** is required for events in this space. The OCL will provide Event Staff free of charge. One staff member from Brown & Brew will also be required and present at the event.
- **Free Admission:** Organizations cannot charge for Brown & Brew events, you may ask for a “suggested donation” which can be collected by Event Staff.
- **Guest List:** Maximum of 25 non-Tufts guests & e-mail to the [OCL](#) at least 72 hours before your event.
- **Tufts + One Guest Event:** May be approved depending on the event, this will be determined at an Event Registration meeting.
- **Decorations:** Use of the signs, posters, or other materials may NOT be taped or tacked to walls, doors or drapes. All decorations must be approved by the Brown and Brew Manager prior to your event. Remember to remove all items that are property of the sponsoring organization, and make sure that personal belongings are not left behind.

It is important to remember that you and your organization are responsible for the proper use of Brown & Brew. Groups that do not adhere to the room policy may lose the privilege to use the space in the future and may be charged for damages.