Office for Campus Life 2016 – 2017 Event Management Pricing
(for further details and forms go to ocl.tufts.edu)

Information Booth Ticket Sales:  (Ticket Sales Contracts Due at least 2 weeks prior to event)
- Ticket Fee: $25.00
- Multiple prices or dates: $25.00 additional
- Late Contract Fee $25.00

Mayer Campus Center Extended Building Hours: $50.00/hour

Event Staff:  (Events need to be registered no less than 3 weeks prior to the event; a group representative will be required to attend Event Registration Meeting, held every Friday at 10 am)
Event staff is required for all student organization events in Dewick-MacPhie, Hotung Café, Brown and Brew. Additionally Event Staff may be requested as needed and may be deemed necessary depending on type of event and/or space.  Event staff will be required for student org. events when money will be collected at the door.

All prices assume a minimum of four hours per event.  Prices include set-up, clean-up, and staff. Student organization social events must work with the hours of locations in determining set up time, start and end time of event. Most social events will not be allowed to begin until after 8 pm (depending on location).  **ALL SOCIAL EVENTS MUST BE OVER BY 2 AM and it is recommended that all events keep to a 4 hour maximum.** Additional charges will be added for events over 4 hours.

<table>
<thead>
<tr>
<th>Service</th>
<th>Price</th>
<th>Note</th>
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<tbody>
<tr>
<td>Bus Loading</td>
<td>$50.00</td>
<td>Maximum Occupancy</td>
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<tr>
<td>Tufts ID Only Event</td>
<td>$100.00</td>
<td>Brown and Brew: 80</td>
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<tr>
<td>Pub Event (Alcohol)/On Campus</td>
<td>$150.00</td>
<td>Hotung 150</td>
</tr>
<tr>
<td>City Wide Event/Off Campus Event</td>
<td>$200.00</td>
<td>Dewick/Macphie: 300 (seated only)</td>
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Hotung Café Thursday, Friday and Saturday Evening:
The Office for Campus Life, in conjunction with student organizations, sponsors events every Thursday, Friday and Saturday in Hotung Café.  For these events the Office for Campus Life will cover the cost of Event Staff and basic audio visual (AV) needs. Charges will be required for events in Hotung Sunday – Wednesday. Hotung Events cannot begin until 8:30 pm at the earliest. Start time will be determined by type of event and details of set-up.

**Tufts University Police Department:** $55.00 per hour per officer, minimum 4 hour shift. ($220.00)
*Note: Police detail needed for most events in Dewick-MacPhie events. Police detail generally not needed for regular Thursday, Friday, and Saturday Hotung Events. However, depending on the nature of the event police detail may be required. Please contact TUPD for details regarding your specific event and for exact pricing.*

Facilities:
Depending on the nature of the event you may need to request set-up or clean-up from facilities. These requests can be made at the Friday Event Registration Meetings.  **Note: All events with food set-ups will require a cleaning work order to be submitted to Facilities.** Contact Facilities for cost estimates.  OCL will place all student organization work orders.

AV Services:
Contact AV Services at [http://ase.tufts.edu/its/classroomAVservices.htm](http://ase.tufts.edu/its/classroomAVservices.htm) for information on services and pricing. Contact AV Services at avservices@ase.tufts.edu.

Catering:
Student Organizations requiring Tufts Catering Service should contact the Catering Office directly to discuss needs and pricing. Tufts Catering can be reached at 617-627-3411 or myfoodorder@tufts.edu. An approved IDR will be required to final order and payment processing.

Other:  The Office for Campus Life also has available for rent a Karaoke Machine, Data/Video Projectors and Portable Sound System. There is no charge for these rentals; however groups must adhere to rental guidelines. These items are available on a first-come, first-served basis and may be requested by contacting the OCL Office. These items are only for use by Student Organizations in the Mayer Campus Center, including outside MCC patios.