

For further details and forms, please visit [ocl.tufts.edu](http://ocl.tufts.edu). If you have any questions, please contact [OCL@tufts.edu](mailto:OCL@tufts.edu)!

### Tufts Tickets – Information Booth or at [TuftsTickets.com](http://TuftsTickets.com)

All TCU recognized and OCL registered student organizations MUST sell their tickets through Tufts Tickets. (*Note: Student organizations may use the Cohen Box Office ticket service for Cohen events*). To sell tickets through Tufts Tickets at the Information Booth and/or online, please submit the **Ticket Sales Contract** to the OCL at least 5 business days in advance of the ticket sales.

#### Services/Pricing

- Ticketing Fee: \$25
- Multiple dates/pricing: \$25 *additional*
- Batch Printed Ticket Fee: \$50

#### Fees

Late fees, special requests, or complex ticketing structures will incur additional fees assessed by the Office for Campus Life.

### Mayer Campus Center

- **Extended building hours:** *approval and fee assessed by the Office for Campus Life*
- **Ping Pong and Pool table buyout** (*must have Lounge reserved for special event*): \$25
- **Food Truck Event Coordination:** \$50 per event (*OCL to coordinate contracts, permits, and parking*)

### Hotung Café

Hotung Café is available after 8:30pm, at the earliest, for events. Hotung Café has the existed seating, which includes small rounds, high tops, booths, and the balcony. This furniture may stay as-is for events or be cleared by Event Staff. Event Staff are required to work Hotung events and are the only individuals allowed to move this furniture. Hotung includes an in-house A/V system, 2 wireless microphones, and stage lighting.

- Hotung Café Sunday – Wednesday: \$100 - \$150
- Hotung Café Thursday – Saturday: FREE; *Office for Campus Life will cover costs for Event Staff*

### Event Staff

Events should be booked on the Space & Resource Reservation System no less than 3 weeks prior to the event date. A group representative is required to attend Event Registration, held every Friday at 10am in Campus Center 203. Event Staff is required for all events in Hotung Café, Dewick-MacPhie Dining Center, all large-scale campus events, and select events in Goddard Chapel. Event Staff may be requested as needed and may be deemed necessary depending on type of event and/or space.

All Event Staff pricing assume a minimum of four hours per event. Prices include setup, breakdown, and staffing. Event start and end times will be determined by the building hours and necessary setup and breakdown times. Timing will be discussed at Event Registration. All events must end by 2am and events should be kept to a 4-hour maximum (additional fees for longer events).

#### Services/Pricing

- Bus Loading Only: \$50
- Tufts ID Only Event: \$100
- City Wide Event/Off Campus Event: \$200
- Large Scale Events (500+ attendees): \$500

#### Occupancy

Hotung: 150  
 Dewick-MacPhie: 300 (seated events only)  
 For other occupancy numbers check the Space & Resource Reservation system.

### Other Departments

**Tufts University Police Department:** The University will cover the TUPD detail officer costs for on-campus student organization events (\$220.00 & up).

**Facilities:** Events may require set-up/ clean-up or rental furniture. Requests should be made at Event Registration. The Office for Campus Life submits all work orders for student organizations. For cost estimates contact Facilities.

**AV Services:** Contact AV Services at [avservices@ase.tufts.edu](mailto:avservices@ase.tufts.edu) for information on services and pricing.

**Catering:** Tufts Catering can be reached at 617-627-3411 or [myfoodorder@tufts.edu](mailto:myfoodorder@tufts.edu). An approved IDR will be required to final order and payment processing.