



# Office for Campus Life 2017 – 2018 Event Management Pricing

(for further details and forms go to [ocl.tufts.edu](http://ocl.tufts.edu))

## Information Booth or On-Line 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 should be registered no less than 3 weeks prior to the date of 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 and Hotung Café. 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 group events when money collection takes place 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 for events over 4 hours.

Bus Loading	\$50.00		Note: Maximum Occupancy:	
Tufts ID Only Event:	\$100.00		Hotung	150
City Wide Event/Off Campus Center	\$200.00		Dewick/Macphie:	300 (seated only)
Large Scale Event (500+ participants)	\$500.00		For all other occupancy numbers check EMS.	

## 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 audiovisual (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 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: The University will cover the TUPD detail officer costs for all on-campus student organization events, when it is required to have the added security. As always, added security depends on several factors including location, time/day of event, number of attendees, nature of program, specific presenter(s) or other factors that may call for security.

## Facilities:

Depending on the nature of the event, a group may need to request set-up or clean-up from facilities or rent equipment like tables and chairs. These requests should be made at the Friday Event Registration Meetings and then the Office for Campus Life will place orders with Facilities. For cost estimates contact Facilities or Campus Life.

## AV Services:

Contact AV Services at <http://ase.tufts.edu/its/classroomAVservices.htm> for information on services and pricing. Contact AV Services at [avservices@ase.tufts.edu](mailto: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](mailto:myfoodorder@tufts.edu). An approved IDR will be required to final order and payment processing.