

2023 Northwest Building Event Space Request Form

Updated 5/9/23

THIS FORM MUST BE SUBMITTED TO NW BUILDING OPERATIONS AT LEAST TWO WEEKS PRIOR TO THE EVENT DATE.

Completed Event Space Request Forms are processed on a first-come, first-served basis dependent upon the receipt date of this completed form and the Guidelines and Agreement Form. The requestor will receive an official email confirmation once this form has been processed and the reservation is in place. Email completed requests to jopie@fas.harvard.edu. **All fields below are required. Incomplete forms will be removed from the queue and returned to requestor for completion which may result in unavailability of requested space.**

Event Name _____

Event Date (year included) _____ **Day of the Week** _____ **Event Start Time** _____ **Event End Time*** _____ (All events must conclude by 12am.)

Number of attendees (750 limit) _____

Event Description (Please provide a brief description of the event.)

Is music part of this event? _____

Is dancing part of this event?* _____

Is food part of this event?** _____

*Massachusetts Law requires crowd managers for events with music and dancing of 100 or more people. For more info, go to <https://www.mass.gov/service-details/crowd-managers>. Student groups may contact JR Bagley at jonrobert_bagley@harvard.edu for assistance with this requirement. Crowd manager certificates are due to jopie@fas.harvard.edu one week prior to the event date.

**Contact Crimson Catering for food service (496-6000). If you are using an outside caterer, contact Jesselynn Opie at jopie@fas.harvard.edu for additional requirements.

Name of caterer _____

Departmental sponsor or official Harvard student group name _____

Group Mailing Address _____

Harvard affiliation (circle one)

Harvard student group - Undergraduate / Graduate (please specify)

FAS Member

Harvard Non-FAS

Undergraduate Student groups: Has your event been approved by the SOCH?

Yes _____ (If yes, submit a snapshot of the SOCO approval with this completed form.)

No _____ (SOCO approval due to NW Operations 30 days prior to event date.)

Event Coordinator Name (This person must be present at the event.) _____

Email address _____ **Phone** _____

Deposits

If paying by check, a deposit is due 30 days prior to the event date. Deposit checks should be written to Harvard University in the amount of \$250 and delivered to Jesselynn Opie at the Northwest Building, 52 Oxford St, Suite 102, Cambridge, MA 02139. Cash is not accepted.

Check Number _____

Billing Code For Departmentally-Funded Events Only (If this field is left blank or contains Xs, this form will be returned to the applicant and may result in a failed booking.)

_____ - _____ - _____ - _____ - _____ - _____ - _____ - _____

Event Set-up and Break-down Schedule (All events must conclude by 12am)

Set-up start time _____

Break-down end time _____

Room(s) requested (Check all that apply.) *Food and beverages not permitted.

Entry Level (L1)

NW Café Seating Area (70 seats) _____

L1 Lobby at Main Oxford St Entrance _____

NW Courtyard _____

2nd Floor (L2)

Collegial Stair 227 (2nd floor) _____

Basement Level (B1)

B101* (94 seats/fixed lecture style) _____

B103* (220 seats/fixed lecture style) _____

B104 (28 seats) _____

B105 (24 seats) _____

B106 (20 seats) _____

B107 (16 seats) _____

B108 (45 seats) _____

B109 (20 seats) _____

B110 (16 seats) _____

B100 (open space/capacity 750*) _____

*This maximum capacity may not be viable with the addition of furniture.

PFA Alcove Only _____

Northwest Furniture request*

*If your event requires furniture beyond what is listed here, please contact Crimson Catering at 496-6000.

Tables

4ft round (Limit 32) _____
5ft rectangular (Limit 3) _____
6ft rectangular (Limit 20) _____
8ft rectangular (Limit 6) _____

Chairs

White plastic folding (Limit 85) _____
Maroon plastic stackable (Limit 30) _____
Red w/ wheels (Limit 150) _____
Red low couches - In B100 *only* (Limit 48) _____

Poster Boards

Cork Boards / 36" x 48" / double-sided (Limit 30) _____
Felt / 35.5" x 47" / double-sided (Limit 16) _____

Miscellaneous

Piano (Upright) _____
Flexibarrriers (16 / each expandable to 7ft) _____

Floor plan attached?

Yes _____

No* _____

***Please note that a completed floor plan is due to Jesselynn Opie 30 days prior to the event date.**

Outside Vendor Equipment/Furniture delivery schedule:

If you are renting furniture, lighting or sound equipment from an outside vendor, please indicate the desired delivery/pick up schedule below.

Note that delivery prior to and pickup outside of the event date must be approved by Northwest Building Operations. The hosting group event coordinator must be on site to accept all deliveries related to this event.

Furniture drop-off date and time _____ Equipment drop-off date and time _____

Furniture pick-up date and time _____ Equipment pick-up date and time _____

Additional Lighting and/or Sound Equipment

Will you employ additional lighting or sound equipment?

Yes* _____ (**If yes, please see "Electrical Support" below*) No _____

Electrical Support (This service is separate from audio/visual support. A/V support* description is in next section.)

Events with additional power cords, lighting or sound equipment may require the assistance of a designated Northwest electrician. Please contact the Northwest electrical manager, Matthew Decost, at Matthew_Decost@harvard.edu to discuss your electrical needs as soon as you receive a reservation confirmation. **A minimum four-hour charge of \$480 is automatically applied to reservations unless this service is waived by the electrical manager.**

Audio/Visual Support*

*You must contact Education Support Services(ESS) before using any audio/visual equipment installed in NW space. Please contact ess@fas.harvard.edu as soon as you receive a reservation confirmation.

Decorations, signs & wall hangings

Please note that all decorations, signs and hangings that are NOT free standing, must be mounted by Northwest Building Operations Staff. Arrangements for this work must be made at least two weeks prior to the event. Late requests will be accommodated depending upon staff availability.

Yes, I have decorations and/or signs that will need to be mounted _____

No wall-mounted decorations or signs will be used at the event _____

Additional details, comments or questions?

Office use only:

Submission date _____

Notes: