



General Guidelines for Rental of Boston Society of Architects' Gallery Space and Conference Rooms

BSA Space is Boston's leading cultural institution on architecture and design, and is home to the Boston Society of Architects. BSA Space hosts exhibits on design and architecture, architectural boat and walking tours, and other programs and events that foster exchange between design and construction and the profession and the public, and that encourage collaboration across the city and world.

Nestled on Boston's waterfront between the Fort Point Channel and the Rose Fitzgerald Kennedy Greenway, BSA Space opened in the Atlantic Wharf building in December 2011. Boston-based firm Höweler + Yoon Architecture designed the floor plan, using a concept that centers on a highly visible "cloud" ceiling and monumental stairs. These two architectural elements act as iconic markers for BSA Space and an invitation into the exhibits and meeting spaces above. The design was chosen during a 2010 design competition overseen by the BSA board of directors.

RENTAL AVAILABILITY

Hold Policy

A hold may be placed on one specific date for up to two weeks with the understanding that, should the date be requested by another client, the Client holding the date will have 48 hours to complete his or her Contract or release the date.

Confirming Your Date

To confirm the event date, the Client must sign and return the Contract Agreement along with a deposit in the amount of 50 percent of the Rental Fee.

Cancellation Policy

The 50 percent deposit of the estimated total fee is required to guarantee any arrangements. If the Client cancels the entire event or one or more specific spaces between:

- ⊙ Signing the Contract and 31 days of a contracted date, the Client will be responsible for 50 percent of the entire Venue Rental Fee(s).
- ⊙ 30 days and 16 days of a contracted date, the Client will be responsible for 75 percent of the Rental Fee(s).
- ⊙ 15 days and 0 days of a contracted date, the Client will be responsible for 100 percent of the Rental Fee(s).

Please note credit-card transaction fees will not be refunded.



FORCE MAJEURE

If acts of God or government authorities, natural disasters or other emergencies beyond a party's reasonable control make it illegal or impossible for the party to perform its obligations under the Contract, the party may terminate this Contract Agreement upon written notice to the other party without liability.

RENTAL FEES All rental fees must be paid in full before the actual event. A completed and signed contract agreement and 50 percent payment of the rental fee is required to confirm the event date. Payment may be made by check or major credit card. There is a 4 percent fee charged on credit-card transactions. No terms are implied or granted, and no work will be allowed to commence until full payment is received. If the event extends past the time specified on the Contract Agreement, there will be an additional fee of \$500.

SECURITY DEPOSIT AND DAMAGE(S) A security deposit check of \$500 made payable to BSA is required to host an event. Please note that this deposit is separate from the down payment to secure the date and space. This deposit will be refunded within three (3) days following the rental period provided the premises are maintained and left in the same condition as when rented. However, any cleaning or repairs (including audiovisual equipment) deemed necessary beyond normal use (e.g., paint damage and floor gouges) will be charged and deducted from the security deposit. The caterer, if used, must clean the premises within one hour following the event, leaving it in the same condition and working order as it was at the start of the event setup. Caterers are also responsible for all trash. Additional cleaning can be contracted in advance upon request. Failure to remove or clean will result in additional fees. If the building or any part of the premises, including furniture or artwork, is damaged, the Client will be solely responsible for such damage.

INSURANCE

If alcohol is to be served at your event, it is required that the Boston Society of Architects be listed as additional insurance. Please be sure that the policy includes Host Liquor Liability insurance to protect you against alcohol-related accidents, as you are ultimately liable for the safety of your guests. Any caterers and/or outside vendors, companies or institutions must provide a copy of their Certificate of Insurance and Catering License to the BSA, naming the BSA (and Boston Properties in some instances) as additionally insured. Paperwork must be received at least 10 days prior to the event.

General Liability Certificate (All Vendors):

\$2,000,000 General Aggregate limit, \$1,000,000 per Occurrence and Products – completed operations limit

All Event Rental Vendors must list the BSA (and Boston Properties in some instances) as "Additional Insured" on the certificate

Workers Compensation Coverage (All Vendors):

\$100,000 each accident and each employee, and \$500,000 policy limits

LIABILITY

The Client agrees to indemnify and hold the BSA, its landlord, building owners, officers, employees and agents harmless of and from any liabilities, costs, penalties or expenses arising out of and/or resulting from the rental and use of the premises, including but not limited to the personal guarantee of provision,



service and dispensing of payment by its employees and agents of alcoholic beverages. In the event the BSA, its landlord, building owners, officers, employees and/or agents are required to file any action in court to enforce any provisions of this agreement, the Client agrees to pay its officers, landlord, building owners, employees and/or agents all reasonable attorney fees, court fees and costs of suit incurred by the BSA including all collection expenses and interest due.

CITY, COUNTY, STATE AND FEDERAL LAWS

The Client agrees to comply with all applicable city, county, state and federal laws and shall conduct no illegal act on the premises. The Client shall not sell alcohol or serve alcohol to minors on premises at any time. The Client agrees, for the safety of all guests, to ensure alcoholic beverages are consumed in a responsible manner. The BSA reserves the right, in its exclusive discretion, to expel anyone who in its judgment is intoxicated or under the influence of alcohol or drugs, or who shall in any manner do or participate in any act jeopardizing the rights, use permit or insurability of the BSA or the safety of its staff, guests or building contents.

CONDUCT

There is absolutely no drug use or smoking of any kind tolerated on the premises or within 25 feet of the building. Loitering or congregating outside on the sidewalk at any time during the event is also not allowed. Disparaging remarks or any type of physical violence will not be tolerated and will be cause for immediate expulsion. The Client and guests shall use the premises in a considerate manner at all times. Conduct deemed disorderly at the sole discretion of the BSA staff shall be grounds for immediate expulsion from the premises and conclusion of the rental period. In such cases, no refund of the rental fee shall be made.

COMPLIANCE WITH BSA SPACE POLICIES

In addition to the other requirements set forth herein, the following BSA policies must be observed in connection the with the facility rental:

- a. BSA Space does not provide parking; parking is responsibility of Client and their guests.
- b. Any performers at the event and associated contracts are subject to the prior approval of the BSA.
- c. All decorations and signs must be free standing. Signs on walls, pillar and/or glass are not permitted. Banners may be hung only with prior approval of BSA.
- d. If young children will be attending the event, the Client is responsible to see that they are supervised at all times.
- e. Use of space for events involving admissions, fees, raffles, contributions, tickets or fund raising of any kind is not permitted except with prior approval from the BSA.
- f. Any advertising or marketing materials related to the event are subject to BSA prior approval.
- g. All trash, floral arrangements, and decorations must be removed from the space by Client.
- h. BSA is not responsible for any equipment delivered to or picked up from the space for the event. All equipment must be removed immediately following the event within scheduled rental hours.
- i. All non-rented areas are off-limits to Client and Client's guests and vendors.

SCHEDULING CATERERS AND DELIVERIES

The Client's caterer must be selected from the BSA's Preferred Caterers List; self-catering is not permitted. If you would like to use a caterer not on the preferred list, the Events Manager must approve, and there is an additional fee of \$450. Caterers should be aware that the BSA Space is open to the public every day from 10:00am to 6:00pm.

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Caterers may arrive two hours before the event.

Food restrictions in the galleries are as follows:

- ⦿ The format of food service inside BSA Space is subject to the approval of the Events Manager.
- ⦿ No open flames or candles may be used.

All food, beverage, floral and entertainment arrangements are the responsibility of the Client, subject to final approval by the BSA. BSA staff will receive rentals but will not be held responsible for them. The BSA reserves the right to approve all function floor plans, including the placement of bars, food stations, a band and tables.

The loading dock has a 30-minute parking limit Monday through Friday from 6:00 am to 6:00 pm. Outside business hours, loading-dock space is available at no extra charge but through reservations. A freight elevator is available on a first-come, first-served basis and is free of charge Monday through Friday from 6:00 am to 6:00 pm. If the event requires use of the freight elevator outside business hours, the cost of service will be billed back to the Client at \$42 per hour, four (4) hours minimum. Use of passenger or parking elevators by catering companies is strictly prohibited and subject to fines.

When scheduling deliveries for events, please e-mail delivery and pickup times to Jessi Kriley at jkriley@architects.org. This information must be submitted 10 days before the event. Deliveries will be accepted seven days a week from 7:30 am to 9:30 am. Please emphasize to your vendors that these hours must be adhered to.

Liquor deliveries must be well marked with the name and date of the function. BSA Space will accept delivery of but not responsibility for the order. Caterers must have Host Liquor Liability insurance. BSA and catering personnel are authorized to limit the alcohol consumption of individual guests. Under no circumstances may alcoholic beverages be sold. Cash bar and donation boxes are not permitted in BSA Space. Please note that any bar service will conclude thirty minutes before the end of your event; soda and water will be available to your guests

Within one hour following the event, the Client or caterers are required to return the space to the same clean condition in which it was found. The caterer is also responsible for the removal of all trash from the event. All rental equipment must be removed no later than 10:00 am the following day.

SITE DECORATION

BSA Space will be in a clean condition prior to your event. It is the goal of the BSA to make every event special, welcoming and a memorable experience. To ensure the safety of our guests and exhibits, site decoration is limited. The BSA does reserve the right to rearrange and move any furnishings. Nails, screws, staples or any other penetrating items are not permitted on the walls or fine wood. Please remember that the BSA Space has rotating exhibitions and floor plans are subject to change.

CONFERENCE ROOM AUDIOVISUAL EQUIPMENT

The BSA does not provide an on-site audiovisual technician. Clients are required to be self-sufficient. Be prepared for your presentation at BSA Space. Please bring a PowerPoint or PDF file on a USB thumb drive or uploaded to a location you can access from the BSA's computer. Attendees begin arriving up to 30 minutes before start time, and you'll want to be set up before they arrive.

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Come with plan A, B and C in mind to ensure the event is worry-free. Preparing a USB thumb drive, emailing your presentation and bringing printed notes is advisable.

Computers All rooms have computers except Pearl Street Room. We can provide a laptop at your request.

Projectors Rooms for 12 or more have mounted projectors and screens. Congress Street Room is smaller and has a monitor for presentations, as projected images are subject to distortion in this small space.

Please avoid disconnecting projectors. *The projectors are calibrated for our computers; disconnecting them degrades the settings and connections. If at all possible, please avoid disconnecting the projectors.*

Outside laptops If your presenter must use his or her own laptop because of software or size limitations, **please arrive 90 minutes before the meeting.** Attendees frequently arrive 30 minutes early, and you'll want at least 40 minutes to sort out the myriad settings that must be adjusted and 20 minutes to settle in. BSA staff can help, but each laptop relates to the projector differently. There is a high likelihood of technical difficulty when connecting outside laptops. If your laptop is a Mac, bring the appropriate VGA adapter.

USB connections A USB extension cord sits on the table in most rooms and on the small bookcase in Congress Street Room. The cord allows you to upload your presentation and display it on the projector. Four-gigabyte USB drives are clipped to the cords to transfer presentations from a laptop.

Internet BSA Space offers wireless Internet. A presenter may access his or her email to download a file through the Internet-connected room computer. A log-in information sheet is on the conference table. Presenters may also present using a standard web browser, such as Internet Explorer or Firefox.

Software PowerPoint, Adobe Reader, Firefox and Internet Explorer are available.

Congress Street Room *Seats up to 12 boardroom; computer (hardware Internet connection), USB connector, monitor for presentations, wireless Internet*

Harbor Room *Seats 20 to 25 boardroom, up to 50 theater style; computer (hardware Internet connection), USB connector, wireless keyboard and mouse, projector, screen*

Channel Room *Seats 20 to 25 boardroom, up to 50 theater style; computer (hardware Internet connection), USB connector, wireless keyboard and mouse, projector, screen*

Pearl Street Room *Seats 30 boardroom, 30 classroom style; up to 70 theater style; projector screen, kitchen, seasonally accessible deck*

CALENDAR LISTING

The BSA website, www.architects.org, has more than 20,000 unique visitors each month. Advertise your continuing-education/professional development opportunities on the BSA web calendar (architects.org/calendar) to reach this audience. The event must offer AIA continuing-education credits to



be considered, unless the program is being hosted at BSA Space. If interested in this marketing opportunity, please contact the Events Manager for listing application form.

SITE VISIT

The BSA events staff recommends a site visit to plan the logistics of your event. Site visits and walk-throughs are conducted by appointment only. Please contact the Events Manager to arrange a convenient time.

ENTRY AND EXIT

The Client agrees that BSA staff may enter and exit premises during the course of the event. A BSA representative will be on-site during your entire event and will be checking periodically with the responsible parties to ensure everything is working smoothly. Please note the BSA galleries are open to the public from 10:00 am to 6:00 pm seven days a week.

LOST AND FOUND

The BSA bears no responsibility for personal effects and possessions left on the premises during or after any event. We do, however, maintain a lost and found and will hold recovered items up to 30 days.

SIGNATURE AND AUTHORIZATION

The signature of the Client or of an authorized representative of the Client indicates that the corporation or business organization accepts the conditions stated above, as well as those stated in the Contract Agreement. The BSA reserves the right to abrogate, alter or modify the conduct of the function in progress should it be determined that possible danger to the physical plant and its contents becomes apparent or a regular BSA program is being impeded.

Signature

Date

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BSA SPACE PREFERRED CATERERS

B & G Events and Catering
www.bgeventsandcatering.com
617-581-1150

Capers Catering
www.caperscatering.com
781-279-5100

East Meets West
www.eastmeetswestcatering.com
617-269-2662

La Fête Catering
www.lafetecatering.com
508-655-2431

Tables of Content
www.tablesofcontent.com
617-363-0404

LINENS AND EQUIPMENT

Peterson Party Center
www.ppcinc.com
781-729-4000

Be Our Guest
www.beourguestpartyrental.com
617-427-2700

Rentals Unlimited
www.rentals-unlimited.net
617-517-0480

BEVERAGE AND BARTENDING

Gordon's Fine Wines & Liquors
www.gordonswine.com
781-893-1900