



# HMS Outdoor Events Information Session

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February 27<sup>th</sup>, 2024 – 11:00AM-12:30PM

Hosted by HMS Auxiliary Services



# Agenda

- Introductions
- Outdoor Spaces Overview
- Where to find Information
- Availability and Reservation Overview w/ **Ellen**
- Planning, Logistics and Support Overview w/ **Kasey**
- Permitting and Licensure Overview w/ **Devonne**
- Q&A Session with all panelists



# Introductions

- [Ellen Adams](#), Senior Room Scheduling Coordinator
  - Availability & Reservations
- [Kasey Ross](#), Outdoor Events Coordinator & Martin Conference Center Event Coordinator
  - Planning, Logistics and Event Support
- [Devonne Countryman-Monteiro](#), Campus Operations Manager
  - Permitting & Licensure
- [Molly Hudson](#), Associate Director of Auxiliary Services
  - Policy Development & General Oversight

# Outdoor Spaces Overview

- Quad
- Countway Plaza Tent
- No other outdoor spaces are managed by Auxiliary Services related to lack of assembly and fire permitting (Seeley Mudd Plaza, other)
- Spaces with possible availability not supported by Auxiliary Services
  - NRB front patio & lawn - CCHM
  - NRB Interior Waterfall Courtyard - CCHM
  - 4BC Triangle Lawn - Intercontinental
  - “Zen” Rock Garden – not reservable



# Where to find information/ Event Support Contacts

- [HMS Room Scheduling Website](#)
- [HMS Room Scheduling WebApp](#)
  - Calendar
  - Site Home
- [Martin Conference Center](#)

## **Kasey is 1<sup>st</sup> line of defense, but ...**

- Custodial – call 2-1901
- Grounds/Facilities – call 2-1901
- HMS Media Services – call 2-2000
- Security – call 2-1379
- [HUPD](#) – 2-1212
- [RA Catering](#) – 2-7070
- [Martin Center Team](#) – 2-8990
- [4BC Facilities](#)

# Availability and Reservations

w/ Ellen Adams, Senior  
Scheduling Coordinator



## In the planning stages: check the schedule and read up on policy information

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- Thinking of planning an outdoor event? You can easily check the online calendar to see if your date is available. Start my navigating to our site: <https://hms.emscloudservice.com/web/>
- Once there, click on browse --> locations

 HOME

BROWSE


 EVENTS


 LOCATIONS

 PEOPLE

Once you click on locations, use the filters to navigate to the date, and filter for "grounds" which will show outdoor locations:

## Filters

Date   Time Zone  

 Locations  

**Add/Remove Locations**

Click on 'update locations':


Locations ×

**BUILDINGS**

Find locations

- Select All Buildings
- Armenise
- C
- Countway Library
- Gordon Hall
- Grounds**
- TMEC
- Vanderbilt Hall

**Selected Locations**





You will then be able to see the schedule for the date you'd like:

### Locations

		<a href="#">← Tue</a>	Wed June 5, 2024	<a href="#">Thu &gt;</a>	<a href="#">Today</a>												<input type="text" value="Find A Room"/>	<input type="button" value="Search"/>
		7 AM	8	9	10	11	12 PM	1	2	3	4	5	6	7	8	9	10	11
Grounds (ET)	Cap	7 AM	8	9	10	11	12 PM	1	2	3	4	5	6	7	8	9	10	11
HMS Quadrangle	500																	Closed
Countway (Kresge) Courty	500																	Closed
Gordon Hall steps (exteric			Anesthesiolog															Closed

Toggle around to different dates, and search as needed. Once you know your date is available, on to the next step which is to submit your request form and event details  
(Please note for Countway Courtyard, only one event per day is permitted)

The request for outdoor spaces is not submitted via EMS like the conference rooms, but is in a separate and longer form: <https://tinyurl.com/HMSOutdoor>

There will be a series of information prompts, starting with this:



HMS QUAD OR COUNTWAY PLAZA TENT EVENT REQUEST FORM

Please fill out the event information below to be considered for an HMS outdoor event.

Quad



Countway plaza



Please provide as much information as possible. If you don't have all the details yet, fill in as much as you can. Key pieces of information at the beginning would be to let us know if you are having catering, approximate number of attendees, and the name/phone number of the on-site contact for the event.

Do you plan on serving food?

Yes

No

If you plan to serve food, what is the name and contact of your caterer?

*(please note if you are not using Restaurant Associates, a health permit is required, which requires 6 weeks advance notice to process appropriate licensure through City of Boston (\$25 for Register of Catering w/ ISD))*

On-site contact name:

On-site contact email address:

On-site contact phone number:

Number of attendees:

Student:

Faculty:

Staff/other:

33 digit billing code (required):

Once you are done, and acknowledge the terms, don't forget to submit and you will see this message:



Thanks for making an outdoor request at HMS.  
It is considered pending until you receive an email confirmation once it is approved.

Please visit our home page to view any policy and instructions, to help plan your event:

**RESOURCES & LINKS**

[Room Scheduling Policy](#)

[HMS Alcohol Policy](#)

[Quad Reservation Policy](#)

[Countway Plaza Reservation Policy](#)

[Frequently Asked Questions](#)

[Tutorial video how-to schedule rooms](#)

[Tutorial - how to request AV services with a new booking](#)

[Tutorial - how to add, remove, or modify AV services on existing booking](#)

[Room use / function charges \(indoor\)](#)

[Setup Type Diagrams](#)

[Campus Maps/Directions](#)

[Audio Visual Information](#)

You can expect to receive your answer/confirmation in 24-48 hours (Mon-Fri).

You will then work with Kasey, outdoor coordinator, on the details. Be prepared to have your set up needs in place at least 2 weeks prior to your event.

Other HMS information can be found on our site home:

**FACILITY INFORMATION**

[Campus Planning Office](#)

[Campus Shuttles](#)

[Joseph B. Martin Conference Center](#)

[HMS Campus Security](#)

[Request HUPD detail](#)

[University Disability Services](#)

[Catering Information \(On Campus\)](#)

[Parking Information](#)

# Planning, Logistics & Support

w/ Kasey Ross, Outdoor  
Events Coordinator



# Outdoor Events Support Departments

Custodial

HMS Media  
Services

RA Catering

Security

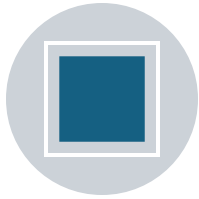
Facilities &  
Grounds

Parking

Environmental  
Health &  
Safety

Campus  
Planning &  
Facilities

# Outdoor Event Fees- Quad



There is no fee to reserve the quad, however requests that require additional support such as but not limited to: supply, setup and teardown of pop-up tents or lawn games, addition of AV/media support requiring permitting, rental of furniture or equipment requiring delivery/removal support.



\$220- Standard security charges (\$55/hr. 4-hr minimum) will apply for any event off hours for access to restrooms in the C-Link or G/A Link entrances and/or any event requiring additional security support regardless of timing.



\$53.70/hr.- Standard custodial charges will apply for all events related to trash service and associated requests/requirements. Additional charges will be assessed for last minute changes or requested add-ons.



\$150- Event support charge for Weekday events during the business hours of 8am-4pm



\$258- HUPD detail charges (\$64.50/hr. 4-hr minimum) for any reservation with beer/wine service, an HUPD detail is required.



\$130- HMS Media Services, Outdoor sound system (includes setup and breakdown)



\$250- Event support charge for events off-hours or that fall on weekends



# Outdoor Event Fees- Countway Plaza Tent

	HMS	HSDM/HCSPH
Standard Setup- Weekday, business hours 8am-4pm	\$100.00	\$200.00
Standard Setup- Off- hours	\$150.00	\$300.00
Alternative Setup- Weekday, business hours 8am-4pm	\$200.00	\$400.00
Alternative Setup- Off- hours	\$250.00	\$500.00
Weekend Reservations- Standard/Alternative Setup	\$300.00	\$600.00

- \$220- Standard security charges (\$55/hr. 4-hr minimum) will apply for any event off hours for access to restrooms in the WAB and/or any event requiring additional security support regardless of timing.
- \$258- HUPD detail charges (\$64.50/hr. 4-hr minimum) for any reservation with beer/wine service, an HUPD detail is required.
- \$53.70/hr.- Standard custodial charges will apply for all events related to trash service and associated requests/requirements. Additional charges will be assessed for last minute changes or requested add-ons.
- \$130- HMS Media Services, Outdoor sound system (includes setup and breakdown)



# Event Preparation Timelines

- If you're planning to host an event that **does not require permitting or licensure** at the City level, HMS Room Scheduling requires at least **2 weeks** in advance to reserve the Quad or Countway Plaza Tent.
- If your event **requires permitting or licensure** at the City level, please have all documentation ready for Devonne, **no later than 6 weeks** from your event date. Once Devonne submits all documentation to the City, it takes about 6 weeks for permits and licensures to be processed/approved.
- When completing the outdoor event request form, please include as much detail as possible. The information gathered from the form, helps determine the scope of your event so timelines can be set. Please note that if your event requires permitting or licensure, **event details cannot be changed or added once documents are submitted to the City.**
- Furniture may not always be available, as we have limited inventory. Please **include furniture needs when completing the outdoor event request form** so they can be requested from Custodial in advance.

# Event Logistics



If you plan to have a food truck or drop-off delivery on the Quad. Only one vehicle can be on the Quad at a time. Vehicles must meet weight/size requirements and remain on the pavement.



If you are planning to use an external caterer for your event, please provide me with their contact information. I will connect with them to gather load-in/load-out logistics, parking arrangements, etc.



If your event requires rental furniture/equipment, I will coordinate rental orders and delivery/pickup with PEAK.



If your event includes non-HMS attendees, please provide a list of first and last names for Security.

# Permitting & Licensure

w/ Devonne Countryman-  
Monteiro, Manager -  
Campus Operations



# Types of Permits

- There are two types of applications for event permitting:
  - Events that require no tent or electrical components; amplified sound
    - 4 weeks
  - Events that require a tent larger than a 10x10 and have entertainment components (Entertainment License); Quad events
    - 6 weeks

# Quad Event Permit Requirements

Quad events, depending on the size of the tent, food service and activity, require a permit which could require a processing time of 4-6 weeks.

All applications require a **Site Plan or Floor plan** indicating location and a security plan along with permits from each requested area if applicable:

- Health Permit
- Fire Permit
- Beer/Wine Permit
- Electrical Permit

# Activities that affect lead times

- Tents over 10'x10' or 10x10' groupings
- Lawn games
- Athletics
- Dancing/performers
- Karaoke
- MMA
- Projectors or TVs
- Generators
- DJs
- Carnival style games
- Enclosed spaces with fencing or gates

# Countway Plaza Tent Permit Requirements

- The Countway Plaza tent is permitted for the season and can be secured by reservation thru Room Scheduling. There is a choice of **6** set-up options available.
- A permit, which requires a processing time of 4 weeks, is needed if additional items are added. This would include the addition of a podium and microphone.
- If the requestor requires a completely different set-up other than one of the options; then a new plan and license must be secured. A new event application must be filed and all of the necessary vendor permits would need to be secured. This requires a processing time of 6 weeks.



# Food Truck Permit Requirements

Food Trucks must be selected from the list approved by the City of Boston. The list is updated frequently and can be accessed by visiting, <https://www.boston.gov/departments/small-business-development/food-truck-lottery>

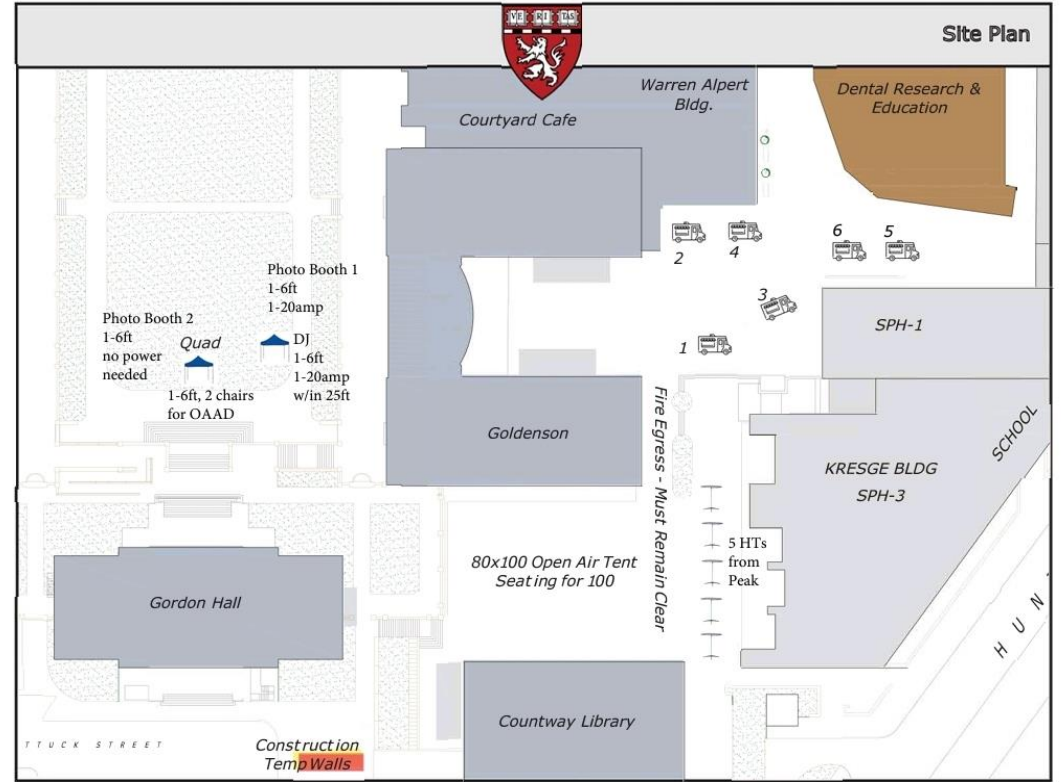
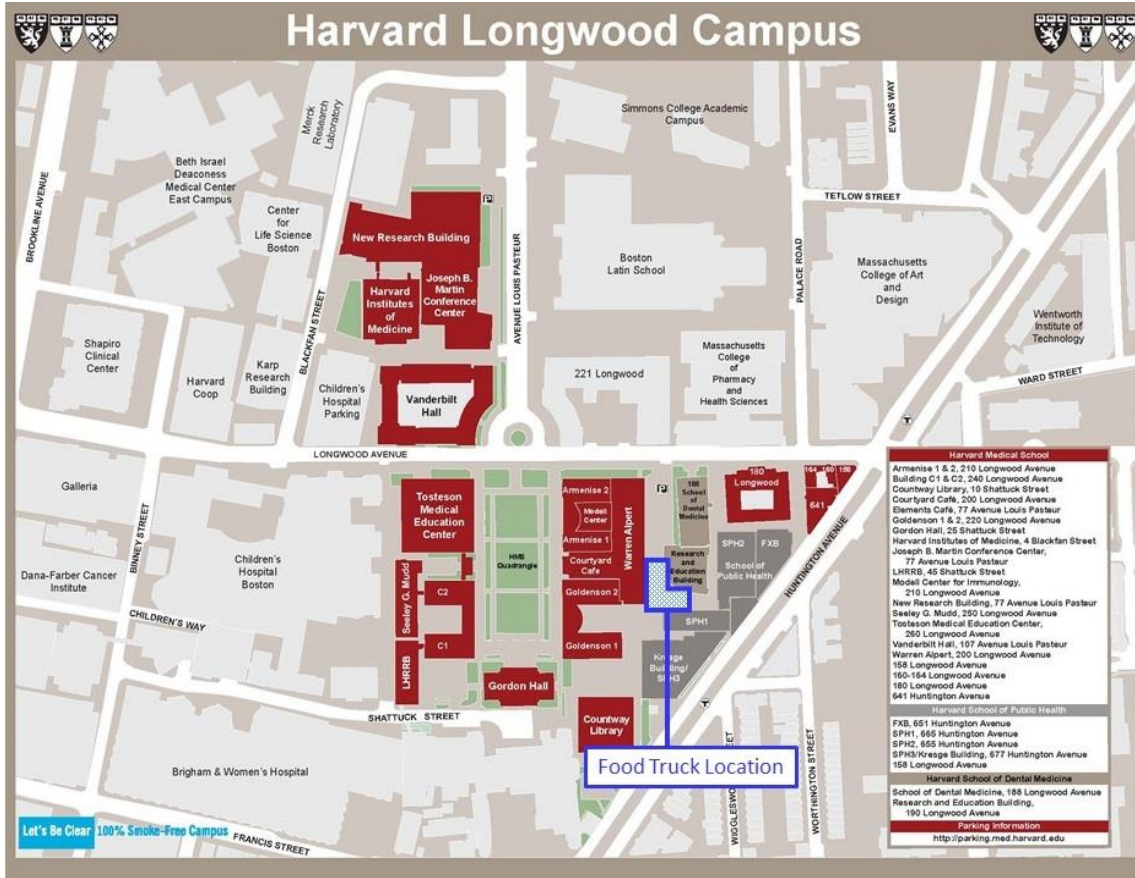


The items needed to secure a permit are:

Health Permit

Fire Permit

Site Plan



# Food Truck Site Plans

# Food Truck Vendors

Food Truck Name	Owner Name	Email	Phone
Across The Border	Douglas Salazar	<a href="mailto:acrosstheborderfoodtruck@gmail.com">acrosstheborderfoodtruck@gmail.com</a>	978-652-8443
Baja Taco Truck	Bryan Peugh	<a href="mailto:bryanpeugh@gmail.com">bryanpeugh@gmail.com</a>	617-513-0497
Bibim Box	Justin Won	<a href="mailto:justin_won@yahoo.com">justin_won@yahoo.com</a>	781-561-5808
Bon Me Foods, LLC	Mike Feeney	<a href="mailto:mike@bonmetruck.com">mike@bonmetruck.com</a>	617-510-0924
Clyde's Cupcakes	Clyde Bullen	<a href="mailto:clyde@clydescupcakes.com">clyde@clydescupcakes.com</a>	603-778-7700
Eloti	Abel Moreno	<a href="mailto:elotiboston@gmail.com">elotiboston@gmail.com</a>	857-247-1709
Fresh Food Generation	Jackson Renshaw	<a href="mailto:jackson@freshfoodgeneration.com">jackson@freshfoodgeneration.com</a>	339-223-3781
Gogi On The Block	Hyun Kim	<a href="mailto:gogiontheblock@gmail.com">gogiontheblock@gmail.com</a>	617-817-9079
Gourmet Kreyol	Karyn Glemaud	<a href="mailto:gourmetkreyol@gmail.com">gourmetkreyol@gmail.com</a>	857-244-5323
Just Wingin' It	Christopher Leotsakos	<a href="mailto:info.justwinginitboston@gmail.com">info.justwinginitboston@gmail.com</a>	(857) 293-9165
Moyzilla	Jonathan Moy	<a href="mailto:moyzilla@gmail.com">moyzilla@gmail.com</a>	781-640-2361
Night Shift Eats	Robert Burns	<a href="mailto:eshelman@nightshiftbrewing.com">eshelman@nightshiftbrewing.com</a>	617-701-7852
North East of the Border	Gustavo Lecanda	<a href="mailto:gustavo@neotbtruck.com">gustavo@neotbtruck.com</a>	(978) 818-4689
Papa Grande	Daniel Armbruster	<a href="mailto:chefdan@papagrandecomfort.com">chefdan@papagrandecomfort.com</a>	917-353-4104
Papi's Stuffed Sopapillas	Jason Melmed	<a href="mailto:stuffedbypapi@gmail.com">stuffedbypapi@gmail.com</a>	860-716-7753
Pennypackers Food Truck	Kevin McGuire	<a href="mailto:pennypackersfoodtruck@gmail.com">pennypackersfoodtruck@gmail.com</a>	857-523-8053
Stoked Wood Fired Pizza Co.	Toirm Miller	<a href="mailto:toirm@stokedpizzaco.com">toirm@stokedpizzaco.com</a>	617-875-0707
Tacos Don Beto	Daniel Diego	<a href="mailto:foodtrucktacosdonbeto@gmail.com">foodtrucktacosdonbeto@gmail.com</a>	857-770-8275
Tea Station	Wing Ng	<a href="mailto:wingyukng@yahoo.com">wingyukng@yahoo.com</a>	617-792-3567
The Bacon Truck	Sam Williams	<a href="mailto:oink@bostonbacontruck.com">oink@bostonbacontruck.com</a>	(857) 600-6158
The Dining Car	David Harnik	<a href="mailto:davidmh@gmail.com">davidmh@gmail.com</a>	908-692-3531
The Whoopie Wagon	Christopher Bandereck	<a href="mailto:chris@topsfieldbakeshop.com">chris@topsfieldbakeshop.com</a>	978-887-0795
Trolley Dogs	Joyce Dente	<a href="mailto:trolleydogs@hotmail.com">trolleydogs@hotmail.com</a>	617-412-9641
Vaz + Mac Tex-Mex	Ruddy Bello	<a href="mailto:Ruddy.bello@vaznac.com">Ruddy.bello@vaznac.com</a>	857-284-2284
Walloons	Nelson Sanchez	<a href="mailto:nelsonsanchez927@gmail.com">nelsonsanchez927@gmail.com</a>	978-876-2482
Zaaki, LLC	Mohammad Abo-Sharkh	<a href="mailto:zaaki.ft.llc@gmail.com">zaaki.ft.llc@gmail.com</a>	(857) 361-9660

# Catering Permit Requirements

- Catering is provided thru Restaurant Associates; no permit is needed if using R/A
- If using an outside caterer, they must be Boston based and be approved through the City of Boston. The catering can be part of an event or standalone. If the caterer is not Boston based, a catering application should be filed.
- The items needed to secure a permit are:
  - Health Permit
  - Caterer's License
  - Site Plan (if outside)

# Special-One Day Beer/Wine Permit Requirements

- Beer/Wine are required to be provided thru Restaurant Associates for outdoor events; RA will manage the special one-day license process
- The fee for a Malt and Wine license is \$75 per day.
- The items needed to secure a permit are:
  - Vendor Licensing Permit
  - Site and security operations plan (if outside)

# Permitting Fees



# Support Department Tips and Asks

Shared by Custodial, Parking  
Office, Security, RA Catering



# Tips/Asks to Help Us Support Successful Events



Important of the timeliness of supplying setup needs. Note: **changes made within 24 hours** and on the day of **will incur additional charges** as they pull custodial staff from other work



Parking reservations that are reserved but not used are uncharged, **better to reserve and not need than to scramble in the moment**



Security guard expectation setting, importance of entering an accurate on-site contact in EMS if it differs from the reserver, **alphabetized lists for non-HUID building access, accurate guest counts reported in EMS**



**RA has a caterer's license for outdoor events** which makes them a quick and seamless choice, there is 6-week minimum to obtain a beer/wine license as part of an outdoor event, if its not on the menu, ask!



# Q&A Session

All panelists