CHASE CENTER
POLICIES AND PROCEDURES

Location
The Chase Center is located on the west side-rear of Carmichael Hall off Winthrop Street in Medford.

Intended Use
The Chase Center is a function room intended to be used for lunches, dinners, receptions or large catered meetings. Priority is given to events expecting 50+ guest and events to be catered by Tufts Catering.

Reservations
The Chase Center may be reserved by calling Tufts Catering at x73411. It is available for events between 7am and 10pm seven days per week throughout the year when Tufts Catering is open.

- Reservation requests are accepted on the following time table:
  - Under 20 guests: no sooner than 2 business days in advance of event date
  - 20-50 guests: no sooner than 5 business days in advance of event date
  - 50+ guests: more than 5 business days in advance

- Recurring meetings for less than 50 guests must be booked as separate events according to the above time table.
- Requestors from outside the University may only use the room if sponsored by a University department. All payments must be made by university IDR.

Room Access
Access to the facility is handled by Tufts Catering personnel. If access is needed prior to a defined event time, arrangements must be made with the Catering office.

Required Food & Beverage Service
Use of Chase Center requires the following minimum orders from Tufts Catering:
- Weekdays before 11am: $4.00 per guest
- Weekdays between 11am-2pm: $7.00 per guest
- Weekdays between 2pm-4:30pm: $4.00 per guest
- Weekdays 4:30pm-7pm: $10.00 per guest
- Weekdays after 7pm: $4.00 per guest
- Weekends: Tufts Catering’s weekend minimum of a $300 total order applies first. Then the above limits will be considered for the applicable time period.

Large Group Cancellation or Guarantee Reduction (50+ guests)
For events expecting 50+ guests, the food and beverage order should be confirmed no later than 7 business days in advance of the event date. A deposit equivalent to 20% of the total charges for the food and beverage order will be required at that time to hold the space. If the event is cancelled within 5 business days or less of the event date the deposit will be forfeited. The final guarantee may not be less than 50 guests regardless of the number of actual guests. If the final guest count falls below the guarantee the client will be responsible for the food and beverage charges calculated on the guarantee.
Meal Ticket Option
A meal ticket option in Carmichael Dining Center is available. Meal tickets must be purchased in advance. Guests are expected to use their meal ticket 1 hour before or after the scheduled meeting time. Please note that there is no access between the Chase Center and Carmichael Dining Center. Guests must enter/exit by the main entrance. To arrange for meal tickets discuss your request with your catering representative.

Bar Service
A one-day pouring license is required for cash bars in the Chase Center. Clients are responsible for securing a license from the City of Medford if desired. Please inquire with the Catering Office.

Room Set-up
The standard room set up is with six, 60” round tables seating up to 48 guests. There is an existing 14’ buffet station and a 8’ beverage/dessert station. An additional 14’ buffet station and/or a registration table can be set in the foyer if requested. A portable bar is also available. There are additional chairs along the perimeter walls that may be used for overflow seating. The room can accommodate 80 guests using existing 60” round tables and chairs; 100 guests reception-style using rented cocktail tables, 60 guests theater-style using existing chairs. It may also be set for 30 guests in a open rectangle board table or 20 guests in a U-shape conference table using rented 8’ tables and existing chairs. Rental of furniture is arranged using an IDR to Facilities. Linen is recommended for rented tables.

If an event requires any variation to the standard set up, an IDR must be submitted to Facilities to set the room to specifications and return it to its standard set up. Please note that minor furniture adjustments may be made by Tufts Catering to accommodate your event but only Facilities is authorized to alter the set-up of furniture in this room. Clients are not permitted to move furniture. If furniture is moved the client will be billed for Facilities to reset the room.

Audio-Visual
The Chase Center is equipped with a screen, LCD projector, laptop connections and connections for electrical power, telephone and wireless internet access (on the Tufts UIT network). Use of the existing AV system is inclusive with the reservation of the room. Any additional AV equipment is the responsibility of the sponsoring group. Please contact AV Services for assistance. Activation of telephone or internet connections requires an IDR to Telecommunications in advance of the event date.

Room Use and Damages
When using the room, nothing may be affixed to the walls or fixtures. All property and materials brought in must be removed following the event. Any damage to the facility or excessive cleaning required following an event due to the activities of the sponsoring group or their guests will result in additional charges added to the IDR. In addition, furniture must be left in place. If furniture is moved and not returned additional charges will be added to your IDR.

Phones
A campus phone for public use is located in the corridor near the restrooms.

Parking
Parking near the facility is limited, especially on week days during the academic year. We recommend guests who do not have a university sticker park in the garage on Boston Ave. Guests with a valid University sticker can seek parking in the adjacent lot or in the Fletcher lot located downhill from the facility and connected by a stairway near the rear of Blakely Hall.