Renting Rooms at CES

Harvard and non-Harvard groups may rent rooms at CES. CES is open Monday-Friday from 9:00 am - 6:00 pm, excluding holidays. CES is closed on weekends and university holidays. Events should be planned within these business hours. During prime semester times, rentals for longer than two hours are generally not possible.

CES' doors are locked until 9:00 am and after 6:00 pm on weekdays. Therefore, caterers must plan to arrive at CES after 9:00 am. Any food should be planned to be served after 9:30 am to allow for sufficient set up time.

Renters are responsible for any damage to Center furnishings, carpets, or equipment. Nothing may be taped or hung on the walls or doors. Renters must pick up food or trash and return tables/chairs to their original positions.

All reservation and catering inquiries must be directed to CES Program & Outreach Coordinator Roumiana Theunissen (rtheunissen@fas.harvard.edu).

Room Capacities (see backpage for images)

- Cabot Seminar Room: 15 seated @ table; 40 max.
- Goldman Seminar Room: 24 seated @ table; 40 max.
- Lower Level Conference Room (LL1): 75 max.*

*No food or drink allowed at any time in LL1 other than water. No exceptions.

Renters may book the CES Atrium for meals or coffee breaks. All catering and meals must receive approval. In general, evening receptions and dinners are not permitted following a meeting or event.

Rental Fees

CES charges a flat rate for up to 8 hours for each room. Charges are as follows:

- Cabot Seminar Room: $250*
- CES Atrium (for coffee breaks/catering): + $50
- Goldman Seminar Room: $250*
- Lower Level Conference Room (LL1): $350*

*A $150 charge will be applied for an additional hour

Note: Rentals of the Adolphus Busch Hall Museum (99 max. capacity) are governed by Harvard Art Museums. Please contact Shawna Plumer, Coordinator of Facility Rentals Program (shawna_plumer@harvard.edu).

Payment Terms

Rental fees are due on or before the date of the rental event. Harvard departments may pay with a 33-digit billing code, which must be provided in advance. Charges will not be made until completion of the rental. Non-Harvard departments should pay by check made out to “Harvard University.” In some cases, an advance deposit may be necessary.

Alcohol Policy

If an event includes serving alcoholic beverages, organizers must hire a bartender with a liquor liability license of $2 million. Many caterers can provide a bartender and liquor liability license.

Harvard’s Student Event Services (SES) provides student bartenders at a low cost who carry the proper licensing. They only help with light setup/cleanup and do not bring supplies. http://cqh.harvard.edu/bartenders-hire

Smoking Policy

Harvard University has designated the outdoor areas comprising the North Yard (where CES is located) and Harvard Yard as tobacco free. Smoking is therefore not permitted in Adolphus Busch Hall and the courtyard.

Recommended Caterers

If catering is approved, organizers may use their caterer-of-choice. CES recommends the following catering companies that are familiar with the CES facility and policies. Organizers must ask caterers to bring glasses, plates, cutlery, napkins, ice, etc. CES does not provide these items. Organizers pay for all catering charges.

BG Events & Catering
www.bgeventsandcatering.com

The Catered Affair
http://www.thecateredaffair.com

Crimson Catering
http://www.dining.harvard.edu/crimson_catering/index.html

Danish Pastry House
http://www.danishpastryhouse.com

Telephone Service

The Center’s front desk phone is available. Local calls are free. A credit/phone card is required for long-distance calls.
Internet Access
Wifi access is available to Harvard guests through the “Harvard University” wireless network. Harvard members should use their HUID and PIN. Non-Harvard guests may connect to the Harvard wireless network by registering with the “Harvard Guest” SSID. Once that is selected, guests should open their browser and will find the guest access login page.

Printing Services
No public printing or copying access is available at the Center.

A/V and Media Services
The conference and seminar rooms are equipped with blackboards, an LCD projector and screen, and audio speakers.

The following items are available at no extra charge:
• PowerPoint remote/pointer
• Windows 7 laptop and mouse
• Microphones (tabletop or lapel)
• Assistive Listening System (LL1 only - 4 available)

The following are available for a $50 charge:
• Document Camera
• VCR/DVD - Multi-standard/region capability
• Digital Audio Recorder
• Whiteboards

Additional A/V needs, such as videorecording or livestreaming, must be arranged by event organizers. All charges associated with these services must be paid for by event organizers. Please contact the following vendors for service information and costs:
• FAS Media and Technical Services (MTS) is a Harvard service that offers A/V support for events. http://ims.fas.harvard.edu
• Bay State Sound is an approved vendor in case MTS is not available. http://www.baystatesound.com

Parking and Taxis
Parking is not available at the Center. The CES receptionist can assist in calling taxis.

Wheelchair Accessibility
CES has a wheelchair lift at the Cabot Way entrance, which is solely for the use of individuals needing ADA access to Busch Hall. Using the lift for any other purpose, including lifting boxes or other items, is strictly prohibited. Please notify CES in advance if an event attendee may need to use the wheelchair lift. CES also has ADA accessible restrooms.

Unscheduled University Closures
In case of an emergency or inclement weather Harvard University or Harvard’s Faculty of Arts & Sciences may announce a university closure. In this event, CES must follow closure instructions and cancel events scheduled during these time. CES will try to contact event organizers as soon as possible and reschedule these cancelled events.

Use Of Harvard’s Name
For Non-Harvard Groups:
Renters understand and agree, as part of the consideration for Harvard allowing them to use a room, that they may not use the name “Harvard” (alone or as part of another name) or any logos, seals, insignia, or other words, names, symbols, or devices that identify Harvard or any Harvard school, unit division, or affiliate for any purpose in connection with the use or occupancy of the room except in any description of the location of the event. Renters further agree that any description of the location of the event may accurately give the precise address, but shall not imply that Harvard has any part in presenting or is in any way involved in the event; phrases such as “on the Harvard University campus” may be used, but only as part of a factual statement to describe the location where the event is taking place and never as part of the name of the event.

For Harvard Groups:
Please consult the Harvard Trademark Program (trademark.harvard.edu) for guidance on the appropriate use of the name “Harvard” (alone or as part of another name) or any logos, seals, insignia, or other words, names, symbols, or devices that identify Harvard or any Harvard school, unit division, or affiliate for any purpose in connection with the proposed event.

Contact Information:
Roumiana Theunissen
CES Program & Outreach Coordinator
Minda de Gunzburg Center for European Studies
Harvard University
27 Kirkland Street at Cabot Way, Cambridge, MA 02138
rtheunissen@fas.harvard.edu