



Celebrating Latino Arts and Culture!

Renter's Handbook

Letter from the Director

Dear Prospective Renter,

Thank you for your interest in Villa Victoria Center for the Arts. We are committed to making your event successful.

The information in this packet is designed to provide rental information on the space, fee information, and services that we can provide to make your event a vibrant one. We suggest that all interested clientele come in for a tour of the facility before requesting use, as many of the concerns and questions about the center can be easily answered by looking at the space and reading through this handbook.

Once you have decided to rent the space, please follow the procedure checklist which is the last page of this packet. Begin by filling out the *Application for Space Usage* form and return it to the address below.

If you have any questions please feel free to contact us. We look forward to serving you.

Warmest Regards,

F. Javier Torres

Director

Villa Victoria Center for the Arts

85 W. Newton Street

Boston, MA 02118

(617) 927-1737

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Renter's Handbook

1. Renting Villa Victoria Center for the Arts

1.1 Reservation Procedure

Determining Available Dates

In order to determine if a space is available for an event, you must contact the Assistant Manager or General Manager. When requesting dates, please keep the following in mind:

- Total amount of time required for your event, including set-up and clean-up
- If your event falls on a state or federal holiday, additional charges may apply

Cost Estimation

A cost estimate will be given after the initial date determination and upon receipt of a completed application. We try to keep our estimates as close to actual costs as possible. Actual costs will be broken down on the Villa Victoria Center for the Arts Rental Contract and invoice (“Contract” & “Invoice”).

Request for Reservation in Writing

After your event date has been cleared by the General Manager, an *Application for Space Reservation* (see page 12) must be completed and sent to:

General Manager
85 W Newton Street
Boston, MA 02118

Confirmation of Hold Letter

Upon receipt and review of the *Application for Space Reservation*, the Manager/Assistant Manager will send a confirmation letter or email indicating the date is being “held”. Accompanying materials will include a contract with fee breakdown and other pertinent information.

Locking in a Date

The renting party may “lock in” a date by sending in a \$500 security deposit, or if the date is within 21 days, a \$500 security deposit and 20% of the contract total. If a security deposit is not received and another request is made for the date, the renting party holding the date will have three business days to pay the required deposit for the rental – otherwise, the date is released. The group challenging the hold will be required to provide an immediate deposit in order to secure the reservation.

Finalizing an Agreement

The renting party will finalize an agreement by signing and returning one copy of the contract with the appropriate payment to the General Manager. Payment in the form of a certified check or money order should be made out to:

IBA

One copy of the signed contract should be retained by the renting party for your own records.

1.2 Fees

ADDITIONAL RENTAL FEES

EVENT STAFF

Event Manager

\$25/hr for daytime manager
\$25/hr for event manager

Daytime manager is present during setup
Event manager is present throughout event

Bartenders

\$15/hr per bartender

Bartenders are required if you plan to serve alcohol and are tipped employees

Door Staff (Guest List, Ticketing)

\$20/hr as needed

If you have extra staffing needs, these will be charged at a standard rate per hour per person

ADDITIONAL STAFF

Security

\$45/hr per security guard required

Security requirements determined by event. Secures entrance to the building during events, shift starts when event begins and ends ½ hour after event has finished.

Sound Technician

\$500.00 per 6 hour event
(addtn'l fees may apply)

Required for events that require use of sound equipment

Custodian

\$500 per event

Provides cleanup services after event. Additional fees may apply for damages

ADDITIONS

Entertainment License

\$100

per event

Liquor License

\$250

per event

Table Rentals

Included in rental

per event

Chair Rentals

Included in

per event

Table Cloths (TC) rental \$5 per TC (must be requested in advance)

1.3 Cancellations

Within 30 days of the Event Date The renting party will be billed for 50% of the rental fee plus any other costs associated with the reservation.

31+ Days Before The Event Date One of the following rental fee policies will apply:

If Villa Victoria Center for the Arts is not booked by another party for the date and time in question: the client will receive 0% refund of the \$500 security deposit.

If Villa Victoria Center for the Arts is booked by another organization in the same rental fee category for the date and time in question: 80% refund of \$500 security deposit minus expenses incurred.

Please note that any outstanding balances will prohibit the renting client from renting again. Failure to pay balance in Full 7 days prior to event may also lead to the cancellation of the event with no refund of the security deposit and fees.

1.4 Emergencies

Building Emergencies Any representative of the managing staff of Villa Victoria Center for the Arts may make the decision to close the building for safety or other reasons. Every effort will be made to reschedule any event canceled due to an emergency.

Weather Related The staff of Villa Victoria Center for the Arts may cancel events under the following circumstances:

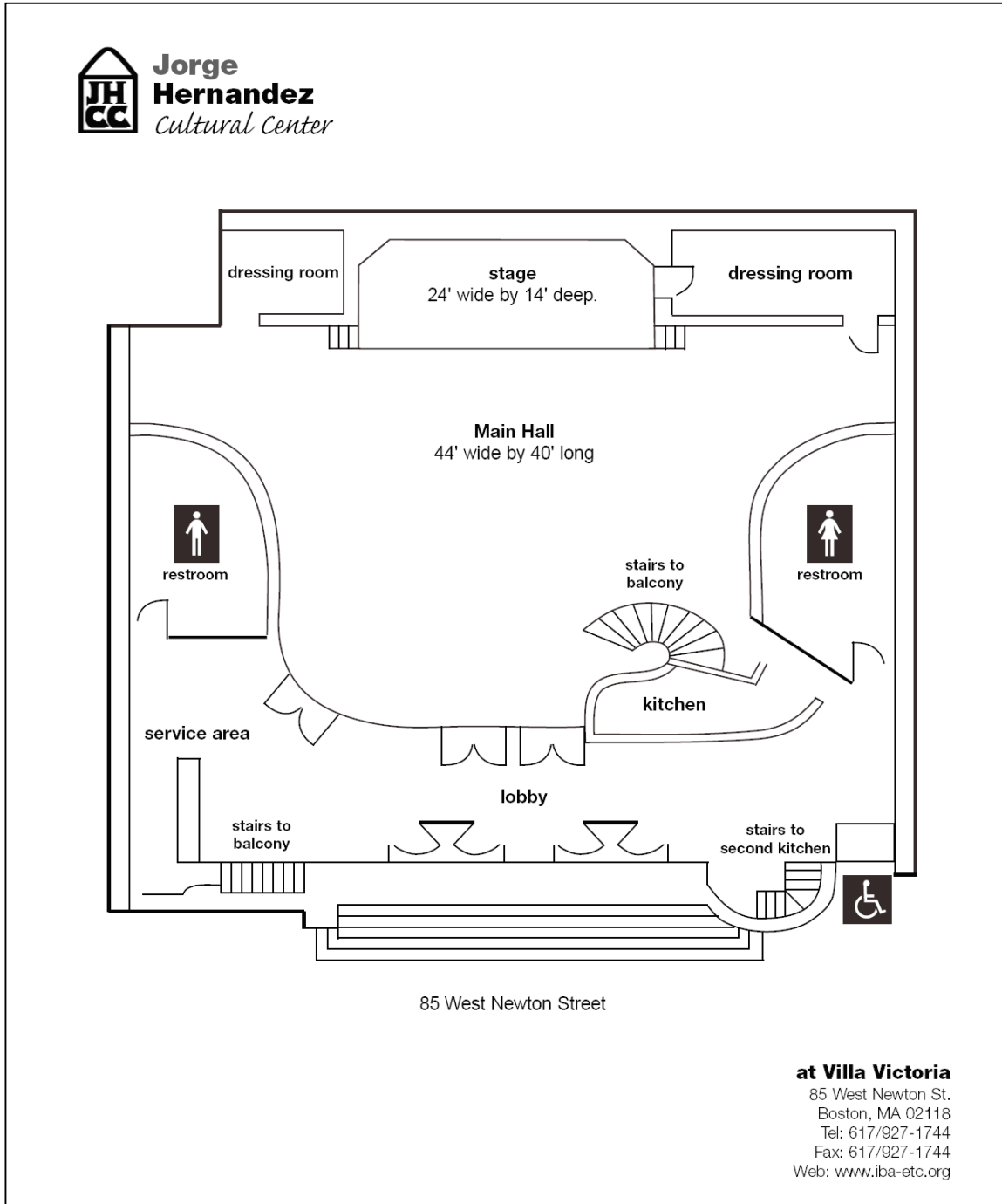
- If it is impossible for all the necessary staff, or viable substitutes, to be present for the event due to dangerous driving or walking conditions
- If a local, state, or national emergency is declared
- If the General Manager, or in his absence the Event Manager, judges it unsafe to open for an event.

If an IBA representative cancels an event, all rent and associated costs paid to IBA will either be applied to another date or refunded in full to the renting client.

If an event is canceled by the renting party, all rental and incidental costs associated the event apply. See sub-section 1.3 Cancellations of the Reservation Procedure section.

2. Facility Information

2.1 Floor Plan

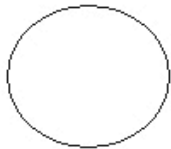


2.5 Tables and Chairs

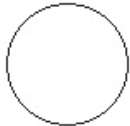
Use of tables and chairs are part of the basic rental fee. Renters are responsible for setting up and removing tables and chairs at the end of the night unless a clean-up fee is paid.

If additional tables or chairs need to be rented, JHCC staff can coordinate the rental of these items for an additional fee.

Available Tables and chairs: 100 metal stacking chairs



7 60 inch round tables



7 36 inch round tables



17 24 inch round table

4 8 foot banquet tables

2.6 Prep-Kitchen

A small prep kitchen is available ONLY for the “warming up” of food. NO cooking may occur in this prep-kitchen. A professional industrial kitchen is available to approved vendors for on-premise cooking at an additional fee.

2.7 Lost and Found

Any articles found after the end of the event shall be held by the General Manager for a reasonable amount of time to allow for clients to come and pick them up. Every reasonable step shall be taken to return any left items to their owners.

2.8 Balloons

If balloons are used during your event and they end up on the ceiling, you are responsible for any expense associated with the costs of removing the balloons or the cost of any damage to the ceiling fans.

3. Preferred Vendors

Be Our Guest – Party Supplies
K-Systems – Sound and Light Technicians
South End Little League – Shuttle Bus and Parking
Above and Beyond – Caterers
Bakers Best - Caterers

4. Event Parking

IBA and Villa Victoria Center for the Arts staff recognize that parking in the South End is limited. As a result we have partnered with the South End little league to provide off-site parking and shuttle bus service at an additional fee if requested.

5. Directions

Villa Victoria Center for the Arts is located at 85 West Newton Street in Boston's South End. Visitors are encouraged to use public transportation as parking is limited.

From North (I-95 S)

From I-95 S, take exit 29A (Rt. 2E) towards Arlington/Cambridge. Merge onto Concord Turnpike. Take unnamed road towards Medford. Turn slight left. Turn second slight left onto Alewife Brook Parkway /MA-16E/US-3S. Turn right onto Massachusetts Ave. Turn left onto Somerville Ave. Turn right onto Beacon St. [Beacon becomes Hampshire]. Turn left onto Broadway. Turn right onto Fulkerson St. Stay straight onto Vassar St. Turn left onto MA-2A. This becomes Mass Ave. Turn left onto Tremont St. Turn right onto West Newton St.

From South (RT 24 N)

When on Rt. 24 North, take the I-93 exit (exit 21A), towards BOSTON. Merge onto US-1 N. Take exit 16 (Southampton St.) towards Andrew Square. Turn left onto Southampton St.. Stay straight onto Massachusetts Ave. Turn right onto Tremont St. Turn right onto West Newton St.

From Mass Pike (I-90)

From I-90, take Copley Square / Prudential Square exit. Stay to the right towards the Copley Square exit. Merge onto St. James Ave., stay right. At the first light, take a right onto Dartmouth St. At the third set of lights, take a right onto Tremont St. Proceed four blocks, take left onto West Newton St.



Walking Directions

From **Mass Ave T station** (Orange Line), as you exit the station, take a right onto Mass Ave. Walk a block and a half, take a left onto Tremont St. Walk five blocks, take a right onto West Newton St. This is a 10 minute walk.

From **Copley T station** (Green Line), as you exit the station, take a right onto Boylston St. Proceed to the corner, take a right onto Dartmouth St. Continue five blocks, take a right onto Tremont Street. Proceed four blocks, take a left onto West Newton St. This is a 15-20 minute walk.

From the Massachusetts Turnpike: Exit Copley. Take right onto Dartmouth St., turn right onto Tremont St., follow Tremont Street to W. Newton.

From Rt. 93: Exit 20, Stay on your left after exit, on second set of light take a right to E. Berkley Street. Go Straight on the fourth set of light take a left onto Tremont Street. Go Straight on the third set of light take a left onto W. Newton Street.

Public Transportation: Villa Victoria Center for the Arts is within walking distance of MBTA Copley Square, Green line; and Back Bay Station, Orange Line. The #43 Bus out of Ruggles Station Stops at Pembroke St., less then one block from Villa Victoria. The #1 Bus out of Dudley Square stops at the corner of Mass. Ave. and Tremont Street.

6. Web Resources

<http://www.iba-etc.org/>

<http://www.villavictoriaarts.org>



7 Forms and Applications

7.1 Application for Space Usage Form (also available in PDF format on our website)

APPLICATION FOR SPACE RESERVATION FORM

Date received: _____

6.1.1 Villa Victoria Center for the Arts Rental Application Form

Name of Organization _____

Contact Person _____

Address _____

City _____ State _____ Zip _____

Phone #: (Work) _____ (Home) _____ (Fax) _____

Email address _____

Name of Sponsors and Partners: _____

Organizational Status: Individual Commercial Non-Profit
Non-profit: Please attach IRS form 501C3 and a Cover Letter to this Application.

EVENT INFORMATION:

Date(s) Requested _____ Event Hours: From _____ To: _____

Load -in/Decoration Hours: From _____ to: _____ Load-Out _____

Type of Event _____

Target Age Group _____ 21 and up only? Yes No

Name of Caterer _____

Please describe type of entertainment to be used: _____

Will alcohol be served? Yes No Open Bar? Yes No

If open bar, will you provide your own liquor? Yes No

What type of liquor will be served? Beer & Wine _____ or Full Liquor Bar _____

Please note: Cash Bar, if requested, is always run by IBA. No exceptions. All bar services end ½ an hour before closing of event.

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SECURITY:

Estimated Attendance _____ (Maximum Capacity will be determined by IBA)

Required Number of security personnel: _____ (IBA reserves right to determine number)

Please note: On-site security is required for all events. IBA will contract with an approved security agency. This application will be reviewed by the IBA staff. The required number of security personnel will be determined by this review.

MARKETING AND PROMOTION:

Will tickets be sold in advance? Yes No Ticket Price: \$ _____

At what locations? _____

Will tickets be sold at the door? Yes No Ticket Price: \$ _____

List radio stations and publications that will be involved in the promotion of the event:

Have you ever promoted/produced this type of event before? Yes No

Please Describe (# of guests, type of entertainment, hours, etc,) _____

7. REFERENCES

References are required from all applicants. Please list the name(s) of the facilities(s) of prior events, dates of events, and phone numbers.

Facility _____ Date _____

Contact Name _____ Phone _____

Please note: If you have not promoted/produced special events before please list professional references.

Please return to: Lydorin Rivera: 85 West Newton St. MA 02118
Fax: (617) 236-7375

The applicant understands that the management of Villa Victoria Center for the Arts and Inquilinos Boricuas en Accion, Inc. will make every effort to review this application and make a decision concerning the use of the space within fourteen business days.

Signature: _____ Date: _____



7.1 Event Checklist

DATE SECURING PROCEDURE CHECKLIST

The following is a step-by-step guide to the policies and procedures that must be completed to secure a rental date for Villa Victoria Center for the Arts at IBA

Prior to the Event Date

- The *Application For Space Usage* at Villa Victoria Center for the Arts has been completed and received by the Events Office.
- Dates and times have been cleared by the Events Office as open and available for rental.
- Written confirmation of application approval with cost estimate has been received.
- Cost estimate is negotiated and agreed upon by all parties.
- Contract has been received.
- Contract has been reviewed, signed and returned to the Events Office with a \$500.00 DEPOSIT no later than seven (7) days after contract was SIGNED.
- Remaining balance for event has been paid to the Events Office (7) days prior to the event date, and confirmation of this has been received. The Manager holds the rights to cancel your event if payment has not been received by this date.

7.2 Event Checklist (End of Event)

At the end of your event, the Event Manager fills out an “Event Managers Report”. The client is **REQUIRED** to sign off on this report and make any notes of issues or questions about the event. **FAILURE TO SIGN OFF ON THIS REPORT BEFORE LEAVING THE VENUE ON THE DAY OF YOUR EVENT WILL RESULT IN THE FORFEIT OF YOUR SECURITY DEPOSIT.**