



# THE COMMUNITY ROOM HANDBOOK



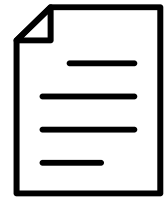
A SPACE FOR ALL



## THE HUB

ON CAUSEWAY

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# GENERAL INFORMATION



The Hub on Causeway Community Room is available for use by approved community organizations. It can be reserved for meetings and events.

## LOCATION

52 Causeway Street  
Boston MA 02114

When navigating from Causeway Street, take the West Walkway path between the Hub50House entrance and the Tip O'Neill Federal Building. The room is located on the right side of the walkway, shortly before the entry to North Station.

## PARKING

For directions to the North Station Parking Garage, navigate to the Nashua Street ramp located at 121 Nashua Street, Boston, MA 02114 or to the Causeway Street ramp located at 140 Causeway Street, Boston, MA 02114.

See detailed Directions & Parking Information on Pg. 10.

## CAPACITY

The community room capacity is 130 people.

## FEES

Fee structure is TBD.

## RESERVATIONS

For more information or to make a reservation, email [TheHubEvents@bxp.com](mailto:TheHubEvents@bxp.com).

# FURNITURE & AV/TECH



AVAILABLE FURNITURE	QTY
White Chairs on Casters	60
Conference Room Tables on Casters (Rectangular, 60" x 30")	16
High Top Tables (Round, 36")	12
Stainless Steel Signs for Signage (Self-standing, 22" x 28")	1
Black Table Cloths for all Tables	-
IdeaPaint Wall with Dry Erase Markers	1
Mobile Whiteboard	2
Lectern	1

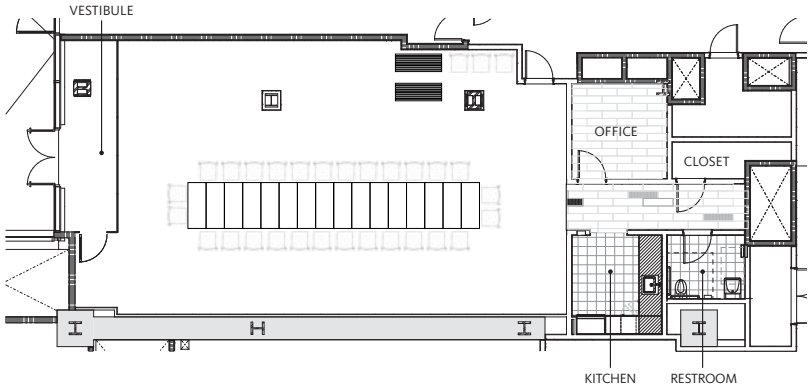
AVAILABLE AV/TECH	QTY
98" Cable TVs with HDMI & Wireless Video Connections	2
Wireless Handheld Microphone	2
Speaker System Accessible by Bluetooth or Auxiliary Cable	1
Free Public Wifi under "The Hub on Causeway"	-

AVAILABLE KITCHEN	QTY
Refrigerator	1
Sink	1

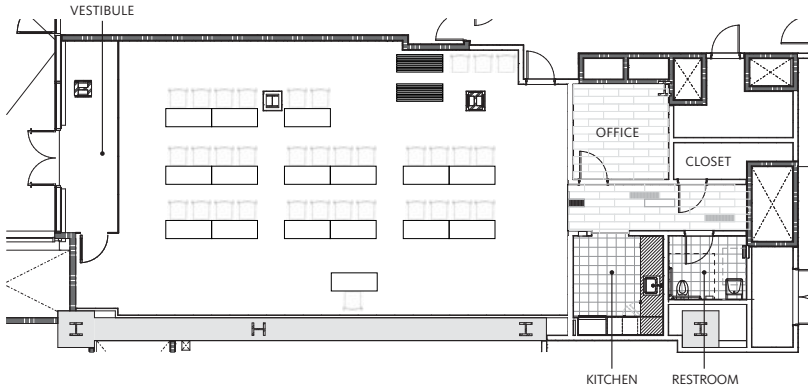
# ROOM LAYOUT OPTIONS



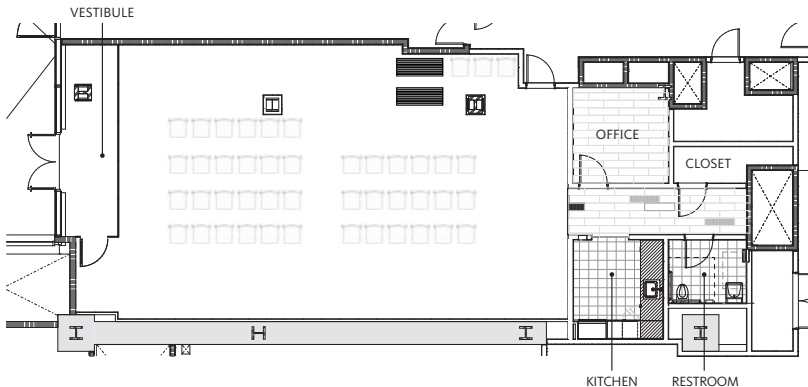
## BOARDROOM



## CLASSROOM



## LECTURE



Other layout options available upon request.

# RULES & REGULATIONS



## RESERVATIONS & DOCUMENTATION

- All Community Room reservation requests must be submitted in advance by filling out the form at [thehuboncauseway.com/community/](http://thehuboncauseway.com/community/). Requests should be made at least 30 days prior to the event and no more than 90 days in advance. After submission, a member of the BXP team will follow up with the organizer to confirm.
- Organizations wishing to reserve the Community Room for an event must enter into an event license agreement created and provided by BXP. The license agreement must be signed by an authorized person of the organization and fully executed before the event.
- A valid certificate of insurance with the required Owner Entities and limitations issued by a carrier licensed to do business in the Commonwealth of Massachusetts must be submitted at least 7 days prior to the Event. Insurance requirements are detailed on Pg. 7.
- Event organizer is responsible for obtaining all event permits (including liquor licenses). Required by the Commonwealth of Massachusetts and/or City of Boston.
- Event organizer to provide BXP with a point of contact for enforcement of Community Room rules and regulations.

## SETUP & BREAKDOWN

- Layout of the event and any janitorial, electrical or security needs must be approved prior to the event by BXP. Event activation outside of the Community Room must be pre-approved by BXP.
- Event organizer may not impede, obstruct or interfere with any patron, tenant, or with the free flow of pedestrian traffic, including ingress and egress.
- Event organizer (including its caterer) is responsible for setup and removal of all organizer provided rental furniture and/or equipment. All event deliveries must be arranged with BXP and scheduled for the day of the event. Please note, onsite storage is not available.
- After the event, the space must be brought to its original condition.
- No animals (except for service animals) are permitted within the space without prior approval from BXP.

## NOISE

- Live music performances must be approved by BXP prior to booking.
- Noise level within the space will be monitored by BXP and level must be adjusted at Owner's request. Music and AV level should not create noise of sufficient volume to impinge on the hearing or peace of the general public or to immediately adjacent residential building.

# RULES & REGULATIONS



## MARKETING & SIGNAGE

- The Community Room must be referred to properly in all event-related print and electronic communications. The space should be referred to as “The Community Room at The Hub on Causeway.”
- Media advisories promoting the event that mention The Community Room, The Hub on Causeway and/or BXP must be approved by BXP prior to release.
- Event signage must be approved by BXP prior to production and installation. No handwritten signs are permitted and signage must be displayed in appropriate framing, and not taped to any surface.

## ROOM AMENITIES

- An IdeaPaint wall is available for use within The Community Room. Only dry-erase markers provided are permitted for use on this wall. If permanent marker is used by the event organizer, the organization will be billed for the cost of cleaning and/or reapplying IdeaPaint.
- Event organizer is responsible for bringing a laptop with presentation materials. Please arrive early to test out your presentation or arrange a time when you can do a test of your presentation prior to the event. We do not provide onsite IS/IT services and it is the responsibility of the event organizer to ensure the presentation is working properly during the event.

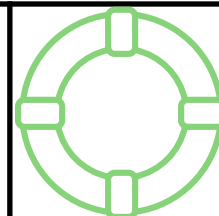
## FOOD & BEVERAGE

- Red wine and other potential staining food/beverages are not permitted.
- No burning or flammable products. Any use of propane or grills must be approved by Owner and all necessary permits must be submitted to Owner no later than five (5) business days prior to the Event.
- If alcohol will be served during the event, you will need to provide a copy of all necessary permits and liquor liability insurance upon execution of the event agreement.
- Third-party product and/or food & beverage sampling or sales are not permitted within the space without BXP’s approval.

## SECURITY

- In the event of an emergency within the space, the event organizer should call 9-1-1 and direct emergency services to 52 Causeway Street (The Community Room location). It is also imperative to alert BXP Security by calling 617-236-3810.

# INSURANCE



## POLICY REQUIREMENTS

Organizations shall procure and maintain in full force and effect during the term of the Event Agreement the standard policies of insurance coverages listed below. Additional stipulations, certificate holder name, and list of additional insured are detailed within the Event Agreement. If you intend to serve alcohol at your event, please note there will be additional insurance requirements, which will be detailed within the Event Agreement.

Listed below are the standard policy coverages required to be maintained by organization:

- i. Workers' Compensation insurance with statutory limits.
- ii. Employers' Liability insurance with the following minimum limits:

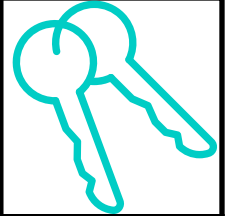
Bodily injury by disease per person	\$1,000,000
Bodily injury by accident policy limit	\$1,000,000
Bodily injury by disease policy limit	\$1,000,000
- iii. Commercial General Liability insurance including Contractual Liability on a per location basis with the following minimum limits:

General Aggregate	\$2,000,000
Products/Completed Operations Aggregate	\$2,000,000
Each Occurrence	\$1,000,000
Personal & Advertising Injury	\$1,000,000
- iv. Automobile Liability insurance with a Combined Single Limit of not less than \$1,000,000. This insurance shall cover all owned, non-owned, and hired motor vehicles which are operated on behalf of Licensee pursuant to Licensee's activities under this Agreement. If Licensee does not own any vehicles, then Licensee must provide a minimum of \$1,000,000 of non-owned and hired automobile liability coverage.
- v. Umbrella/Excess Liability insurance on a following form basis above all the foregoing policies (with the exception of Workers' Compensation insurance) with the following minimum limits:

General Aggregate	\$5,000,000
Each Occurrence	\$5,000,000
- vi. "All Risk" property insurance equal to one hundred percent of the replacement cost of Licensee's fixtures, merchandise and equipment and other personal property from time to time located in, on or about the Licensed Premises, and all improvements to the Licensed Premises constructed or installed by Licensee.



# ROOM ACCESS



## LOADING DOCK

- Loading dock is located at 150 Causeway Street.
- Loading dock requires access approval by BXP.
- Loading dock has a 30 minute parking limit Monday-Friday from 6am until 2pm.
- Outside of business hours loading dock space is available at longer hours by reservations and approval by BXP.

## FREIGHT ELEVATOR

- Freight elevator is located within the loading dock.
- Freight elevator is available on the first come first serve basis and free of charge Monday-Friday from 6am to 2pm. If the event requires use of freight elevator outside of business hours, access must be coordinated in advance. Use of passenger or parking elevators by catering companies is strictly prohibited.
- Freight Elevator Dimensions:
  - Cab depth: 8'
  - Cab width: 5'8"
  - Door width: 4'
  - Door height: 8'

# DIRECTIONS



## FROM THE NORTH

Take Interstate 93S to Exit 26/Leverett Circle/Cambridge. Follow the signs towards North Station. Turn right at the end of the ramp onto Nashua Street. Turn left at Lomasney Way. TD Garden will be located on your left.

## FROM EASTERN NH & NORTHERN MA

Take Interstate 95S to Route 1S. Follow Route 1 across the Tobin Bridge and follow signs for Storrow Drive/Cambridge. Stay right to exit at Nashua Street and follow signs for North Station. TD Garden will be on your left.

## FROM THE SOUTH

Take Interstate 95N to Interstate 93N to Boston. Enter 93N Tunnel. Take Exit 26/Storrow Drive. After exiting, stay in the left lane and follow signs for North Station. Make a right at the next set of lights onto Nashua Street. Follow Nashua Street until the end and make a left at the lights. TD Garden will be on your left.

## FROM THE WEST

Take Mass Pike East to Interstate 93N to Boston. Enter 93 N Tunnel. Take Exit 26/Storrow Drive. After exiting, stay in the left lane and follow signs for North Station. Make a right at the next set of lights onto Nashua Street. Follow Nashua Street until the end and make a left at the lights. TD Garden will be on your left.

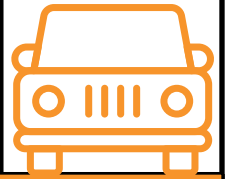
## FROM BACK BAY

Turn left onto Berkeley Street. At the end of Berkeley Street, turn right onto Storrow Drive East. At the end of Storrow Drive, turn right onto Martha Road/Nashua Street. Turn left onto Causeway Street. TD Garden will be on the left.

## FROM LOGAN AIRPORT

Exit the airport and follow the signs to the Sumner Tunnel (Toll Tunnel) toward Boston. Once through the tunnel, stay in the right lane and take the ramp marked Storrow Dr/Cambridge. Once on the ramp, follow signs for North Station.

# PARKING INFORMATION



## NORTH STATION GARAGE

The North Station Garage, located directly underneath TD Garden, is open daily from 5:00 AM – 1:00 AM. Visitors to the West End, Beacon Hill, North End, and Government Center can enjoy safe, covered parking in the North Station Garage.

With the most convenient parking for every TD Garden game and show, the North Station Garage offers a flat event rate\* of \$65 when you enter 3 hours prior to the scheduled event time. Elevators located in the parking garage will bring you directly to the main concourse in North Station.

For directions to the parking garage, navigate to the Nashua Street ramp located at 121 Nashua Street, Boston, MA 02114 or to the Causeway Street ramp located at 140 Causeway Street,

# HELPFUL RESOURCES



The Hub on Causeway is home to an array of onsite restaurants and eateries ranging from casual to upscale. For catering information and preferred event partners, please see the list below:

## ONSITE CATERING & DINING

### BANNERS KITCHEN & TAP

82 Causeway Street, Boston, MA 02114  
617-263-8200 / [patinagroup.com/banners](http://patinagroup.com/banners)

### PLAY BOSTON

110 Causeway Street, Boston, MA 02114  
617-896-5222  
[events@playboston.com](mailto:events@playboston.com) / [playboston.com](http://playboston.com)

### HUB HALL

80 Causeway Street, Boston, MA 02114  
617-263-8900  
[hubhallboston.com/private-events](http://hubhallboston.com/private-events)

### STAR MARKET

90 Causeway Street, Boston, MA 02114  
857-409-3404  
[starmarket.com](http://starmarket.com)

### STARBUCKS

Causeway Street, Boston, MA 02114  
857-409-3403

## LIQUOR PERMITTING

### CITY OF BOSTON

1 City Hall Square, Room 809 Boston, MA 02201  
617-635-4170 | [licensingboard@boston.gov](mailto:licensingboard@boston.gov)  
[boston.gov/departments/licensing-board](http://boston.gov/departments/licensing-board)

## PHOTOGRAPHERS

### FLAUNT BOSTON

[gunnar@flauntboston.com](mailto:gunnar@flauntboston.com)

## FURNITURE RENTAL

### PEAK EVENT SERVICES

833-888-7325  
[peakeventservices.com](http://peakeventservices.com)

## LICENSED BARTENDERS

### BANNERS KITCHEN & TAP

82 Causeway Street, Boston, MA 02114  
617-263-8200  
[patinagroup.com/banners](http://patinagroup.com/banners)

### PARTYSERVERS, INC.

617-699-2121 / [partyservers.com](http://partyservers.com)

### PEAK HOSPITALITY STAFFING

617-236-8200

## AV

### A.D. HANDY COMPANY

800-888-8689  
[adhandy.com](http://adhandy.com)

### CAPRON LIGHTING & SOUND

781-444-8850  
[chorton@capron.net](mailto:chorton@capron.net)

### ELEMENT EXPERIENTIAL LLC

617-758-8741  
[james@elementexperiential.com](mailto:james@elementexperiential.com)  
[elementexperiential.com](http://elementexperiential.com)