

Event Specialist Training

LOW LIBRARY



BUILDING GUIDELINES



Outside Food/Beverage is allowed at Low Library.
If using an external caterer, clients are charged a catering fee of **\$10 per person** and charged for **in-house furniture**.



Low Library is open
Mon—Fri from 7:30am—5:30pm.
Events may be booked outside of these hours/days so long as Public Safety is scheduled.

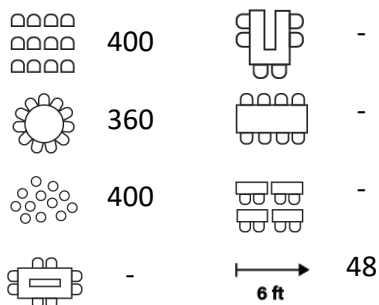


Only Columbia departments and schools are allowed to book Low Library. Internal clients may sponsor external events, but an internal chart string must be provided for billing.

[Low Library Fact Sheet](#)

SECOND FLOOR

Rotunda



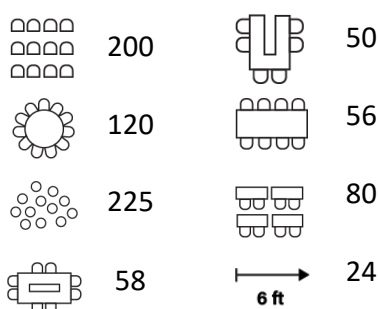
Built in AV Equipment:



Additional Features:



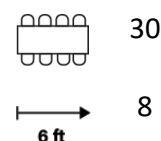
Faculty Room



Built in AV Equipment:



Burden Room

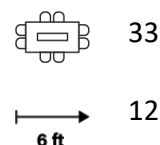


Fixed Setup: Board Room for 11
(additional chairs around the room)

Built in AV Equipment:



Trustees Room



Fixed Setup: Hollow Square for 20
(additional chairs around the room)

Built in AV Equipment:



EVENT SERVICES



Event Management
Catering offered
[Event Management Menu](#)

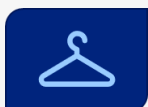


Linen is an additional charge.
Catering Linens are **NAVY**, unless noted otherwise.



Additional Charges

Easel: **\$25**
Wristband: **\$.50**
Flip Chart: **\$46**



Coat Check

Coat check is mandatory in winter. A note must be added in EMS for the laborers to retrieve the coat racks and hangers from the storage location and return them to the storage area after event



Low Library Furniture

There is no charge for in-house tables or chairs unless client is using an external caterer.
Fans are required for summer events.



Rentals

Standard tables, chairs and additional furniture must be ordered through Facilities (Ace).

Specialty rentals such as panels can be rented from alternate vendors. Load in-forms are required.

EVENTS WITH ALCOHOL

All events outside of Lerner Hall & Faculty House must request a Temporary Liquor License.

- Applications must be submitted by the Sales Manager to NYC at least (15) days prior to the event. If the permit is not received prior to the event, alcohol may not be served.

An event diagram, menu, Landlord Authorization & Authorization are required to submit permit.

- Liquor Permits cost \$48 per bar.

All events with alcohol must submit an alcohol registration form, regardless if proctors are needed.

Please see additional alcohol policies here: [Events with Alcohol](#)

Events that require proctors are those with alcohol:

In any public area (lobbies, outdoor space, etc.)

If any guest is underage

If there is a large number of guests (Commencement receptions)

GALLERY ACCESS

If the client, AV team or external vendors need gallery access for an event, it must be approved by the gallery staff. If approved, a Venue Manager and Public Safety Officer must be charged for the access window(s).

If requesting gallery access for the set-up of AV Equipment before the event, please make sure to schedule the break-down as well.

Gallery Access Request List:

- Rebecca Balkin- ra2434@columbia.edu
- Sharrol Dargan- sd383@columbia.edu
- Stephen Hands- sh230@columbia.edu
- Jerome Davis- JDAVIS@columbia.edu
- Rudy Rodriguez- rr2728@columbia.edu
- Noreen Mangan- NAM2102@columbia.edu
- Ed DiJoseph- ERD15@columbia.edu
- Cecilia Sun- CS58@columbia.edu
- Jason Cummings- jc3314@columbia.edu



Waitstaff

Coffee Service: 1 per 100 guests
Buffets: 1 per 25 guests
Receptions: 1 per 25 guests
Plated: 1 per 15 guests
Plated VIP Table: 1 per 10 guests



Bartender

Full: 1 per 50 guests, per bar
Limited: 1 per 75 guests, per bar



Chef Attendant

1 per 50 guests



Sanitation

Required for: events with china
1 per 100 guests



Dishwasher

Required for: events with china
1 per 100 guests



Custodian

1 per 100 guests
Required for:
Events with catering



Laborer

1 per Burden, Trustees
3 per Rotunda, Faculty Room
Scheduled on standby if room
changes during event



Coat Check Attendant

1 per 100 guests



Required for:

Events outside building hours
High profile/VIP/Security Concern events
If client requires disability entrance/guest elevator access
Access Galleries



1 per 100 guests

Catering Staff

Charged at **\$42/hour**

Minimum 6-hour charge of \$252

Scheduled with (2) hours for set-up and (1) hour for breakdown

Any event with sternos or with catering located in a public area (lobby/ramps) require waitstaff.

- A Back-of-House waitstaff required for 100 guests or more
- No waitstaff required for Continental Breakfast, Boxed Lunches, and Breaks with disposables of 30 guests or less.

Sanitation

Charged at **\$42/hour**

Minimum 6-hour charge of \$252

Scheduled with (1) hours for set-up and (2) hour for breakdown

Building Staff

Charged at **\$72/hour**

Minimum 4-hour charge of \$288

All staff (1) hour prior to event until (1) hour after event

Laborers scheduled (2) hours for set-up & (2) hours for breakdown

Laborers on stand-by scheduled for the duration of the event

In Trustees and Burden Room:

Custodian scheduled for (1) hour after the event is over

Public Safety

Guard charged at **\$76.25/hour**

Minimum 4-hour charge of \$305

Supervisor charged at **\$87.70/hour**

Minimum 4-hour charge of \$350.80

Scheduled (1) hour prior to event and (1) hour after event

Supervisors are required for any event with alcohol and events with external clients/organizers

Proctors

Charged at **\$25/hour**

Scheduled a half hour prior to event until a half hour after event

Public Safety & Building Staff should be listed under “**Personnel—Campus**” in EMS

All other staff should be listed under “**Columbia Catering—Labor**” in EMS

SPECIALTY STAFF



Carpenter

*Required for:
Flags, banners, backdrops,
Step & Repeats are ordered*



Electrician

*Required for:
Events with Fans
External Caterers
Events with lots of power needs*



Environmental Control

*Required for:
World Leader's Forum, Blood Drives and
ACSRI Events*



Fire Watch & Fire Mechanic

*Required for:
World Leader's Forum (disarm fire alarm)
All high-profile events*

Carpenter

Charged at **\$104/hour, 4-hour minimum**

Scheduled (2) hours for set-up & (2) hours for breakdown

A laborer must be scheduled to pick up any materials for carpenters from client offices.

Electrician

Charged at **\$108/hour, 4-hour minimum**

Check timing with UEM team & Caterer

For fans ONLY: (1) hour prior to the event until (1) hour after

Environmental Control (Temperature Control)

Charged at **\$92/hour, 4-hour minimum**

Scheduled (1) hour prior to event through event end time

Fire Watch & Fire Mechanic

Fire Watch charged at **\$78.64/hour, 4-hour minimum**

Fire Mechanic charged at **\$97/hour, 4-hour minimum**

Scheduled (1) hour prior to event through event end time

Specialty Staff should be listed under "**Personnel—Campus**" in EMS

AUDIO VISUAL

General Low AV Information

Any use of AV equipment requires an AV technician.

Set-ups

All diagrams must include an AV Tech Table.

Sound

Laptop Audio requires a sound system.

(For laptop Audio—the client must specify if they are providing the "source" (the device used to play music: laptop, tablet, etc.). If yes, we need to know what model device for the connection. Preferred connection is a headphone audio jack, A.K.A. 1/8" plug, or 3.5mm plug. If NO, we provide Laptop for additional charge.)

Microphones require a sound system and mic stand.

Video

Projectors require a screen in any setting (and vice versa).

Staff

Set-Up & Strike charged at **\$170**

Tech-to-Stay charged at **\$60/hour**

Overtime (after 8 hours) **\$85/hour**

Minimum 4-hour charge of **\$240**



AV Staffing Guidelines

All AV Technicians are scheduled with:

(1.5) hours for set-up & (1) hour for breakdown

When **(2) Set-Up & Strike Techs** are needed:

- Large Screen set-ups (*FastFold, 7'x10', Inflatable*)
- When moving a TV Screen (Rotunda, Faculty Room)

When a **Tech-to-Stay** is needed:

- (3) Mics or more
- (1) Lavalier Mic
- Audio Recording
(Dedicated Audio Tech, in addition to event's A1)
- Video Switching
(Dedicated Video Tech, in addition to event's A1)
- Audio Feed
- Zoom Calls

When **(2) Techs-to-Stay** are needed:

- (3) Lavalier Mics or more
- (6) Mics or more with Video
- Push-to-Talk Mics

EXTERNAL CATERERS

All clients will be charged a catering fee of **\$10 per person** and charged for in-house furniture when an outside caterer is present.

If using an outside caterer:

- Electrician is always required.
- An event review and an Event Management Venue Manager is required.
- Caterer **MUST** provide their Board of Health Certificate, SLA Permit, COI and any applicable load-in forms.
- All outside catering equipment including glasses, china, silverware, and linens must be delivered and picked up on the same day the event takes place.
- All food must be removed from the premises at the end of each event.
- Caterer must use drop-clothes if they are preparing food in Burden, Trustees or Faculty Rooms.
- Only the East Hallway may be used for food prep and caterer must request number of tables needed.
- There is no running water on the 2nd Floor of Low Library.
- No open flames are permitted. Caterer must have a 10lb ABC Fire Extinguisher for any event with sternos.
- Convection and/or microwave ovens may not be used in the building.

DISPOSABLE & CHINA



Disposables

A **\$1 per person** fee is charged to haul recyclables in accordance with NYC law.



China

In-house china is provided as a per person cost based on event type.

Low Library in-house china is gold-rimmed.

CATERING IN EMS

BOOKING:



All catering bookings should be in the following status:

- **UEM—Catering Confirmed**

Each catering time must be put on an individual booking in EMS.

Catering should be scheduled (1) hour prior to event start time for Low Library & remote catering.

All catering requests within (3) days must be confirmed by the chef before confirming with the client.

DETAILING:



In UEM—Columbia Catering bookings, you can only add in 'Columbia Catering' categories.

Catering items should always be added in the following order:

1. Food/Menu
2. Beverages

Sales Manager is responsible for adding in consumptions the day following the event.

Consumption forms will be emailed at the end of the day by the Venue Manager. If the consumption is not received, the Sales Manager must email eventmanagement-venue@columbia.edu.

COMMUNICATION:



Every Thursday BEOs are printed for venue, kitchen and runners for the following week. Any new (pop-up) or updated catering after Thursday at 3pm, must be brought to the kitchen, pantry & emailed:

eventmanagement-venue@columbia.edu | eventmanagement-culinary@columbia.edu | eventmanagement-sales@columbia.edu

Venue Manager and Culinary Team forecast catering (1) month in advance for staffing.

BOOKINGS:

Burden Room & Trustees Room are booked with (1) hour of set-up and (1) hour of breakdown unless otherwise directed.



Faculty Room and Rotunda are booked with (2) hours of set-up and (2) hours of breakdown unless otherwise directed. Sales Manager to check with client, catering and AV team what time these rooms must be set for event.

Low library rentals use the following Event Statuses:

- **UEM-Inquiry (inquires only)**
- **UEM-Tentative**
- **UEM-Confirmed**

DETAILING:

Columbia Catering Categories cannot be used in room bookings.

Low Library Furniture must be separated into three categories:

- **Furniture—Low Library (in-house)**
- **Furniture Rental (Facilities rental)**
- **Furniture—Outside Rental (Arenson, etc.)**

DIAGRAMS:

Diagrams are required for Faculty Room and Rotunda for every event.

Diagrams are required for Burden Room & Trustees Room when adding catering tables.

All diagrams must include event set by time. (ex: Set By: 11am), catering tables (if catering prep area is required in East Hallway) and any electricity needs.

COMMUNICATION:

All contracts and diagrams must be sent to facilities within (1) week of the event.

Distribution for Low Library events:

eventmanagement-venue@columbia.edu | eventmanagement-sales@columbia.edu |

techservices@columbia.edu | facilities-eventsadmin@columbia.edu | John Murolo | Pat Antonacci

PAYMENTS & CONTRACTS**Deposits:**

A flat fee of \$5000 or 50% of initial event estimate, whichever is lower

Cancellations:

More than 120 days – client will be charged deposit (\$5000 or 50% of event, whichever is lower)

Between 31-120 days – client will be charged 50% of remaining estimated event costs

Within 30 days – client will be charged 100% of remaining estimated event costs