

## **Boston Public Library, Copley Square**

### **Private Events Frequently Asked Questions**

*May I hold my wedding ceremony at the Library?*

The Library hosts a number of weddings throughout the year. Ceremonies in conjunction with a reception are permitted. Please contact the Programming and Events Department for more details.

*Is the Courtyard available for private functions?*

The Courtyard is an ideal location for receptions and ceremonies during the warmer months. However, it must be rented in conjunction with another space and is only available after the Library has closed to the public.

*What times are available for private events?*

Set-up in public areas is not permitted until after the Library has closed, though some spaces are available during normal hours. Rental fees are based on a four-hour event with additional hourly rates available. Please contact the Programming and Events Department to determine the available start time for your space.

*Can we arrange to have some of the tables in Bates Hall removed?*

The tables and lamps in Bates Hall are stationary. The Events Staff is happy to offer suggestions on how each of the tables can be utilized for your specific event.

*Can we have additional seating in Bates Hall?*

The chairs in Bates Hall can be removed for an additional fee in order to bring in rental chairs. Currently, the room seats 220. However, rental chairs will increase the seated capacity.

*Does the Library have parking available?*

The Library does not have designated parking; however, there are a number of parking garages in a close proximity to the building. Please contact the Programming and Events Department for details.

*What type of décor am I permitted to use for my event?*

Please contact the Programming and Events Department for specific questions regarding your décor. Keep in mind that open flame of any kind, balloons, greens that contain pitch, fog and bubble machines are not permitted in the Library or Courtyard area. Any items must be free standing and not affixed to the building in any way.

*Does the Library offer catering?*

Yes. Please contact our in-house caterer, The Catered Affair, for all of your catering needs. They also operate the Boston Public Library's Map Room Café and Courtyard Restaurant. Please call: 617.859.2282