

# BOSTON PUBLIC LIBRARY, COPLEY SQUARE

## Private Events Pricing Guide

Thank you for your interest in hosting a private event at the Boston Public Library.

All space fees are based on a four-hour time period unless otherwise noted and cocktail rates are available only in conjunction with a 4-hour space rental. Fees reflect base prices and specific quotes will be provided outlining client's needs. Capacities are subject to change dependent on setup. Non-profit organizations must present 501(c)3 letter to qualify for discounted fee.

SPACE	FEES	ADDITIONAL HOURLY RATE	DIMENSIONS	CAPACITY
<b>McKim Building</b>	Site Fee: \$21,500 Non-profit: \$17,200	\$3,000	Sq. Ft.: 25,000+ Outdoor Space	<b>McKim Bldg:</b> 2,000 (additional space available in Johnson)
<b>McKim 2nd Floor</b> (Bates Hall, Chavannes Gallery, Abbey Room, Boylston Room)	Site Fee: \$14,700 Non-profit: \$11,760	\$2,000	Bates Hall: 36' 8" x 139' 9" Sq Ft: 5115	<b>Bates Standing:</b> 542 <b>Bates Seated:</b> 220 350 Rental Chairs (2 <sup>nd</sup> Floor Cap: 850)
<b>Abbey Room</b> (After-hours: Abbey Balcony, Chavannes Gallery)	Site Fee: \$6,000 Non-profit: \$4,800	\$600	33' x 65' Sq Ft: 2145	<b>Standing:</b> 152 <b>Seated:</b> 100 <b>Dance Floor:</b> 70
<b>Abbey Room Cocktail (2-hr)</b>	Site Fee: \$2,900 Non-profit: \$2,900	n/a	33' x 65' Sq Ft: 2145	<b>Standing:</b> 152
<b>Boylston Room</b>	Site Fee: \$1,250 Non-profit: \$1,250	n/a	34' x 65' Sq Ft: 2210	<b>Standing:</b> 150
<b>Popular Reading Room</b>	Site Fee: \$4,200 Non-profit: \$3,360	\$600	78' x 40' Sq Ft: 3120	<b>Standing:</b> 240 <b>Seated:</b> 180 <b>Dance Floor:</b> 150
<b>Popular Reading Cocktail (2-hr)</b>	Site Fee: \$1,800 Non-profit: \$1,800	n/a	78' x 40' Sq Ft: 3120	<b>Standing:</b> 240
<b>Courtyard Cocktail (2-hr)</b>	Site Fee: \$1,800 Non-profit: \$1,800	\$400	134'x100' Sq Ft: 14,062	<b>Standing:</b> 225
<b>Courtyard Restaurant</b>	\$1,000: <b>Operated by The Catered Affair</b>	<i>After-hours event subject to BPL staffing fee</i>	35' x 42' Sq Ft: 1470	<b>Standing:</b> 99 <b>Seated:</b> 75
<b>Map Room Café</b>	\$500: <b>Operated by The Catered Affair</b>	<i>After-hours event subject to BPL staffing fee</i>	30' x 32' Sq Ft: 960	<b>Standing:</b> 77
<b>McKim Conference Room</b>	Site Fee: \$250 Non-profit: \$250	\$50	24' x 22' Sq Ft: 528	<b>Seated:</b> 20
<b>McKim Lower Level</b>	Site Fee: \$500 Non-profit: \$400	\$50	72' x 36' Sq Ft: 2592/each	<b>Standing:</b> 183 <b>Seated:</b> 100
<b>Orientation Room</b>	Site Fee: \$750 Non-profit: \$600	\$100	32' x 29' 6" Sq Ft: 947	<b>Standing:</b> 66 <b>Seated:</b> 50

Fees include staffing (Custodial, Security, Electrical/HVAC). Load-in/out time charges added to final fee (estimated \$600).

10% Discount available for January, February and March events or Sunday events (excluding holiday weekends).

*Non-profit rate may not be combined with 10% discount.*

ADDITIONAL CHARGES	Fee		
Wedding Set-up	\$1,150	Boylston Room Bulb Change	\$1,200
McKim Lobby Gate/Desk Removal	\$800	Bates Hall Table Bulb Change	\$800
Bates Hall Chair Removal	\$1,950	Map Room Café Bulb Change	\$1,200
		McKim Lobby Function Use	\$500

Please call the Boston Public Library Events Office to begin planning your private event: 617.859.2212

Adopted by the Board of Trustees 5.11.10