



The Park Plaza Castle Service Guide **130 Columbus Avenue | Boston, MA 02116**

Thank you for choosing to do business with The Boston Park Plaza Hotel & Towers. We look forward to partnering with you on your event. This alphabetical guide explains services and conditions specific to The Park Plaza Castle.

ADA Accessibility

The Park Plaza Castle is fully ADA accessible. ADA restrooms are available on the main floor. The main entrance is also ADA accessible.

Catering

Food and beverage services at The Park Plaza Castle can be provided by one of the following approved vendors.

Gourmet Caterers

617.522.2820

The Catered Affair

781.982.9333

Max Ultimate

617.427.9799

Boston Café & Catering

617.938.9300

If alcoholic beverages are being served, a liquor license is required. Please see section marked "Licenses / Permits."

Coat Check

Coat check services can be provided with advanced notice. Coat check at The Castle is run exclusively by Boston Checkers, LLC. The following options outline the fee structure for a 6-hour period:

- hosted by client cost to client is \$1.25 per person
- individuals pay cost to client is \$125 per attendant
 individuals pay \$2.00 to check each item

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Electrical

Any electrical needs are handled by certified electricians of The Boston Park Plaza Hotel & Towers. The fee structure is outlined on the Electrical Request Order Form. 1200 amps, 3-phase total load is available.

Exhibits / Decorations / Furniture / Staging

The client is responsible for providing any needed equipment for the space, such as exhibit booths, decorations, tables, chairs, staging. Vendors approved to work at The Park Plaza Castle are listed on the hotel's Preferred Vendor List.

Use of union labor is not mandatory, but is strongly suggested.

Floor Plans

All floor plans must be submitted to the hotel sales manager no less than 30 business days prior to arrival for approval by the hotel's director of security, and/or city officials as required by code.

Insurance

Any vendors operating in The Park Plaza Castle must provide a Certificate of Liability Insurance naming the hotel as insured. Proper listing of the hotel for this certificate is "SaunStar Land Corp. LLC DBA Boston Park Plaza."

Licenses / Permits

The hotel's director of security can prepare for any of the following:

2 - 3 weeks notice is required. An administrative fee of \$50 applies for facilitating 1 or more of these services. Boston Police's District Captain must approve all licenses/events that may require Boston Police details - as a condition for the license.

- Entertainment License
 - 1) Required when Admission is being charged
Exhibitors are paying booth rental
Music is being played
Items are being sold
 - 2) Procurement hotel will procure
 - 3) Cost to client \$150 per day of event

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- Liquor License
 - 1) Required when liquor is being served
 - 2) Procurement Catering company completes original application; submits it to hotel; hotel procures license
 - 3) Cost to client \$200/day of event

- Bagged Parking Meters (to facilitate load-in/load-out): made available by the city of Boston but not guaranteed.
 - 1) Optional
 - 2) Procurement hotel will procure
 - 3) Cost to client \$40 per meter per day (6 meters total)

Loading

All loading in/out of The Park Plaza Castle is done at the Columbus Street entrance. This allows direct access to The Castle, via a ramp. There are no steps. Please note there is no actual dock. All trucks should be equipped with a hydraulic lift or ramp. We suggest that the parking meters at this space be bagged to allow for a smooth load-in. Please see section marked "Licenses / Permits" for details.

Parking

There is no on-site parking for The Park Plaza Castle. Paid parking is available at (4) different garages, all located within 1 block of The Castle. The closest valet parking is located at The Boston Park Plaza Hotel & Towers; these rates are listed below.

- 1-8 hours \$26
- 8+ hours \$44

Phone Lines / Internet

Telephone and internet lines are available by contacting Verizon at 800.941.9900.
A minimum lead time of 6 weeks is required.

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Rental Fee

Rental per day is \$10,000 for a clean and empty space. This fee includes the following:

- HVAC and existing lighting for the space
- Event management for set-up day (up to 8 hours)
 - Additional hours billed @ \$50.00 per hour/per event manager
- Event management for each day of event (up to 8 hours)
 - Additional hours billed @ \$50.00 per hour/per porter
- Maintenance of restrooms and waste receptacles on each day of event
- Adequate water stations
- Cleaning fee of \$1,000

Restrictions

- *Candles*
 - The use of candles requires the attendance of a paid Fire Marshal; fee is \$65 per hour with a 4 hour minimum (number of fire marshals is based on floor plan and/or final attendance).
- *Pipe & Drape/Décor*
 - All materials must have a current Flame Certificate issued by the Boston Fire Department
- *Shipping/Freight*
 - Freight destined for The Castle is handled by the group's decorator or production team; it cannot be sent to the hotel; please note – it is the client's responsibility to move freight between the hotel and The Castle.

Restrooms

Restrooms are available on the lower level. ADA accessible restrooms are available on the main level. These facilities will be monitored by attendants as part of the rental of The Park Plaza Castle.

Rigging

Presentation Services Audio Visual (PSAV) is the exclusive rigger for all events taking place in The Park Plaza Castle.

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Security / Fire Marshall

Outside security services are available for hire and are required for overnight detail. Arrangements are to be made through your convention services/catering manager. Fee structures are as follows:

- Security guard \$48 per hour 4 hour minimum
- Armed guard \$65 per hour 4 hour minimum
- Boston Police \$65 per hour not guaranteed
- Boston Fire Marshall \$65 per hour 4 hour minimum
- Holiday Pay \$ based on collective bargaining agreements

Water Service

5-gallon water dispensers and an adequate quantity of bottled water are supplied as part of the rental of The Park Plaza Castle.