



Aloft @ NEFA: Rental Information

145 Tremont St, 7th Floor Boston, MA 02111

The New England Foundation for the Arts creatively supports the movement of people, ideas, and resources in the arts within New England and beyond, makes vital connections between artists and communities, and builds the strength, knowledge, and leadership of the region's creative sector. NEFA is a 501 (c) 3 that operates with funding from the National Endowment for the Arts, the New England state arts agencies, and from corporations, foundations, and individuals.

With grantmaking programs that support the performing arts, public art, and Native American artists, NEFA also leads projects and initiatives that range from the analysis of the impact of the creative economy to the creation of online tools which link and advance the regional, national, and international cultural community.

As an arts funding organization that values inspiration from a variety of sources, NEFA is able to make the marvelous 8th floor loft, **Aloft @ NEFA**, available for rent to our colleagues and friends in the non-profit community. The space is:

- A beautiful, four-season, flexible-use space; a far cry from the institutional function room
- Airy, filled with light, a high vaulted ceiling, with sliding glass doors that lead out onto a large private roof deck overlooking the Common, the start of the Freedom Trail, the State House, and the Frog Pond.
- Occupies the entire top floor at 145 Tremont Street, yet connected to NEFA's main offices one story below by private elevator, **Aloft @ NEFA** occupies a prime location in downtown Boston.
- Situated in easy proximity to parking and public transportation.
- Available for reasonable fees based on a sliding scale.
- Most often leased for meetings, planning sessions, retreats, receptions, and presentations.

Attached you will find general information about renting **Aloft @ NEFA**, including:

- Approved caterers
- Rental rates
- Reservation Application Form
- List of possible room configurations

If you are interested in renting **Aloft @ NEFA**, or would like more information, please contact us. We look forward to hearing from you!

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Aloft @ NEFA: Rental Information

Description:

Aloft @ NEFA is located on the top floor of 145 Tremont Street in downtown Boston. The space measures 24 feet by 35 feet (864 square feet), with a 21 foot ceiling, has a kitchen area with a sink and small refrigerator, and one unisex wheelchair accessible restroom. With sliding glass doors, the room opens onto a rooftop deck measuring 16 feet x 32 feet that overlooks the Boston Common and the Massachusetts State House. **Aloft @ NEFA** is wheelchair accessible with the exception of 2 steps leading onto the deck.

Included in the rental fee:

- 14 tables (2' x 5')
- 70 chairs
- Use of a large dry-erase board

Room Capacity:

- Meeting
 - Board Room Style - (tables arranged in rectangle) up to 35 at the tables, with room for extra seating at the periphery
 - Presentation Style – (tables arranged in “U” shape) up to 20 at the tables, with room for extra seating at the periphery
- Reception: 100
- Theater-Style: up to 70 seated

Catering

Recommended caterers for breakfast or lunch drop-off service:

Cosi	617.723.4447	www.getcosi.com
Finagle a Bagel	617.426.3300	www.finagleabagel.com
Milk Street Café	617.542.3663	www.milkstreetcafe.com
Okonomy	617.953.7249	www.okonomy.com (Japanese Fusion)
Rebecca's Café	617.227.0020	www.rebeccascafe.com
Sebastians	617.385.5642	www.sebastians.com
Viga Italian Eatery	617.482.1113	www.vigaeatery.com

Recommended caterers for receptions/dinners:

Bare Cove Gourmet	781.740.4344	www.barecovegourmet.com
Cuisine En Locale (personal Chef JJ Gonson)		www.cuisineenlocale.com
East Meets West	617.269.2662	www.eastmeetswestcatering.com
Jules Catering	617.628.5977	www.julescatering.net
Okonomy	617.953.7249	www.okonomy.com (Japanese Fusion)

Aloft @ NEFA: Rental Fees

Aloft @ NEFA is available for use by nonprofit organizations during normal business hours (9am to 5pm, Monday through Friday), evenings, and weekends. Rental fees are on a sliding scale based on your organization's annual budget size and the date and time of the rental. Fee includes the use of tables (rectangular 2'x5'), chairs, and a white board. Any other materials must be provided by the renter. 100% of the total rental fee and a fully refundable security deposit of \$250 are due upon NEFA's receipt of signed rental contract. A signed rental contract is due at least two weeks before the event.

****There is a 2 hour minimum for all events****

Rental Fees

February through October:

Annual Operating Budget	Monday-Friday 8:30am-5pm	Saturday, Sunday 8:30am-5pm	Sunday-Thursday 5-10pm	Friday, Saturday 5-11pm
Less than \$3 Million	\$100/hour	\$125/hour	\$150/hour	\$175/hour
Greater than \$3 Million	\$220/hour	\$225/hour	\$250/hour	\$275/hour

November through January:

Annual Operating Budget	Monday-Friday 8:30-5pm	Saturday, Sunday 8:30-5pm	Sunday- Thursday 5-10pm	Friday, Saturday 5-11pm
Less than \$3 Million	\$100/hour	\$125/hour	\$225/hour	\$250/hour
Greater than \$3 Million	\$220/hour	\$225/hour	\$325/hour	\$350/hour

Audio/Visual Equipment

A 60" flat screen TV with full computer hookups, DVD, Blu-Ray, and VCR is available to renters for an additional \$50 fee.

Requirements for Rental

1. **Insurance Certificate:** A current general liability insurance certificate must be provided for our files along with the signed contract for each individual rental.
2. **Liquor Liability Insurance: No hard liquor is allowed on NEFA premises, beer and wine only.** A certificate of liquor liability must be provided for our files by the renter, caterer, or bartender (if applicable) when alcoholic beverages of any kind are to be made available to guests at the scheduled event.
3. **Security Deposit:** In addition to 100% of rental costs, a fully refundable \$250 security deposit is due to NEFA upon receipt of signed contract. Security deposit will be returned, less any damages of furniture or building structure within two weeks of event. **Please provide a separate check.**

Cancellation Policy: Rental deposit will be fully refunded if NEFA is notified of cancellation at least 72 hours prior to scheduled event. If NEFA is notified of cancellation in less than 72 hours prior to scheduled event, NEFA will retain the \$250 security deposit.

Please note that the main doors to the building are locked after 5:30pm. For evening and weekend rentals a staff person from your organization will be required to let guests into the building. NEFA staff can be hired to attend to the door for an additional fee of \$20 per hour.

Aloft @ NEFA: Reservation Application Form

145 Tremont Street, 7th Floor, Boston, MA 02111

fax: 617.951.0016

email: ebouchard@nefa.org

This form must be filled out at time of rental inquiry. A rental agreement, including total cost of the event, will be sent upon approval of the event by NEFA.

Reservation Application Form and rental agreement must be signed and returned to NEFA at least two weeks prior to the event date.

Organization Name:	
Organization Address:	
Contact Name:	
Phone:	
Email:	

- 1. Please describe your proposed activities at Aloft @ NEFA.**

- 2. Date(s) and Time(s) you would like to rent Aloft @ NEFA. Please indicate here if you will require an extra staff person for an additional \$20/hour to monitor the main entrance during an after hours event.**

- 3. Please check the box next to the room set up you would like for your event:**
 - Theater-Style- up to 70 seated
 - Board Room Style - (tables arranged in rectangle) up to 30 at the tables, with room for extra seating at the periphery
 - Presentation Style – (tables arranged in “U” shape) up to 20 at the tables, with room for extra seating at the periphery
 - Reception – 100
 - Include tables for food service

- 4. Will you need additional set up and break down time before or after your event? If so, please specify arrival and departure times.**

5. How many guests do you expect? Will any of them be under the age of 21? If so, how many?

6. Is alcohol being served? Please note: You may only serve beer and wine at Aloft @ NEFA. Any alcohol being served must be served by bartender(s) covered by liquor liability insurance.

7. Please describe in a few sentences the mission or purpose of your organization. Please also indicate your organization's annual operating budget.

8. How did you hear about Aloft @ NEFA? Have you rented our space before?

Renter

Date

Aloft @ NEFA



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