

# In-Person Meetings

## Half Day Package

**\$156/person** | Events up to 3 hours

*Includes:*

- Hub standard catering – breakfast or lunch, snack break, & select beverages. Includes chafing dishes & high-quality disposable paper products
- Basic technology package (see page 7 for descriptions & additional upgrades)
  - Add zoom video conferencing | **\$300**
  - Add a dedicated AV technician | **\$1,200**
  - Add power setup at tables | **\$300**
- Room rental – includes the number of rooms required to fit your total headcount
  - Add an additional room for breakout sessions or meals | **\$1,800**
- Various room configuration options
- Unlimited access to The Commonwealth (Café) beverages & snacks
- Access to available event enhancements (see page 8 for a list of enhancements)

## Full Day Package

**\$198/person** | Events 3 hours or more

*Includes:*

- Hub standard catering – breakfast, AM snack break, lunch, PM snack break, & select beverages. Includes chafing dishes & high-quality disposable paper products
- Basic technology package (see page 7 for descriptions and additional upgrades)
  - Add Zoom video conferencing | **\$600**
  - Add a dedicated AV technician | **\$2,400**
  - Add power setup at tables | **\$300**
- Room rental – includes the number of rooms required to fit your total headcount
  - Add an additional room for breakout sessions or meals | **\$3,000**
- Various room configuration options
- Unlimited access to the Commonwealth Café beverages & snacks
- Access to available event enhancements (see page 8 for list of enhancements)

## VIP Board Meeting Package

**\$222/person**

*Includes:*

- Hub standard catering – breakfast, AM snack break, lunch, PM snack break, & select beverages. Includes chafing dishes & high-quality disposable paper products

- Room rental — includes the number of rooms required to fit your total headcount
- Bottle of water, pad of paper, & pen at each place setting
- Bowls of mints
- Dedicated AV technician
- Personalized name tent cards for each attendee (an attendee list must be provided at least 7 business days in advance)
- Various room configuration options
- Access to available event enhancements (see page 8 for a list of enhancements)

## Reception Package

**\$120/person** | 2 hour minimum

*Includes:*

- Open bar & one TIPS-certified bartender (Beer, Wine, Assorted Sodas, Still & Sparkling Waters)
  - Add an additional bartender to your reception | **\$125/hour** (Additional staffing & fees may be required for groups over 50)
- Choice of three food stations & five hors d'oeuvres. Includes chafing dishes & high-quality disposable paper products
- High-top tables and stools
- Room rental — includes the number of rooms required to fit your total headcount
- Access to available event enhancements (see page 8 for a list of enhancements)
- Add additional time to your reception for events over 2 hours | **\$200/hour**

## Summer Reception Package

**\$120/person** | 2 hour minimum

*Includes:*

- Open bar & one TIPS-certified bartender
  - Add an additional bartender to your reception | **\$125/hour** (Additional staffing & fees may be required for groups over 50)
  - Choose two selections from each Beer, Wine, & Seltzer options
    - Beer: Samuel Adams Seasonal (Summer Ale, Pool Party, Cherry Wheat, Porch Rocker), Blue Moon Summer Ale, Corona
    - Wine: Sauvignon Blanc, Rose, Prosecco, Sangria
    - Seltzer: High Noon, White Claw, Truly
- Food Stations & Hors D'oeuvres:
  - Salsa & Guacamole w/ Tortilla Chips
  - Cilantro Garlic/Herb Dip w/ Veggie Chips
  - Roasted Carrot Hummus w/ Naan Bread Dippers
  - Caprese Bites
  - Vietnamese Spring Rolls
  - Cocktail Franks in Blankets

- Chicken Tenders (Choose 1) – Breaded w/ Honey Mustard, BBQ w/ Ranch, Buffalo w/ Blue Cheese
- High-top tables and stools
- Room rental — includes the number of rooms required to fit your total headcount
- Access to available event enhancements (see page 8 for a list of enhancements)
- Add additional time to your reception for events over 2 hours | **\$200/hour**
- ‘Fun in the Sun’ playlist as background music
- Summer décor, including new uplighting and sunflower theme tabletop enrichments
- Add Cornhole, Giant Jenga, or Indoor Golf Chipping | **\$75/hour**
- Add Candy or Ice Cream Social | **\$5/person**

## Full Facility Buyout

**\$210/person, starting at \$30,000** | For events with 125+ people

*Includes:*

- Exclusive use of the entire MassBioHub Conference and Business Center
- Hub standard catering — breakfast, AM snack break, lunch, PM snack break, & select beverages. Includes chafing dishes & high-quality disposable paper products
- Basic technology package (see page 7 for descriptions & additional upgrades)
- Unlimited access to The Commonwealth (Café) beverages & snacks
- Full service dedicated AV technician
  - Hybrid capabilities | **additional fee**
- Various room configuration options
- Access to available event enhancements (see page 8 for a list of enhancements)

## Holiday Party Package

**\$318/person** | 2 hour minimum

*Includes:*

- Bartender
- Two hours of beer, wine, assorted sodas, still & sparkling water (additional \$25/person for each additional hour)
- Upscale catering selections. Includes chafing dishes & high-quality disposable paper products
- Linen for (6) high-top tables
- (6) Small floral arrangements from [Central Square Florist](#)
- Votive candles
  - Additional décor available upon request | **additional fee**
- Holiday party music
- Room rental — includes the number of rooms required to fit your total headcount
  - Add additional time after 3 hours | **\$200/hour**
- Access to available event enhancements (see page 8 for a list of enhancements)

# Space Rentals

## Half Day Room

**\$1,800** | Events up to 3 hours

*Includes:*

- Basic technology package (see page 7 for descriptions & additional upgrades)
  - Add Zoom video conferencing | **\$300**
  - Add a dedicated AV technician | **\$1,200**
  - Add power setup at tables | **\$300**
- Room rental — includes the number of rooms required to fit your total headcount
- Various room configuration options
- Unlimited access to The Commonwealth (Café) beverages & snacks
- Access to available event enhancements (see page 8 for a list of enhancements)

## Full Day Room

**\$3,000** | Events 3 hours or more

*Includes:*

- Basic technology package (see page 7 for descriptions & additional upgrades)
  - Add Zoom video conferencing | **\$600**
  - Add a dedicated AV technician | **\$2,400**
  - Add power setup at tables | **\$300**
- Room rental — includes the number of rooms required to fit your total headcount
- Various room configuration options
- Unlimited access to The Commonwealth (Café) beverages & snacks
- Access to available event enhancements (see page 8 for a list of enhancements)

# Space Rentals *Continued*

## Hub Hot Desking

**Special Offer: Book 10 in 2024 & Get 2 Free**

To book Hub Hot Desking, please visit this [link](#)

|   |   |
|---|---|
| <p><b>\$35/day   Work Seat</b><br/>One of ten seats available in the open area of The Commonwealth (Café)</p> | <p><b>\$75/day   Huddle Room</b><br/>Three huddle rooms available (100 sq ft   accommodates up to 5 people)</p> <ul style="list-style-type: none"><li>• Waltham Room — includes large TV monitor with audio &amp; HDMI/digital connections</li><li>• Lexington Room — includes large TV monitor with audio, HDMI/digital connections, &amp; a glass white board</li><li>• Watertown Room — includes a circle table &amp; chairs</li></ul> |
|---|---|

**Both Work Seat & Huddle Room includes:**

- Full-day 8-hour reservation (Monday- Thursday 8:30 AM - 4:30 PM & select Fridays)
- Unlimited access to The Commonwealth (Café) amenities
  - Bevi machine (still, sparkling, flavored, & plain water)
  - Coffee/latte/hot-chocolate machine
  - Bottled still & sparkling water, as well as assorted canned sodas
  - Lean Box (fresh meals smart-refrigerator kiosk)
  - Snacks (granola bars & snack mixes)
- Complimentary high-speed WIFI
- Printer access
- Private phone booth

# Virtual & Hybrid Meetings

## Hybrid Conference Package

Starting at \$10,200

Includes:

### Hybrid Experience

- Speaker and/or panel delivers a presentation to an online audience
- Audience can engage & interact via virtual chat or Q&A
- Room rental — includes the number of rooms required to fit your total headcount
- Various room configuration options
- Unlimited access to the Commonwealth Café beverages & snacks
  - Add Hub standard catering — breakfast, AM & PM snack break, & lunch. Includes chafing dishes & high-quality disposable paper products | **\$170/person**
- Access to available event enhancements (see page 8 for a list of enhancements)

### Production Services & Technology

- High quality, secure video conferencing
  - Add streaming platform (YouTube, Facebook, Twitch, etc.) | **\$1,200**
- Dedicated A/V technician & tech crew onsite to help with day-of coordination
- Multiple cameras for maximum visibility
- Virtual breakout room options available
- Q&A facilitation
- Run-through with all panelists/speakers prior to event date
  - Custom virtual event platform available | **additional fee**

## Virtual Webinar

Starting at \$4,800

Includes:

- High quality, secure video conferencing
  - Add streaming platform (YouTube, Facebook, Twitch, etc.) | **\$1,000**
- Dedicated director & stream operator
- Multiple cameras for maximum visibility
- A/V check prior to event launch
- Q&A facilitation
- Run-through with all panelists/speakers prior to event date
  - Custom virtual event platform available | **additional fee**

# Technology Packages

All our meeting venues come fully equipped with user-controlled technology, amenities, & complimentary high-speed Wi-Fi. Additionally, we offer optional upgrades such as enhanced video conferencing capabilities and dedicated tech support, available at an extra charge.

## Basic Technology Package

*Includes:*

### **Built-in AV**

- HDMI/digital connection to room displays
- Direct connect to wall or use Clickshare device
- Screen (drop down or wall mounted) & projector

### **Audio**

- One wireless lapel microphone & one wireless handheld microphone per space

### **Other**

- Wireless presenter remote (slide advancer)
- Ability to display your company's branding on the 4<sup>th</sup> & 5<sup>th</sup> display screens
- One Hub team member available for technology support prior to the start of the event
- Basic in-room office supplies
- USB hub that allows direct computer connection on multiple devices

## Technology Upgrades **additional fees**

### **Audio & Video Conferencing** | Half Day \$300 | Full Day \$600

- High quality, secure video conferencing via Zoom (link provided by MassBioHub)
- Audio conferencing, ceiling microphones for exceptional audio quality
- Multiple cameras throughout the room with presenter tracking capabilities
- Hub staff to assist with basic Zoom meetings set up

### **AV Technician** | Half Day \$1,200 | Full Day \$2,400

- Dedicated contracted 3rd party audio-visual technician to assist with event set up, meeting assistance for Zoom, audio needs, handling microphones, & any other tech issues that may arise during the event

### **Power Setup to Tables** | \$300

- Power connected to each table for laptop & other device usage for the duration of the event
- 3 power outlets & dual USB charger on the tabletop surface of each table

## Event Enhancements

*Includes:*

- Flip chart & markers
- Easel
- Mobile white board with markers & an eraser
- Mobile podium
- Ability to display your company's branding on the 4<sup>th</sup> & 5<sup>th</sup> display screens
- Stools for panel
- Blue tooth speaker to play music (controlled by event host)
- Check in/registration table
- Additional Microphones

## Event Add-Ons

*Additional fees:*

- Additional time for set-up (beyond the 30 minutes allotted) | **\$75/half hour**
- Parking validation | **\$520 (pack of 10)**
  - 3 – 24 hours of parking in the Tech Square Garage (located at 800 Technology Square, Cambridge, MA 02139)
  - **Directions:** place a sticker on the receipt received from the machine when a guest enters the garage. Scan the sticker at the machine as a guest exits the garage to validate parking
- Table linens
- Beer & wine service
- Food server
- Catering- A La Carte
- Tabletop floral arrangements
- Headshot photographer
- Event photographer
- Event videographer
- Livestream services
- Professional event recording
- Room flip (room configuration during an event)
- Express mail/shipping
- Confidence monitor
- Excessive cleanup or damage to facility or equipment (food/drink on carpet)
- 3<sup>rd</sup> party furniture rental