



Frequently Asked Questions

WHAT'S INCLUDED IN THE RENTAL FEE?

The rental fee covers the use of the 5,000 sq. foot Gallery space, the 1200 sq. foot wrap-around mezzanine, and additional 1200 sq. foot landscaped courtyard. Weather permitting a glass garage door opens up into the courtyard.

You have use of the entire space (Gallery, courtyard, and wrap-around mezzanine) from 10 AM – midnight. Two events staff on-site throughout the entirety of the event, and help ensure your guests' comfort and safety.

The 3,500 sq foot painting studio on the 3rd Floor is available to rent at an additional cost.

HOW MANY HOURS DOES THE RENTAL FEE COVER?

You have use of the space from 10 am – midnight. The rental fee also includes 1.5 hours of clean-up and load out for vendors after your event ends.

DO YOU HAVE AN EXCLUSIVE CATERER? IF SO, WHO IS IT?

All events at the EpiCenter are catered by Gourmet Caterers, a well-respected catering company known throughout Boston for their creative menus, delicious food, and stylish event planning and on-site management. They can provide you with an array of food and beverage options, and can help make your unique event an unforgettable one. Gourmet can be reached at **617-522-2820**. You can also visit their website here [GOURMET CATERERS](#)

DO YOU HAVE ANY TABLES/CHAIRS/LINENS/PASTRY KNIVES?

No. All rentals and event supplies must be brought in by an event rental company. Please see our [PREFERRED VENDOR](#) list for more info on recommended rental companies.

WHAT ABOUT DÉCOR? DO YOU HAVE ANY?

We offer a lighting package, which includes up lighting and wall washers of any color to really transform the room!

We can also provide and install other décor elements such as white paper lanterns of varying sizes, AFH made cocktail tables, festoon lighting and drapery. Please contact us for more information.

WHAT TYPE OF MUSIC/ENTERTAINMENT CAN I HAVE AT MY EVENT?

We allow all types of entertainment. Bands, DJs, aerialists, opera singers, choirs, string quartets, acrobats...you name it, it's probably happened here at the EpiCenter!

ARE THERE ANY RESTRICTIONS?

- No open flames (candles included)
- No holes can be made in the EpiCenter walls.
- Only painter's tape may be used on the EpiCenter's walls and must be approved by the Events Manager.
- Only gaffer's tape may be used on the EpiCenter's floor and must be approved by the Events Manager.
- No smoking in the EpiCenter, only in the attached courtyard.
- Final floor plan, event furniture and decorations must be approved by the Events Manager.

CAN WE DO BOTH THE CEREMONY AND RECEPTION ON-SITE?

Absolutely! Many clients decide to do both the ceremony AND reception on-site. There is no additional cost for this.

CAN I SCHEDULE A TOUR? HOW LONG DO TOURS TAKE? IS THERE PARKING?

We love to show off our cool, eco-friendly space! We give tours Monday-Friday from 10am-6pm and some Saturday mornings. To schedule a tour please fill out this form ([RENT THE EPICENTER](#)) Tours take about 30 minutes, and you'll get to see the space and check out pictures of past events to get inspired for yours! Directions to the EpiCenter can be found [HERE](#).

There is two-hour street parking across the street from the EpiCenter on W. 2nd. Street.

CAN I HOLD DOWN ON A DATE TO RESERVE IT WHILE I AM MAKING MY DECISION?

Yes! If a date is open, you can put a hold down after you come in for a tour. Holds are good for two weeks. During that two-week period, if someone else ready to book the date you will have three business days to book or release the hold.

WHAT'S THE MAX CAPACITY OF THE ROOM WITH A SEATED DINNER AND A DANCE FLOOR AREA?

250 people is the max capacity for the space with enough room for dinner and dancing.

WHAT IS THE MAX CAPACITY OF THE SPACE?

450 people is the capacity for a standing reception style event.

IS THERE PARKING FOR MY GUESTS?

Yes! There are two lots available for use. One is across the street from the EpiCenter and

one is adjacent to the building. Collectively, the two lots can hold about 100 cars. The lots are available after 5pm on the weekdays, or all day on the weekends. We do not own the lots so you must make arrangements with the AFH Events Manager to reserve them.

I SEE THAT YOU ARE A LEED CERTIFIED PLATINUM BUILDING, HOW IS THE BUILDING COOLED?

Our LEED Platinum Certified Green Building is cooled by a natural ventilation system. The system cools the building's cement and steel overnight, allowing our 'thermal mass' to radiate coolness throughout the day. In the evening, ceiling fans, windows, and a giant glass garage door allow for significant air movement throughout the building.

WHAT IS ARTISTS FOR HUMANITY? DOES MY RENTAL FEE SUPPORT A GREAT ORGANIZATION?

Your rental fee helps fund the employment of over 300 under resourced Boston teens with jobs in the arts. Thanks to your rental, we can provide a safe space for teens to not only learn invaluable entrepreneurial skills, but also get paid to utilize their unique voice and create websites, sculptures, jewelry, invitations, murals, and photographs for clients all over our city, and beyond!

IS THE RENTAL FEE TAX DEDUCTIBLE?

Unfortunately, it is not because you are receiving a good or service in exchange for money. We do accept donations, which are tax deductible! You can make a donation [HERE](#).

IS THERE MORE I CAN DO TO INVOLVE YOUR TALENTED TEENS IN MY EVENT?

Absolutely! You can hire AFH to create:

- Custom invitations or Save the Dates
- Custom paintings
- Screen printed t-shirts, sweat-shirts, or bags
- Printed photographs
- Custom banners to hang outside of the EpiCenter announcing your event
- And MORE! If you have an idea, we can probably help bring it to life! Just [ASK!](#)