

Event Services

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STUDENT AFFAIRS
STUDENT ENGAGEMENT
AND CAMPUS LIFE
VIRGINIA TECH.

Late Night Event Guidelines

LATE NIGHT EVENT POLICY:

- Late Night Events are only permitted in the Squires Old Dominion Ballroom
- A maximum of (400) attendees are permitted in the venue at one time
- Emergency exit announcements must be read every hour during the event and can be obtained through Student Engagement and Campus Life
- (3) different sales options are permitted and all options require the use of wristbands provided by Rhino Sports and Entertainment Services
 - Pre-Sales
 - Door Sales
 - Free Entry
- All Late Night Events require contracted Rhino staff
- All Late Night Events require contracted Virginia Tech Police Department Officers on site
- Late Night Event sponsoring organizations are required to attend a pre-event walk through with Rhino, Squires Operations staff, and VTPD (30) minutes prior to the event
- Greek organizations must receive written approval through Virginia Tech Fraternity and Sorority Life to host a Late Night Event

PRE-SALES OPTION:

- Pre-event ticket sales must be conducted by the Student Engagement and Campus Life Ticket Office
- Capacity for the event is capped at the number of tickets sold, even if the number sold is less than (400)
- Free tickets/wristbands for the sponsoring organization must be picked up no earlier than two business days prior to the event
- Pre-sold tickets will be exchanged for a wristband at the entrance table on site
- Late Night Event sponsoring organizations cannot have a combination of Pre-Sale and Door Sale distribution

DOOR SALES OPTION:

- Sales for the Late Night Event must be conducted at the entrance table only
- Maximum capacity in Old Dominion Ballroom is (400) attendees
- Free wristbands for the sponsoring organization must be picked up no earlier than two business days prior to the event, and must be distributed prior to the event (not at the entrance table)
- Rhino staff will monitor the room capacity and allow the continuous sale of tickets/wristbands as capacity permits (this requires that wristbands be cut from exiting attendees who will not be returning)

FREE ENTRY OPTION:

- Wristbands for the Late Night Event will be distributed at the entrance table
- Maximum capacity in Old Dominion Ballroom is (400) attendees
- Free wristbands for the sponsoring organization must be picked up no earlier than two business days prior to the event, and must be distributed prior to the event (not at the entrance table)
- Rhino staff will monitor the room capacity and allow the continuous entry as capacity permits (this requires that wristbands be cut from exiting attendees who will not be returning)

RHINO HOUSE MANAGEMENT REQUIREMENTS:

- Rhino Sports and Entertainment Services are required to be present for HOUSE MANAGEMENT purposes at any Late Night Event
- At a minimum, (6) house management staff members and (1) manager are required to be contracted
 - (3) staff members are stationed inside of the Old Dominion Ballroom
 - (1) near the servery door,
 - (1) near the back door (window wall)
 - (1) near the balcony entrance on the 2nd floor
 - (1) staff member at the front entrance to the Old Dominion Ballroom
 - (2) staff members at the front entrance table
- If wristbands are being cut for exiting/non-returning attendees:
 - (3) additional Rhino staff members are required
 - (1) staff member at the front exit to Old Dominion Ballroom
 - (2) staff members at the front entrance table

VIRGINIA TECH POLICE DEPARTMENT REQUIREMENTS:

- Virginia Tech Police Department officers are required to be present for SECURITY purposes at any Late Night Event

- VTPD's role is to enforce laws. It is not the responsibility of police officers to provide the services of Rhino Sports and Entertainment Services (see above). The VTPD has final authority over your event safety requirements. The VTPD maintains the right to shut down any or all components of your event and/or to provide additional police services that will be billed directly to the sponsoring organization.
- At a minimum, (2) VTPD officers are required to be contracted
 - (1) officer at the entrance table
 - (1) roaming officer

ADDITIONAL REQUIREMENTS:

- The entrance table must be placed in front of Old Dominion Ballroom next to the pillar (across from the Men's Restroom)
- At least (1) member of the sponsoring organization must be present at the entrance table at all times