Punch’s Alley Space Reservation Policy for Non-Student Events

Punch’s Alley, located on the first floor of the Lulu Chow Wang Campus Center, is a student-run campus pub. Outside vendors or departments are welcome to rent out the space through 25Live (Wellesley’s event scheduling system). There are three different types of reservations:

**Reserving the space during hours that Punch’s Alley is closed**

- Organizers will need to hire a custodian on duty to clean up the space after the event takes place.
  - The following needs to be completed by the custodial staff:
    - Wipe down ALL surfaces (including behind the bar and cabinets)
    - Return furniture to how it was when the group arrived
    - Put up bar stools
    - Pour hot water down sinks (if sinks were used)
    - Sweep/mop floors (in front of and behind the bar)
    - Turn off all lights
    - Remove all trash from the space
  - Custodian needs to clean prior to the pub reopening
- No rental fee charged

**Reserving the space for a private event without alcohol during hours that Punch’s Alley would be open**

- Organizers will need to hire a custodian on duty to clean up the space after the event takes place.
  - The following needs to be completed by the custodial staff:
    - Wipe down ALL surfaces (including behind the bar and cabinets)
    - Return furniture to how it was when the group arrived
    - Put up bar stools
    - Pour hot water down sinks (if sinks were used)
    - Sweep/mop floors (in front of and behind the bar)
    - Turn off all lights
    - Remove all trash from the space
  - Custodian needs to clean prior to the pub reopening
- **Rental fees**
  - Monday, Tuesday, and Wednesday evenings: $40/hour
  - Thursday evenings: $60/hour (space may not be reserved after 9:00 PM)
  - Friday, and Saturday evenings: $50/hour
Reserving the space for a private event with alcohol during hours that Punch’s Alley would be open and having student bartenders working

- Rental fees
  - $75 for the first two hours and $40 for every additional hour
  - $50 drink minimum (organizers will pay difference)
- Groups renting the space may not bring in their own alcohol to the event
- Special requests for beer, wine, or champagne can be made with the pub, but needs to be requested at least two weeks in advance
  - Contact pubevents@wellesley.edu

Punch’s Alley’s hours:

- Monday, Tuesday, and Wednesdays: 7:00 PM – 12:00 AM
- Thursdays: 4:30 PM – 1:00 AM
- Friday and Saturdays: 8:00 PM – 1:00 AM
  - Last call is ALWAYS 11:45 PM

Please email pubevents@wellesley.edu with any questions about this policy or the use of their space.