Dahod Family Alumni Center at the Castle: Wedding FAQs

How many guests can be accommodated?
- Buffet Meal with seating- max of 40 guests (plus 2 at a sweetheart table)
- Plated dinner with seating- max of 64 seated in two adjoining rooms (plus 2 at a sweetheart table)
- Heavy hors d’oeuvres/ Stations - max of 125 guests, seating will be limited to 40 guests unless BU Fuller’s Pub is also rented

What is included in your Facility Rental Fee?
- A professional Events Specialist who will assist you with planning all of the venue-based details such as event timeline, catering menu, parking. External vendor referrals can be provided for full-service event planning, music, entertainment and flowers.
- House tables & house chairs that were purchased in 2018. Chiavari ballroom chairs are available at an additional cost. Our standard wedding seating tables are 60” rounds set for 8 guests, but we can accommodate alternative room set-ups.
- Custodial services before, during and after your event.
- If your Ceremony will be held at Dahod Family Alumni Center at The Castle, you may work with your coordinator to find an available time to schedule a complimentary, informal one hour rehearsal. They are typically held on a weekday between the hours of 3:00-6:00 PM.
- Access to a small private lounge on the 2nd floor with a private restroom.
- Venue access for set-up, up to two hours prior to your event start time.
- Adequate space and accommodations for a DJ or most 3 piece bands.

What else should I consider?
- Informal ceremonies with limited seating can be accommodated onsite. The maximum seating for ceremonies is generally about 45 chairs. For larger parties, seating may be further reduced to ensure we have enough standing room for all guests.
- The Great Hall can be used as an informal “dance floor”.
- An accessible entrance is located at 233 Bay State Road.
- There is an outdoor terrace overlooking the Charles River (Storrow Drive). The terrace is not tented.
- Music vendors must bring their own equipment.
- Speakers to hook up an MP3 player are available at an additional cost.
- The ground floor BU Fuller’s Pub can be booked at an additional cost to provide additional informal space for dining or mingling.
- Onsite storage is typically not available and therefore you should plan to take all décor and other personal items with you at the end of the event.
What are your Catering policies?

- “Catering on The Charles” is our exclusive provider for all food and beverage.
- Your Events Specialist will assist you with all aspects of menu planning. Please communicate any food allergies or dietary restrictions as early as possible so that they can be factored into your menu.
- Once you have booked your date you are able to schedule a private menu tasting (charges may apply). Tastings are held on a weekday during business hours at a nearby campus facility. Tastings must be booked within a maximum of four months prior to the wedding and a minimum of 6 weeks prior to the wedding.
- The bar will stop serving alcoholic beverages 30 minutes before the event ends. Bar service can be provided for a maximum of 5 hours.
- Per University Policy, shots are not served at any time.
- For plated meals we require a final count and exact breakdown of entrée selections at least 10 business days before the wedding. Please provide a place card with a meal indicator for each guest.
- Use of open flame candles are not permitted due to city ordinance. Battery operated candles are permissible.

Can parking be provided for my guests? Ample parking is available within a 5-minute walk of the venue. The current rate for pre-paid guest passes, valid through August 2022, is $12 per vehicle. Pay-on-entry rates are available in certain lots and are subject to change due to Fenway events.

What are the booking and payment policies?

- Ideally a planning period of 6-12 months is recommended, but we are able to book available dates with as little as 6 weeks’ notice.
- A signed Contract and deposit in the amount of the Facility Fee are due within 2-4 weeks of booking your date. The initial deposit is non-refundable. 50% of estimated remaining costs will be due 30 days prior to the event. The remaining estimated balance is due 5 business days before your Wedding.
- We accept checks or credit cards (MasterCard, Visa, AMEX and Discover).
- We require a Certificate of Insurance to be provided in the amount of $1,000,000.00 that names Boston University as additionally insured. Homeowner’s Insurance typically can cover the certificate of insurance or we can refer you to a website where you can purchase a one day event insurance policy (typically about $100-$135).
- Boston University has Protection of Minors policies and we may require signature of BU’s Protection of Minors Addendum, a parental consent and release from liability. Typically these policies do not apply to weddings as guests under 18 will be accompanied by a parent or guardian.