



EVENT RESOURCES

DEAN OF THE FACULTY, ARTS AND SCIENCES

Event Coordinators:

Paula Therrien

paula.therrien@dartmouth.edu

Tammi Klotz

tammi.r.klotz@dartmouth.edu

CONFERENCES AND EVENTS

Reservations, Set Up Requests, and General Information

The Conferences & Events office is located at 5 Allen Street, Suite 250 in downtown Hanover.

(603) 646-2923

conferences.and.events@dartmouth.edu

BOOKING A ROOM

[Book a Room](#)

[Virtual EMS Training](#)

CATERING

Approved caterers can be found on the Office of Risk and Internal Controls Services web site at [List of Insured Approved Caterers](#). Caterers not on this list are not allowed to cater on campus. The catering list is updated monthly. Catering restrictions apply to certain venues on campus. Please ask what restrictions may apply to your location.

Some things to think about when talking to your caterer:

- Does your caterer supply tablecloths? What about centerpieces?
- Are you aware of their cancellation and guarantee policies?
- Ask their arrival time before the event for set up as the building/room must be reserved for this time too.
- Remind them that they are responsible for removing trash and their equipment from the venue at the end of the event.

ALCOHOL

Guidelines for Events Involving Alcohol

September 11, 2024

[Alcohol Guidelines](#)

FLORAL ARRANGEMENTS

- [Roberts Flowers of Hanover](#)
- [Valley Flower Company](#)
- [Allioops Flowers](#)
- [Emily Herzig](#)
- [Birds of a Flower](#)

FACILITIES OPERATIONS & MAINTENANCE FO&M

In the Case of a Facility Emergency

During the workday, call the Work Control Center immediately at 603-646-2508

After hours (4:30 pm - 7:30 am), on holidays, or on weekends, call the Troubleshooters at 603-646-2344.

Department of Safety and Security (DOSS): 603-646-4000

Please DO NOT EMAIL if you have an emergency.

SAFETY AND SECURITY

Contact

- **Phone:** (603) 646-4000
- **Emergency:** 911 or 6-3333
- **E-mail:** Safety.and.Security@Dartmouth.EDU

ADA/504 COORDINATOR

The Employment Accommodations Coordinator also serves as a resource to departments and programs in providing accommodation to visitors and guests. This position works with partners across the institution to promote an accessible and inclusive working environment.

Contact: Linda Sullivan, ADA/504 Coordinator

(603) 646-3920 | Linda.M.Sullivan@Dartmouth.edu

HOTELS:

[Hanover Inn](#)

[Six South Street](#)

[Norwich Inn – Norwich, VT](#)

The Norwich Inn does offer a shuttle service to and from Dartmouth between the hours of 8 am and 6 pm. Reservations are required.

[Hilton Garden Inn - Lebanon, NH](#)

September 11, 2024

[Courtyard by Marriott - Lebanon, NH](#)

[Residence Inn by Marriott - Lebanon, NH](#)

**Please note that Lebanon hotels do not offer a shuttle service. The Residence Inn can provide long-term reservations.*

PARKING

[Dartmouth College Parking](#)

[Town of Hanover Parking](#)

Hotel Parking:

[Hanover Inn](#)

- Hanover Inn offers valet parking, which is currently \$32 per day (subject to change). Valet parking is available for both hotel guests and dining guests, but it is not always guaranteed at the restaurant. If the parking space is full, day guests may not be able to get a spot.