



Come Home to the Peoples' House

Connecticut Old State House Event Rental Policies and Procedures

About the Connecticut's Old State House

Welcome to Connecticut's Old State House (OSH), one of the oldest state houses in our nation where democracy and one of America's earliest constitutions were born! The earliest settlers were drawn to the Old State House as the center for government, culture, community and commerce where they nurtured ideas of freedom and self-government.



Today, people of all ages continue to be drawn to Connecticut's Old State House. More than a museum, this centerpiece of Connecticut's history has been magnificently restored and hosts a variety of community and cultural events. The Old State House can also host your corporate, community or personal function. The Connecticut General Assembly (CGA) through the Joint Committee on Legislative Management, manages the Old State House and has contracted with the Connecticut Public Affairs Network (CPAN) to provide community and educational programming.

To continue with the important heritage of the OSH, we offer rooms and grounds for public enjoyment. So many wonderful possibilities exist at the OSH for hosting an event. We look forward to the opportunity of working with you to make this a most memorable affair. All of us have a role in cherishing, protecting and preserving this remarkable National Historic Landmark. For this reason, some rules may seem unusual or highly protective, but our responsibility is to ensure long-term sustainability and beauty of this magnificent structure for all of its citizens for many years to come. We appreciate your understanding and support. Please read the following Policies and Procedures carefully as you consider using the Connecticut Old State House to host your event. Thank you for considering the OSH.

Rental Availability

The Old State House Museum is available for rental after the Museum closes to the public at 5:00 p.m. Monday through Saturday, on Sundays, or by special exception at other times. The Old State House is available for Saturday day time rentals between Columbus Day and the Fourth of July.

To tour the Old State House, schedule an appointment by calling: 860-240-1388.

Renter Initial/Date: _____

Event Denial and Cancellation Policy

The CGA retains the right to deny a rental request that is considered to be inappropriate for the museum environment. The CGA also retains the right to cancel any event should these policies and procedures not be strictly adhered to. In addition, the CGA reserves the right to cancel any event should there be false claims by the renter or for security reasons. The nature and purpose of the building is to serve the general public's wellbeing, therefore, the CGA has sole responsibility to allow or disallow an organization from holding an event at the OSH.

Contract

A signed contract formalizing the terms and conditions of the rental event shall be executed no later than 30 business days prior to the date of the event or 10 business days after receipt of the non-refundable deposit, whichever is later. The client is to provide a single contact person responsible for the event. Full plans for the event including a schedule and floor plan showing the location of tables and chairs, food stations, bars, entertainment, etc must be made available no later than two weeks prior to the event. A blank floor plan and floor plans with standard furniture layouts will be provided for this purpose.

Capacities of Rooms Available for Rental

Room	Standing	Tables & Chairs
Court Room	230	117
First Floor Foyer	115	57
Comptroller's Office	85	40
Governor's Office	50	23
Second Floor Foyer	87	25
Entry Level Foyer	115	57
Holcolm Center	114	55
Mortensen Gallery	50	50

Approximate All-Inclusive Facility Rental Rates

Type of Event:	Rate:	Rate with Insurance:
Two hour events such as a meeting, dinner or wedding ceremony	\$1,900	\$2,100
Four hour events such as a meeting, dinner or wedding reception.	\$2,800	\$3,000
Six hour events such as a meeting or combination wedding ceremony and reception.	\$3,700	\$3,900
Each additional hour	\$450/hr	\$450/hr
Wedding rehearsals (Mon. thru Fri. between 5:00 to 6:00 pm.)	\$420	\$420

Included in the rental fee are the building use fee (including one hour of set up and one hour of take down time), set up and use of OSH owned tables and chairs and the services of the OSH security, facilities and event staff to meet the minimum requirements. Actual event pricing to be itemized on an Event Planning Worksheet (EPW)

Potential Additional Charges

Security - The State Capitol Police provide security services at the OSH. The standard rental rates above include the services of two security technicians (one for wedding rehearsals). Events involving over 120 guests, events requiring additional access points to the grounds, events which utilize multiple floors of the OSH and events at which alcohol is being served may require additional security staff. Actual security needs for the event will be discussed during the contract negotiations. A minimum charge of 3 hours is required for evening and weekend events. Current rates are \$35 per hour per security technician and \$60 per hour for a police officer.

Facilities - The CGA contracts with an Guardian Facilities Services to provide event coordination and janitorial services for the OSH. The rates above include the services of an event coordinator and one cleaner or porter. Additional facility staff may be required based on the complexity of the event and number of guests. Events involving over 120 guests or having extraordinary set up requirements may require additional staff. Actual facilities cost for the event will be discussed during the contract negotiations. Payment will be made directly to the maintenance firm for these charges. A minimum charge of 4 hours is required for evening and weekend events. The current rates are \$34 per hour for a cleaner or porter and \$55 per hour for an event coordinator.

Audio/Visual Equipment - The rates above include the use of a podium with microphone and amplifier if required. A limited inventory of additional audio/visual equipment including a projection screen, multi-media projector and sound system is available at the Old State House. Use of this equipment may involve a charge to set up and operate the equipment.

Tour Guides - The CGA contracts with CT Public Affairs Network (CPAN) to provide educational, community and historic programming at the OSH. CPAN may be able to provide tours for rental events upon request. The fee for a tour guide for each event is a minimum of \$150. The actual cost and number of tour guides will depend on number of guests, hours required and complexity of the event. Actual tour guide cost for the event will be discussed during the contract negotiations.

Restrictions

- No food or beverage is permitted in the House Chamber, Senate Chamber and Curiosity Museum.
- Exhibitions and museum furniture may not be rearranged.
- Nothing is to be set up within three feet of the walls.
- Nothing maybe hung from the walls or ceilings
- Emergency exits and egress paths to the exits may not be blocked.

Parking

Discounted pricing available at parking garages in close proximity to the OSH. Rates are \$5.00 per car. Event validation coupons will be provided by the OSH for submission to the parking attendant to take advantage of the discounted parking. These arrangements must be finalized prior to signing the contract.

The use of valet services are limited to companies with existing permits from the City of Hartford. Please ask your Event Planner for details.

Free parking passes are available for limited parking (up to 6) on Central Row adjacent to the OSH building for your event. These parking passes must be placed on the dashboard of the car to allow parking privileges on Central Row. Vehicles without authorized parking passes will be ticketed and towed at the car owner's expense. An assignment of these passes must be finalized 10 calendar days prior to your event.

Caterers

We maintain a list of pre-approved caterers (Exhibit 1) who have worked at the OSH and are familiar with the unique, special requirements of the building and grounds. If the caterer of your choice is not on the pre-approved vendor list, they must be approved prior to signing the rental contract. CGA has sole responsibility to decide on acceptable vendors to ensure satisfactory quality, security and safety standards.

All caterers must provide copies of appropriate levels of insurance, caterer's licenses and liquor licenses as required by Connecticut state law.

All food served must be prepared by the caterer. There is no kitchen or food preparation area in the Old State House. Indoor cooking stations are not permitted.

By prior arrangement the caterer will be permitted to erect a tent to prepare food outside the building. The caterer must supply and use plywood under all equipment when preparing food on the grounds. All catering activities utilizing propane shall necessitate the notification of the OSH Event Manager for planning, inspections, and certification purposes. It shall be the responsibility of the caterer to consult, cooperate and provide the necessary information, schematics and certifications to the Old State House. Failure to obtain proper certifications may result in the cancellation of your event.

Very limited parking for caterer's vehicles is available on the OSH grounds. All vehicles driving on the OSH grounds or the adjoining State House Square walkway must be supervised by Security or Facilities personnel. The caterer is required to provide a certificate of automobile liability insurance that names the CGA and State House Square as an additional insured. An Insurance Certificate is required 10 business days prior to your event.

Event Services Providers

We maintain a list of pre-approved rental suppliers and other vendors (Exhibit 1) who have worked at the OSH and are familiar with the unique, special requirements of the building and grounds. If the vendor of your choice is not on the preferred pre-approved vendor list, they must be approved prior to signing the rental contract. CGA has sole responsibility to decide on acceptable vendors to ensure satisfactory quality, security and safety standards.

Entertainment

Bands and DJs are required to contact the OSH Event Manager at least two weeks prior to the event to review set up requirements and limitations. There is limited power available and no cables may cross any door way or walking path. The band or DJs is responsible for any applicable licenses for the live or recorded music. In consideration of the surrounding buildings and its occupants, CGA reserves the right to limit music, volume and song content. Please consider the nature of the OSH in choosing your musicians.

Event Set-up

Caterers and other services providers may deliver equipment and supplies and begin set-up one hour prior to the scheduled start of the event. If additional time is required to deliver and set up for the event an addition charge may be assessed.

Event Break Down and Clean up

Caterers and other services providers are responsible for leaving the rented areas clean and free of trash. They are required to remove all trash from the Old State House upon completion of the event. Failure to remove trash will result in supplemental rental charges. All rental equipment and decorations must be removed within an hour of the scheduled end of the event. By prior arrangement rental equipment maybe picked up prior to 9:00 am on the next business day.

Decorations

Due to the public nature of the building and grounds, CGA reserves the right to restrict the use of certain decorations. Some seasonal building decorations cannot be removed to accommodate your event. We will attempt to honor your requests as much as possible however; nothing may be taped, glued, stapled, nailed or attached in any way to any part of the interior or exterior building. No balloons or anything with glitter may be brought into the building. We do not allow confetti, rice or birdseed on the premises of the OSH. If plants are used, watertight, non-sweating containers are required. Open flame candles are not permitted inside the building. Decorations must be discussed in advance and finalized prior to contract signing. All decorations must be completely removed by the client at the conclusion of the event.

Photography

The Old State House Museum reserves the right, at its sole discretion, to withhold and/or withdraw permission to photograph on its premises or to reproduce photographs of objects in its Collections. The policies below a part of the full Old State House Photography policy which is available upon request.

Still and video photography utilizing hand held equipment is permitted for private, noncommercial use only. Flash photography is not permitted in the museum galleries. Photographs cannot be published, sold, reproduced, transferred, distributed, or otherwise commercially exploited in any manner whatsoever. Photography is not permitted in certain special exhibitions or any areas designated "No Photography." or when an Old State House staff deems photography inappropriate or disruptive.

Smoking

In accordance with the Connecticut Clean Air Act, the OSH is a smoke-free environment. This includes the building, decks, stairways and brick paths. Smoking is only permitted outside in designated areas. Please help us to communicate and enforce this policy with your guests.

Damage

If any damage to the OSH and or damage/loss of any rental articles occurs because of your event, you are responsible to cover the cost of any damage, theft or loss. For this reason, you are required to provide a certificate of liability insurance that names the CGA as an additional insured. An insurance certificate is required 10 business days prior to your event. You may provide your own certificate of liability insurance or you may purchase general liability insurance through the CGA. Please ask your Event Planner for details.

Indemnification Agreement

The CGA requires that in consideration of your use of the OSH building and/or grounds, you agree to indemnify and hold harmless the CGA against all claims, damages, losses, liabilities and expenses, including attorney fees arising out of, or resulting from your use of the OSH premises.

Inclement Weather

In the case of possible rain for an outside event, a decision is needed by 1:00 pm on the day prior to the event to move from an outdoor venue to a venue inside of the building. CGA reserves the right to determine the feasibility of relocating the event based on other scheduled uses of the OSH. The OSH will follow the direction of the State Capitol police regarding closing the OSH due to inclement weather. Should CGA be required to close the facility, CGA will work to determine a mutually acceptable new date for your event. CGA will attempt to notify you of a potential closing as soon as possible.

Insurance Requirements

The CGA requires adequate liability insurance from you and any caterer you have hired. Please refer below for the requirements.

Renter: Certificate of insurance showing general liability limits and including the State of Connecticut/CT General Assembly as an Additional Insured on a primary and non-contributory basis.

Caterer: Certificate of insurance showing General and Automotive Liability limits and including the State of Connecticut/CT General Assembly as an Additional Insured on a primary and non-contributory basis.

An additional Liquor Liability certificate of insurance is required from a caterer when liquor will be served.

Levels of insurance will be discussed during the contract negotiations. All certificate(s) of insurance shall be provided to your Event Planner 10 business days prior to your event.

Payment Terms

We require your prompt payment according to the terms and dates specified in the security deposit and contract documents. All checks should be made payable to the State of Connecticut, please reference appropriate invoice numbers on all checks. Checks should be mailed to Old State House Rentals, Office of Legislative Management, 300 Capitol Avenue, Hartford, CT 06106. We accept payment by personal or bank checks and money orders.

CGA shall provide an invoice to the Renter to facilitate payment in accordance with the Event Planning Worksheet (EPW). Payment shall be due ten (10) business days prior to the event. If payment of the invoice is not received prior to the event, CGA reserves the right to cancel the event without refunding the security deposit.

A supplemental invoice (for charges incurred and not included in the above invoice due to damages, loss, theft, failure to remove trash from the premises, additional security, event planning or janitorial fees, etc.) will be issued after the event when necessary and payment is due upon receipt. A 1½% monthly finance charge (18% annually) will assessed after 30 days to all past due accounts.

An Event Planning Worksheet (EPW) will be developed in support of your non-refundable security deposit describing the event details. The EPW will be updated as the event planning process proceeds. A EPW will be provided with the contract and the final invoice to ensure complete and accurate understanding of your event. You are required to read and address any questions or concerns immediately upon receipt.

We look forward to working with you. Thank you for choosing the Old State House.

Renter Initial/Date: _____



Connecticut Old State House Rental Application

Today's Date: _____

Name of Organization or Individual: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Designated Contact person: _____

Phone Number: _____ Cell Phone: _____ Fax: _____

Type of Event (meeting, reception, dinner, etc.) _____

Day and Date of the Event: _____

Starting Time: _____ Ending Time: _____

Number of Guests: _____

Rental Spaces Requested:

Holcombe Center: _____

Entry Foyer: _____

Court Room: _____

First Floor Foyer: _____

Exhibition Rooms: _____

Second Floor Foyer: _____

Grounds: _____

Catered Event Food: _____

Alcohol to be served: _____

Caterer (if known): _____

Caterer's Address: _____ City: _____ State: ___ Zip: _____

I have read the Connecticut Old State House Rental Events Policies and Procedures. I understand that in order for my requested date(s) to be confirmed I must submit a nonrefundable deposit of \$500 payable to: "Connecticut General Assembly". The balance for the event is due ten days prior to the event.

Signed: _____ Date: _____

Applications for rentals must be submitted to:

*Old State House Rentals
Office of Legislative Management,
300 Capitol Avenue
Hartford, CT 06106
Phone: 860-240-1388, Fax: 860-240-0122*

Renter Initial/Date: _____

Exhibit 1
Pre-Approved Vendors



Come Home to the Peoples' House

*Old State House
Pre-Approved Vendor List*

Rental Companies

Taylor Rental www.rental.trusite.com/partyplus/	John Wilper	860-643-2496 j.wilper@taylorrental.net
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Caterers

A Thyme to Cook www.athymetocook.com	Dave Thomas	860-887-5932 dave@athymetocook.com
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Ascot Catering www.ascotcateringus.com	Kris Pace	860-529-8889 kris@ascotcatering.com
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Emily's Catering Group www.emilyscater.com	Kathy Young	860-585-8625 kathy@emilyscater.com
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Inspired Catering www.inspiredcatering.com	Lisa Cole	860-232-2400 inspiredcatering@comcast.net
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Metro Catering www.metrocatering.com	Arron Hall	860-674-8100 metrocaterring@vzw.blackberry.net
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Russell's Creative Global Cuisine www.russellscatering.com	Russell Pryzbek	860-231-0406 info@russellscatering.com
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Tallulah's Catering www.tallulahscatering.com	Nanci Fox	860-808-0770 tallulahscatering@msn.com
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*Old State House
Pre-Approved Vendor List*

Flowers

Sharon Elizabeth Flowers	Sharon Yorski	860-828-9991
www.sharonelizabeth.com		info@sharonelizabeths.com

Photographers

Stephen Charles Photography	Jennifer & Daniel Roggi	860-875-6814
www.stephencharles.com		mail@stephencharles.com

Carla Ten Eyck Photography	Carla Ten Eyck	860-906-1993
www.photosbycarla.com		info@carlateneyck.com

The Video Experts	Steve Fowler	860-254-5195
www.thevideoexperts.com		info@thevideoexperts.com

Erik Maziarz Photography	Erik Maziarz	203-401-9029
www.erikmaziarzphotography.com		emaziarz@comcast.net

Troy Photography	Lunell Troy	860-247-2906
www.troyphotography.com		lunell@troyphotography.com

Exposures	Joey Jones	203-271-3586
www.thejonesgallery.net		joe@exposuremax.com

Justice of the Peace

Sarah Carlson		860-246-9132
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