



CONNECTICUT'S OLD STATE HOUSE

Event Rentals

About 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 site of the OSH 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 this beautifully-restored historic building, museum and centerpiece of Connecticut's history which has 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 Democracy Center (CTDC) to provide community and educational programming, and to manage rental events.



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

Rental Availability

The Old State House is available for large events after the museum closes to the public at 5:00 p.m. Tuesday through Saturday, on Sundays and Mondays, or by special exception at other times. Smaller business meetings, luncheons or similar events may be accommodated while the museum is open.

To tour the Old State House, schedule an appointment by calling Nicole Sousa at (860) 240-5335 or by emailing nicole.sousa@cga.ct.gov.

Capacities of Rooms Available for Rental

Room	Standing	Tables & Chairs
Court Room	230	110
First Floor Foyer	115	57
Comptroller's Office	85	40
Treasurer's Office	50	23
Second Floor Foyer	87	25
Entry Level Foyer	115	57
Holcombe Center	114	55
Mortensen Gallery	50	50

All-Inclusive Facility Rental Rates

No. of People	Event Duration – excluding set-up and breakdown				
	2 Hours	3 Hours	4 Hours	5 Hours	6 Hours
0-100	\$ 2,110.00	\$ 2,585.00	\$ 3,055.00	\$ 3,545.00	\$ 4,025.00
101-200	\$ 2,410.00	\$ 2,960.00	\$ 3,505.00	\$ 4,090.00	\$ 4,625.00
201-300	\$ 2,710.00	\$ 3,335.00	\$ 3,955.00	\$ 4,595.00	\$ 5,225.00
301-400	\$ 3,010.00	\$ 3,710.00	\$ 4,405.00	\$ 5,120.00	\$ 5,825.00

Included in the rates above 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.

Potential Additional Charges

Security - The State Capitol Police provide security services at the OSH. The standard rental rates above include the services of two (2) security technicians (one for wedding rehearsals). Events involving over 100 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 and specified in the quote provided by CTDC. A minimum charge of 4 hours is required for evening and weekend events.

Facilities - The CGA contracts with Service Management Group to provide event coordination and janitorial services for the OSH. The standard rental rates include the services of an event coordinator and cleaner. Additional facility staff may be required based on the complexity of the event and number of guests. Actual facilities costs for the event will be discussed and specified in the quote provided by CTDC. A minimum charge of 4 hours is required for evening and weekend events.

Audio/Visual Equipment - The standard rental rates 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. Actual Audio/Visual costs for the event will be discussed and specified in the quote provided by CTDC.

Tour Guides - CTDC may be able to provide building tours for rental events upon request at an additional cost. 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 and specified in the quote provided by CTDC.

Restrictions

- No food or beverage is permitted in the House Chamber, Senate Chamber and Steward's Museum.
- Exhibitions and museum furniture may not be rearranged.
- Nothing may be hung from the walls or ceilings.
- Emergency exits and egress paths to the exits may not be blocked.
- Non-LED candles or other flames are prohibited.

Parking

Discounted pricing is available at parking garages in close proximity to the OSH. Validated rates are \$5.00 per vehicle. Event validation coupons may be provided by the OSH for submission to the parking attendant to take advantage of the discounted parking. Arrangements for covering the full cost of parking by the renter must be negotiated directly between the renter and the parking garage. CTDC can provide contract information upon request.

The use of valet services are limited to companies with existing permits from the City of Hartford.

Depending on the time and duration of your event, limited free may be available on the OSH east plaza between the front steps and lawn. Parking arrangements must be finalized 10 calendar days prior to your event.

Caterers

We maintain a list of pre-approved caterers 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 agreement. The CGA and CTDC retain 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 Coordinator 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 following as additional insureds:

- Connecticut Public Affairs Network, Inc.
- State of Connecticut/CT General Assembly
- State House Square management companies, as follows:
 - State-Market Hartford, LLC
 - FBE – State Square, LLC
 - MAC State Square, LLC

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 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 agreement. CGA and CTDC reserve 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 Coordinator 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 doorway or walking path. The band or DJs is responsible for any applicable licensing (ASCAP, BMI, etc.) for the live or recorded music. In consideration of the surrounding buildings and its occupants, CTDC reserves the right to limit music, volume, and song content. Please consider the nature of the OSH in choosing your musicians.

The Rental Agreement

A signed agreement 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 a non-refundable deposit. 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.