



Utah State Capitol Complex Catering Rules

Items and Equipment:

- All items must be brought in and removed on the same day. The Capitol Preservation Board is not responsible for any items left behind; they will be disposed of.
- Need of Capitol Preservation Board equipment must be communicated to the event host, as additional charges will apply. Discuss reserving banquet tables for catering with the event host if needed.
- All equipment must have protective coverings to prevent floor damage.
- Cooking equipment, including stoves, is prohibited.
- Open flames and flammable fluids are not permitted, with the exception of catering sterno.
- Catering staff must be present whenever sterno is lit.
- Do not place hot items, including sternos, on wooden tables in the Capitol Board Room, Aspen, Copper, 105, 170, Elk, and State Room.
- All catering equipment must be removed by the end of the reservation time.

Food and Drink:

- Hot food must be prepared off-site.
- Catering staff must be present at all times when serving food in large event spaces.
- The consumption, distribution, or storage of alcohol is strictly prohibited on the Capitol Complex.
- Red and blue drinks and dyes are not allowed.
- No food or drink is permitted on the first floor of the White Memorial Chapel. Food and drink are allowed in the basement, but must remain there.
- Catering staff is not required to be present for boxed lunches.

Placement & Setup:

- Do not place items within two feet of any wall or artwork.
- All cords must be secured with gaffers tape.
- Setup time must be communicated to the event host and the Capitol Preservation Board in advance.
- No weighted loads are to be rolled over or placed on the historic glass floor of the Rotunda.
- After unloading, vehicles must immediately be removed from drop-off areas to available public parking.
- Large space rentals do not grant the right to utilize any public areas, adjacent hallways, or other sections of the Capitol for equipment setup or storage. Catering tables may be placed outside of conference rooms with permission from the Capitol Preservation Board.