

Phone: 801.410.0011
Fax: 801.538.3221
Email: capitolscheduling@utah.gov



Capitol Preservation Board
PO Box 142110
Salt Lake City, Utah 84114

PUBLIC EVENT APPLICATION

Contact Name: _____

Phone Number(s): _____ Email: _____

Address: _____

Secondary Contact: _____

Phone Number(s): _____ Email: _____

EVENT INFORMATION

Event Name: _____ Requested Date: _____

Event Description: _____

Anticipated Number of People: _____ Requested Space Access Time: _____

Event Start Time: _____ Event End Time: _____

PAYMENT AND FEES

Fees	
Administrative	\$10.00
UHP Security	\$60.00/hr
Setup & Breakdown	\$50.00/hr
General Janitorial	\$50.00/hr
Janitorial for: Hall of Governors - Rotunda -	\$150.00 Fee \$250.00 Fee

To submit an application, CPB must receive payment of a non-refundable \$10.00 administrative fee as well as 50% of the space rental deposit. Payment may be submitted via cash, check, Visa or Mastercard over the phone at 801-410-0011 or in person between the hours of 8:00 am - 5:00 pm, Monday through Friday. The remaining rental cost, and all other fees are due no later than two weeks prior to your event.

I acknowledge that I understand all fees and payment requirements _____ **Initial**

LIABILITY INSURANCE

When holding an event in any of the large spaces, event insurance is required. This insurance is referred to as a "Special Event Policy" and should be obtainable from most insurance companies. A copy of your policy must be submitted to the Capitol Preservation Board on an Acord form with coverage of one million dollars no later than two weeks prior to the event.

The co-certificate or co-insured should be denoted as:

Capitol Preservation Board
350 N. State Street
120 State Capitol
Salt Lake City, UT 84114

_____ **Initial**

EVENT SPACE

**During Legislative Session, large spaces are free of charge up to 3 hours a day. Conference rooms are free of charge up to 4 hours a day and 8 hours a week with the exception to the following:*

Board Room: fees are always applicable. If the Governor's Office or Legislative Offices request use of the Board Room, scheduled events in this space may be relocated.

Auditorium: fees are applicable with the exception of 11:00 am to 1:30 pm, when groups use the on-site caterer.

Capitol Building			
<input type="checkbox"/>	Room 105	Capacity: 10	\$50.00/hr
<input type="checkbox"/>	Room 170	Capacity: 14	\$50.00/hr
<input type="checkbox"/>	Board Room	Capacity: 20 around table, 48 around room (<i>Projector availability.</i>)	\$75.00/hr
<input type="checkbox"/>	Hall of Governors	Capacity: 1,500 Seated: 500	\$1,300.00
<input type="checkbox"/>	Rotunda	Capacity: 1,500 Seated: 500	\$2,000.00 Mon-Thur \$2,300.00 Fri-Sun
<input type="checkbox"/>	Visitor Services	Capacity: 12 around table 3 around room	\$50.00/hr
East Senate Building			
<input type="checkbox"/>	Aspen Room	Capacity: 36 around table, 6 additional chairs	\$50.00/hr
<input type="checkbox"/>	Beehive Room	Capacity: 25 (<i>Conference call capability</i>)	\$50.00/hr
<input type="checkbox"/>	Copper Room	Capacity: 36 around table, 8 additional chairs (<i>Conference call capability</i>)	\$50.00/hr
<input type="checkbox"/>	Elk Room	Capacity: 12 around table	\$50.00/hr
<input type="checkbox"/>	Kletting Room	Capacity: 20 around table, 20 around room	\$50.00/hr
<input type="checkbox"/>	Olmsted Room	Capacity: 16 around table, 16 around room (<i>Conference call capability</i>)	\$50.00/hr
<input type="checkbox"/>	Seagull Room	Capacity: 25	\$50.00/hr
<input type="checkbox"/>	State Room	Capacity: 360 seated: 225 (<i>available after 3:00pm</i>)	\$1,000.00
State Office Building			
<input type="checkbox"/>	Auditorium	Capacity: 225	\$75.00/hr
<input type="checkbox"/>	Conference Rm B110	Capacity: 48 (<i>Whiteboard availability</i>)	\$50.00/hr
<input type="checkbox"/>	Conference Rm 1112	Capacity: 30 (<i>Whiteboard availability</i>)	\$50.00/hr
Capitol Hill Complex			
<input type="checkbox"/>	East Plaza	Capacity: 1,000	\$1,300.00
<input type="checkbox"/>	North Plaza	Capacity: 5,000	\$1,300.00
<input type="checkbox"/>	West Plaza	Capacity: 1,000	\$1,300.00
<input type="checkbox"/>	White Memorial Chapel	Capacity: 160	\$500.00
<input type="checkbox"/>	Lawn Areas	*See fee schedule	

EQUIPMENT RENTALS

Please select the equipment needed for your event. Equipment rentals vary according to availability and room size and are available for indoor use only. Please be sure to submit the corresponding layout diagram for your event, indicating equipment requests and placement. Payment is required two weeks before event. If payment has not been received, requested equipment will not be setup.

Diagrams can be found on the CPB website. Diagrams should be emailed to capitolscheduling@utah.gov or faxed to 801.538.3221 no later than two weeks prior to the event.

Equipment Name	Charge per item	Quantity Available	Quantity Requested
* 42" & 20" Table Pedestal Round	\$10.00	20	
Extension Cord	\$5.00	8	
Flag Set (State & Federal)	No Charge	2	
* Garbage Can	No Charge	8	
* Gold Chiavari Chair	\$5.00	200	
* Fruitwood Folding Chair	\$2.25	200	
White Plastic Folding Chair	\$1.50	500	
Gold Easel	\$10.00	30	
• Grand Piano	\$200.00	1	
* Dance Floor 30' x 30'	\$1,000.00	1	
* Dance Floor 21' x 21'	\$600.00	1	
* Dance Floor 15' x 15'	\$450.00	1	
* Dance Floor 12' x 12'	\$250.00	1	
* Dance Floor 6' x 6'	\$125.00	1	
6x8 Riser	\$50.00	3	
* Podium with Mic	\$35.00	3	
Podium without Mic	\$25.00	1	
Projector Carts	\$25.00	3	
Microphone & Stand	\$15.00	4	
Polycom Phone	\$10.00	2	
Power Strip	\$5.00	6	
6' Rectangular Banquet Table	\$7.00	51	
6' Round Table	\$7.00	50	
Stanchions (set of two)	\$10.00	20	
Upright Piano	\$50.00	2	
Projector Table	\$7.00	3	

* - can be used outdoors

• - Rotunda only

CPB reserves the right to withhold equipment due to weather conditions.

FOOD AND BEVERAGE

All event spaces must use an approved caterer for any food or drink. Chartwells Capitol Dining holds the food service provider contract and is the only caterer to service events in the East Senate Building Conference Center. No food or drink are permitted in the White Memorial Chapel. Red/blue drinks can leave permanent stains and are not allowed on the Capitol Hill Complex. Caterers that are not currently approved must be approved no later than 30 days prior to the event. Information about dining services and approved caterers may be viewed at www.utahstatecapitol.utah.gov.

Catering: Yes No

Name of Caterer: _____

I acknowledge with my initials that I will use an approved caterer. _____ Initial

RULES

R131-2-6

(12) Enforcement

(a) If any person or group is found to be in violation of any of the application laws and rules, a law enforcement officer or state capitol security officer may issue a warning to cease and desist from any non-complying acts. If the law enforcement or security officer observes a non-compliant act after warning, the officer may take disciplinary action including citations, fines, cancellations of event or activity, or removal from the Capitol Hill Complex.

A complete list of the above summarized rules can be found at <http://www.utahstatecapitol.utah.gov/> under Capitol Hill Complex Facility Use, Fee Schedule and Commercial Solicitations Rules as relating to the venue.

Notice of Special Accommodations:

In compliance with the Americans with Disabilities Act, individuals needing special accommodations during this event should notify the Capitol Preservation Board Office 48 hours prior to the event at 801.410.0011.

_____ Initial

As Sponsor / Event Host, I acknowledge with my initials that:

- _____ No event may disrupt or interfere with any "Official State of Utah Business".
- _____ Consumption, distribution or open storage of alcohol is prohibited.
- _____ Open flames, flammable fluids, candles with flames, burning incense, smoke, fog machines, disseminating dust, sparklers, powder, glitter or confetti and explosives are prohibited.
- _____ Balloons are not allowed on the Capitol Hill Complex.
- _____ No weighted loads of any kind are to be rolled across or placed on the historic glass floor of the Rotunda.
- _____ All equipment must have protective coverings at the base to avoid scratching the floor.
- _____ No adhesive material, wire, nails, or fasteners of any kind may be used inside or outside of any building on the Capitol Hill Complex, including but not limited to hand railings, doors, pillars, banisters, etc.
- _____ Signs, posters, decorations, displays or other media shall be in compliance with the state law regarding pornographic and harmful materials.
- _____ No posting or affixing of placards, banners, decorations, or signs to any part of any building, equipment, or on the grounds.

- _____ No persons or items related to an event may be placed within two feet of any wall or artwork within any building on the Capitol Hill Complex.
- _____ Nothing may be staked into the grass, hung from the trees, or placed on/around the fountain.
- _____ Nothing may be thrown including rose petals, rice, confetti, etc. Sparklers and balloons are not permitted.
- _____ Nothing can come in the night before the event or stay the night after. Any items left, will be disposed of.

By initialing, I understand that among the other requirements of the Rules, I:

- _____ am responsible for damages incurred as a result of the event and will pay to have the area used restored if damage occurs;
- _____ will indemnify and hold harmless the State of Utah for damage or loss to the State arising out of the conduct of such use or activities on the Capitol Hill Complex;
- _____ understand the reservation is not transferable. The purpose, time and place and other conditions of the reservation may not be changed for violation of the law, violation of facility rules, or if the safety or health of persons is threatened;
- _____ may cancel the event and receive full refund of fees and deposit (with the exception of the \$10 administrative fee) if written notice is received by the CPB office no less than 90 days prior to the scheduled event. Failure to timely cancel will result in forfeiture of any deposit and fees;
- _____ understand all changes to the event set-up on the diagram must be submitted no later than 48 hours prior to the event. All changes made will require a new event diagram to be submitted;

SIGNATURE

By signing this document, I state that I have read and understand all the rules and regulations that apply to my rental of the space at the Utah State Capitol Complex. This application acts as both a permit and a contract for my event.

Signature of Applicant: _____ Date: _____

Name (Please Print): _____