



STATE  
CAPITOL

**Public Event Application**

If completing this form electronically, please save this form to your computer before typing. Once complete, click "save" again.

**CONTACT**

**Contact Name:** \_\_\_\_\_

*Name of person responsible for supervising the event during set up, breakdown, cleanup and duration of event.*

Phone Number(s): \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

*(street, city, state, zip)*

**Secondary Contact:** \_\_\_\_\_

*In the event the primary contact cannot be reached*

Phone Number(s): \_\_\_\_\_

Email: \_\_\_\_\_

**EVENT**

**Event Name:** \_\_\_\_\_

*i.e. Smith Wedding*

Event Description: \_\_\_\_\_

Requested Date: \_\_\_\_\_ Anticipated Number of People: \_\_\_\_\_

Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

**Food and Beverage:**

*Please note: 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 catering services are permitted in the White Memorial Chapel. All other event spaces must use an approved caterer. Caterers that are not currently approved must be approved no later than 60 days prior to the event.*

Catering:  Yes

No

Name of Caterer: \_\_\_\_\_

*Information about dining services and approved caterers may be viewed at [www.utahstatecapitol.utah.gov](http://www.utahstatecapitol.utah.gov) under "Other Services."*

## EVENT SPACE

	Space	Standard Setup	Public price / hr	Non-Profit Price / hr
<b>Capitol</b>	<input type="checkbox"/> Room 105	Fixed board table, 16 chairs around table	\$100.00	\$50.00
	<input type="checkbox"/> Room 170	Fixed board table, 14 chairs around table	\$100.00	\$50.00
	<input type="checkbox"/> Room 210	Fixed board table, 12 chairs around table	\$100.00	\$50.00
	<input type="checkbox"/> Board Room	Fixed board table, 20 chairs around table, 40 chairs around perimeter of room	\$150.00	\$75.00
	<input type="checkbox"/> Centennial Room	10 square tables, 22 chairs around table	\$100.00	\$50.00
	<input type="checkbox"/> Hall of Governors	No equipment provided, rentals available	\$1,300.00	\$1,300.00
	<input type="checkbox"/> Rotunda	No equipment provided, rentals available	Mon. - Thurs. \$2,000.00 Fri. - Sun. \$2,300.00	Mon. - Thurs. \$2,000.00 Fri. - Sun. \$2,300.00
<b>East Senate Building</b>	<input type="checkbox"/> Aspen Room	12 rectangular tables, 46 chairs around tables	\$100.00	\$50.00
	<input type="checkbox"/> Beehive Room	7 rectangular tables, 25 chairs around tables	\$100.00	\$50.00
	<input type="checkbox"/> Copper Room	12 rectangular tables, 48 chairs around tables	\$100.00	\$50.00
	<input type="checkbox"/> Elk Room	Fixed board table, 10 chairs around table	\$100.00	\$50.00
	<input type="checkbox"/> Kletting Room	Fixed board table, 20 chairs around table	\$100.00	\$50.00
	<input type="checkbox"/> Olmstead Room	Fixed board table, 22 chairs around table	\$100.00	\$50.00
	<input type="checkbox"/> Seagull Room	7 rectangular tables, 25 chairs around tables	\$100.00	\$50.00
	<input type="checkbox"/> State Room	45 rectangular tables, 225 chairs around tables	\$1,000.00	\$1,000.00
<b>State Office Building</b>	<input type="checkbox"/> Auditorium	100 chairs in rows, auditorium style	\$125.00	\$75.00
	<input type="checkbox"/> Conference Rm B110	10 rectangular tables, 30 chairs	\$100.00	\$50.00
	<input type="checkbox"/> Conference Rm 1112	6 rectangular tables, 24 chairs	\$100.00	\$50.00
<b>Capitol Hill Complex</b>	<input type="checkbox"/> East Plaza	No equipment provided, rentals available	\$1,300.00	\$1,300.00
	<input type="checkbox"/> North Plaza	No equipment provided, rentals available	\$1,300.00	\$1,300.00
	<input type="checkbox"/> West Plaza	No equipment provided, rentals available	\$1,300.00	\$1,300.00
	<input type="checkbox"/> White Memorial Chapel	No equipment provided	\$500.00	\$500.00
	<input type="checkbox"/> Lawn Areas	*See fee schedule		

**\* During Legislative Session all spaces are free of charge up to 4 hours of use with exception to the following:**

**Board Room:** - fees are always applicable. Groups scheduled in this space may be relocated if/when the Governor's Office or Legislative Offices request use of the Board Room.

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

## EVENT EQUIPMENT

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. Individual room diagrams may be downloaded from:

<http://www.utahstatecapitol.utah.gov/index.php/scheduling/roominformation>

All diagrams should be emailed to [capitolscheduling@utah.gov](mailto:capitolscheduling@utah.gov) or faxed to 801.538.3221 no later than two weeks prior to the event. Please coordinate your setup and breakdown times with the Capitol Preservation Board (CPB) Office.

<b>Equipment</b>			
<b>Equipment Name</b>	<b>Charge per item</b>	<b>Quantity Available</b>	<b>Quantity Requested</b>
4x8 Riser	\$25.00	4	
Table Pedestal Round 42" & 20"	\$10.00	10	
Extension Cord	\$5.00	8	
Flag Set (State & Federal)	No Charge	2	
Garbage Can	No Charge	8	
Gold Chiavari Chair	\$5.00	200	
Gold Easel	\$10.00	8	
Grand Piano (available in Rotunda only)	\$200.00	1	
Indoor Podium w/ Mic	\$35.00	2	
Indoor Podium w/o Mic	\$25.00	1	
Microphone Stand	\$15.00	2	
Outdoor Podium w/ Mic	\$35.00	1	
Polycom Phone	\$10.00	2	
Power Strip	\$5.00	6	
6' Rectangular Banquet Table	\$7.00	32	
6' Round Table	\$7.00	50	
Stanchions (set of two)	\$10.00	20	
Upright Piano	\$50.00	2	
White Folding Chair	\$1.50	600	

## PAYMENT

<b>Fee Structure</b>	
<b>Fee Name</b>	<b>Price</b>
Administrative	\$10.00
UHP Security	\$50.00/hr
Setup & Breakdown	\$50.00/hr
Janitorial:	\$50.00/hr
Hall of Governors:	\$150.00
Rotunda:	\$250.00

To Submit an application, CPB must receive payment of a non-refundable \$10.00 administrative fee. To secure a reservation, CPB must also receive a down payment of fifty percent of the total cost for the space rental. The additional fifty percent is due at least two weeks before the scheduled event. Payment may be submitted with cash, check, MasterCard, Visa or any type of certified funds, in the following ways:

**Phone:** Please contact the CPB office at 801.410.0011 with payment information.

**In Person:** Payments may be submitted in person between 8:00 am and 5:00 pm Monday through Friday to the CPB Office.

\_\_\_\_\_ **Initial**

## INSURANCE

### PROOF OF LIABILITY INSURANCE

When hosting an event in any of the large spaces, event insurance is required. This insurance is referred to as a “Special Event Policy” and must be provided to the CPB in the form of an Acord Certificate, no later than two weeks before 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**

## RULES

### As Sponsor / Event Host, I acknowledge:

- No event may disrupt or interfere with any “Official State of Utah Business”
- Levels of audible sound generated by a group or an individual, indoors or in the North Plaza, shall not exceed 85 decibels. Other outdoor spaces follow the city noise ordinances.
- Consumption, distribution or open storage of alcohol is prohibited.
- Open flames, flammable fluids, candles with flames, burning incense, smoke, fog machines, disseminating dust, powder, glitter or confetti and explosives are prohibited.
- A gelled alcohol food warming fuel used for food preparation or warming (catering sterno) is allowed.
- Balloons are not allowed inside the Capitol Building.
- No weighted loads of any kind are to be rolled across the glass floor of the Rotunda.
- All events held in CPB managed spaces must use a caterer from the “Approved Catering List” found on the CPB website.
- No adhesive material, wire, nails, or fasteners of any kind may be used inside 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 or signs to any part of any building 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.

\_\_\_\_\_ **Initial**

**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 30 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. If changes are made at least 48 hours in advance, a new event diagram must be submitted;

**R131-2-6**

**(12) ENFORCEMENT RULES**

**(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

**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.**  
*(The Capitol Preservation Board will not accept any unsigned applications)*

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Name (please print) \_\_\_\_\_

**Capitol Preservation Board  
350 N State Street  
120 State Capitol  
Salt Lake City, Utah 84114  
Phone: 801.410.0011  
Fax: 801.538.3221  
Email: capitolscheduling@utah.gov**

\_\_\_\_\_ Initial