

The Commonwealth of
Massachusetts
Bureau of the State House
State House, Room 1
Boston, Massachusetts 02133

TAMMY E. KRAUS
SUPERINTENDENT

PHONE (617) 727-1100
FAX (617) 727-7700
INTERNET: <http://www.mass.gov/bsb>

TERMS, CONDITIONS AND POLICIES FOR FUNCTIONS

SAFETY / SECURITY PROCEDURES

1. Functions are limited to selected areas of the second floor of the building and applications for events for more than 750 guests will not be accepted. Room capacities will be strictly enforced.
2. Event/promotion businesses and function coordinators must identify their clients and obtain the signature of an officer of any corporate client on the *after-hours* application.
3. After-hours function entrances/exits are limited to Ashburton Park (door #16)- no exceptions.
4. Function set-ups must not block doorways, staircases, corridors and or any artwork.
5. **OPEN FLAMES** are not permitted (sternos, candles etc.)
6. Guests are not permitted to sit or stand on stairs of the Grand Staircase or on its landing at the top of the staircase itself.
7. Caterers are not permitted to set-up prep tables in the hallways outside of any function space during normal business hours.
8. Balloons are not permitted in any function space.
9. Ice sculptures are not permitted in any function space.
10. Rented function equipment cannot be stored overnight in the State House or on its grounds.
11. Smoking is prohibited in the State House.

12. Food and drink are prohibited in Memorial Hall of Flags, the lobby of the Gardner Auditorium, and the Auditorium itself.
13. Collecting money at functions held at the State House is prohibited (this includes the selling of merchandise, gambling, tipping etc).
14. Event applicants are responsible for providing electrical cords and or power strips, if needed.
15. Handheld signs or signs on sticks are not permitted in or on the grounds of the State House.
16. All after-hours events are subject to additional security personnel. Due to the varying types of circumstances of events, the exact number of additional security personnel and/or State Police Troopers will be determined on a case by case basis by the DCR Ranger Captain, the MA State Police Lieutenant in consultation with the Bureau's Director of Security. Circumstances that may affect the security personnel assigned include but are not limited to the size of the event, whether alcohol is served, any special security issues at the building and the nationwide terrorist threat assessment level. The cost for additional security is the responsibility of the applicant and must be paid directly to the agencies providing the security services.

PRELIMINARY MATTERS (additional safety and security rules included)

1. Completed and signed applications (Form B) for the use of the State House for a function to be held during *regular business hours* (9am to 5pm, Monday through Friday) must be submitted at least two weeks prior to the date requested for the function. Floor plans must also be submitted to ensure proper set-up.
2. Completed and signed applications for the use of the State House for a function to be held *after hours* (6pm to 11pm, Monday through Friday) must be submitted at least 30 days prior to the date requested for the function. Floor plans must also be submitted to ensure proper set-up. Upon receipt of the completed *after-hours* application, the Coordinator of State House Events will provide an estimated quote of State House event fees.
3. Upon approval of the application, the State House Events Coordinator will arrange a walk-through of the area with the applicant and caterer. The Superintendent reserves the right to make the final decision to accept or deny any function application.
4. Event space in the State House cannot be reserved anymore than 6 months prior to the desired event date - no exceptions.
5. All events held in the State House require sponsorship from a State Legislator, Constitutional Officer, Secretariat head or State Agency head.
6. The Bureau does not provide parking for caterers, florists, coat checks, entertainment groups or function attendees.

7. Valet parking is not allowed on any Bureau grounds.
8. The Memorial Hall of Flags is only available to Veterans' groups with special conditions, or for Memorial Services, official Executive business or visits by foreign dignitaries. Access to the Memorial Hall will not be granted during *after-hours* events.
9. Doric Hall is used as exhibit space and is not available for functions. Exhibits in Doric Hall are one week in duration and all artwork must be affixed to the display boards surrounding the columns. In accordance with the building safety restrictions, easels, tables or standalone displays are not permitted in the room. Exhibitors are responsible for hanging their own artwork. Acceptable methods of hanging artwork include picture rail hangers/molding hooks with cables or Velcro for lighter pieces. Tacks, nails, staples, pushpins or similar hardware may no longer be used.
10. Copies of written, video or audio materials that will be disseminated during or prior to the function must be submitted with the completed application.
11. Legislative hearings may preempt **ANY** event held in Gardner Auditorium. Other event locations are subject to cancellation or change to meet the needs of the Executive Office, Legislature or Constitutional Officers.
12. The Superintendent may at his discretion postpone or cancel any function if the security and safety of the State House, or its occupants or visitors may be compromised or conflict with any security measures in place.
13. Attendees of State House functions during and after regular business hours are required to enter and exit through set checkpoints staffed by security personnel.
14. Attendees of State House functions during and after regular business hours must submit to security screening of themselves and personal affects.
15. Attendees of after-hours functions are limited to the physical space in which the function is reserved. Attendees may not tour the facility.
16. No smoking is allowed in state buildings. Attendees who leave the function for any purpose, including smoking will be subject to screening at the security checkpoint upon re-entry.
17. Any attendee who purposely or inadvertently compromises the security or safety of the building or its occupants will be removed from the function and subject to prosecution.
18. Events are limited to the attendance level requested during the application process. Under no circumstances may the maximum attendance limit be exceeded. Security personnel will shut the door and bar further entrance when the maximum attendance number has been reached.

19. All fees must be paid no less than 2 weeks prior to the event, with no exceptions. The Coordinator of State House Events may cancel any event not paid in full by the payment deadline.
20. The legislative sponsor or a member of his/her staff must be available and directly involved with the set up of all events and be in attendance during the event.
21. Activities in support of political candidates or ballot questions are not permitted on any Bureau grounds.
22. The form and content of event-related displays or exhibits must be in a manner consistent with the decorum of the building. Event displays or exhibits intended purely for recreational purposes are prohibited.
23. Alcohol may not be served in any function area prior to 6:00pm.
24. No animals are allowed within the State House. The only exception is working service animals.

SETTING UP THE FUNCTION

1. The applicant may park no more than one vehicle at the loading dock at any time for the purpose of unloading. As each vehicle is unloaded, it must be **removed** and parked at the applicant's expense. Any vehicles requiring access to the loading dock must be listed on the application. The loading dock is open for daytime function access from 8am to 6pm, Monday through Friday and is available for after-hours function access from 4pm to midnight, Monday through Friday.
2. The applicant must not use the passenger elevators to transport function materials. All equipment, displays, trash, etc. must be transported in the freight elevator.
3. Food preparation may occur only in the kitchen on the second floor. The applicant is prohibited from setting up temporary ovens, microwaves, etc. in the corridors or other halls during daytime events.
4. **NO OPEN FLAMES** are permitted in the State House (this includes sternos and candles). Electric warmers are recommended for keeping food warm.
5. The applicant may not set up buffet and/or other food service tables in the corridors, between the fire doors on either side of the Great Hall, or in front of any staircases on the second floor during normal business hours.
6. The applicant must not set up buffet or other tables, decorations including display panels, plants, drapery or vertical displays along any wall containing artwork (including wall plaques).
7. Coat racks may only be placed in the Great Hall, Nurses Hall, Bartlett Hall or the Grand Staircase.

8. The applicant may only set up information tables in function areas located on the second floor. No information and or food tables are permitted in the corridors of the building.
9. Food/drink is not permitted in the lobby of the Gardner Auditorium or in the Auditorium itself.
10. Food/drink is not permitted in Memorial Hall at any time.
11. The caterer must provide an adequate number of workers to ensure that glassware, dishes and trash are cleaned up and removed during and after the event.
12. The event applicant or caterer must provide linens for all tables.
13. All event signs must be posted on bulletin boards or easels- any signs posted on walls, columns, etc. will be removed by building staff.
14. Hand held signs or signs on sticks are not allowed anywhere in the State House or on its grounds.

CLEAN UP

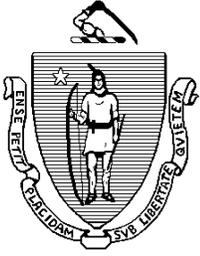
1. The applicant will be responsible for the entire cleanup of the function space(s), and kitchen area.
2. All function related equipment and materials must be removed by the end of the event. **NO** overnight storage is permitted in the public areas of the State House.

LIABILITY

1. By signing the application, the applicant and its sponsor accept the responsibility to indemnify the Commonwealth against any claims for casualty liability.
2. The Commonwealth does not assume responsibility for any property brought to the State House for any function.

INSURANCE (required)

1. General Liability Policy of not less than \$500,000 - Combined Single Limit for bodily injury and property damage
2. Liability Coverage of \$500,000 for damages to public property
3. Liquor Liability Policy for not less than \$500,000 (*applies to after-hours events only*)



The Commonwealth of
Massachusetts
Bureau of the State House
State House, Room 1
Boston, Massachusetts 02133

TAMMY E. KRAUS
SUPERINTENDENT

PHONE (617) 727-1100
FAX (617) 727-7700
INTERNET: <http://www.mass.gov/bsb>

Massachusetts State House Special Events Facility Fees

The State House is first a seat of government and second a historic structure. Therefore, its use for social events can only be considered when its governmental and historic functions are well served. There is always a possibility that your function will be cancelled, altered or relocated with little notice.

Sponsorship:

All events - both daytime and evening require sponsorship from a Massachusetts legislator, Constitutional Officer or State agency head. All event applications must be signed by the sponsor prior to being submitted to the State House Events Coordinator for approval. The event sponsor or his/her designee must remain at the event and through its breakdown to ensure that the function area has been cleaned to the satisfaction of the State House Events Coordinator or her designee.

The following is a breakdown of State House event room capacity for both sit-down banquets and stand up receptions. These capacities are strictly enforced.

Event Area	Seated Guests	Standing Guests
Great Hall	240	400
Grand Staircase	100	250
Nurses Hall	50	100

The State House event space can accommodate a maximum of 750 guests for a standing reception (utilizing Great Hall, the Grand Staircase and Nurses Hall). Event space is limited to the second floor areas listed above only. Memorial Hall is not available or accessible for evening events

Daytime Events: 9:00 am-5:00 pm Monday through Friday

Daytime Fees:

1 - 150 guests	\$1,900.00
151 - 450 guests	\$3,200.00
451 - 750 guests	\$4,750.00

Evening Events:

6:00 pm - 11:00 pm Monday through Friday, all day Saturday & all day Sunday

Room set-up/ breakdown:

All event related equipment must be removed from the premises immediately following the event. There is no overnight storage of equipment allowed at the State House. Set-up time prior to State House evening events is limited to 4 hours prior to the event.

Evening Fees:

1 - 150 guests	\$4,000.00
151 - 450 guests	\$5,300.00
451 - 750 guests	\$6,800.00

(Includes use of facility, cleaners and trash receptacles, equipment, setup & breakdown, loading dock, and freight elevator)

Security is an additional fee – see below.

Parking:

Parking is not provided for any State House event. Valet parking is not allowed on the State House grounds or on its adjoining streets.

Security:

Additional fees for security are required for all evening events held in the State House (DCR Park Rangers and MA State Police). All guests, event related employees and equipment are subject to security inspections - metal detectors and x-ray machines. Security fee amounts are determined by DCR Rangers, MA State Police and BSB.

No Smoking:

The State House strictly enforces a no smoking policy inside of the facility.

Alcohol:

The caterer must provide a certificate of Liquor Liability Coverage for not less than \$500,000 no less than 2 weeks prior to the event. **Last call will be ½ hour prior to the**

end of the event – bars must be shut down completely 15 minutes prior to the end of the event (no alcohol to be served – no exceptions). Alcohol cannot be served in the public areas of the State House prior to 6:00 pm

No Open Flame:

The State House does not allow the use of open flame in its facility. (This includes sternos, candles etc.)

Applications and Floor Plans:

All signed applications, floor plans, certificates of insurance and liquor liability coverage plans must be submitted to the State House Event Coordinator no less than (1) month prior to the event date.

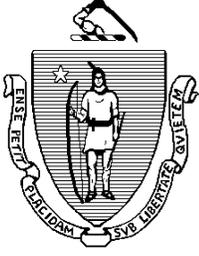
Insurance:

The required insurance policies must name the Commonwealth of Massachusetts as an Additional Insured on all policies.

- General Liability Policy of not less than \$500,000 - Combined Single Limit for bodily injury and property damage
- Liability Coverage of \$500,000 for damages to public property
- Liquor Liability Policy for not less than \$500,000

Invoicing:

Evening events are invoiced within one week of receiving the completed application and floor plans.



The Commonwealth of
Massachusetts
Bureau of the State House
State House, Room 1
Boston, Massachusetts 02133

TAMMY E. KRAUS
SUPERINTENDENT

PHONE (617) 727-1100
FAX (617) 727-7700
INTERNET: <http://www.mass.gov/bsb>

State House Loading Dock

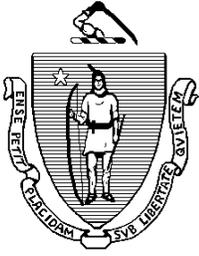
The State House Loading Dock is located directly behind the State House on Derne Street. (Derne runs parallel to Beacon Street). It is a one way that can only be accessed from Bowdoin Street.

From Beacon Street:

Take a left onto Bowdoin Street immediately at the end of the State House. As you continue down Bowdoin Street you will start going downhill. At this point you will see a small island in the middle of the street forcing you left or straight ahead - go left. Twenty-five paces on your left from the corner there is an archway - this is the loading dock entrance.

From Cambridge Street:

Depending which direction you are coming from Bowdoin Street will be between a pub/restaurant named the Red Hat on one corner and Brooks Pharmacy on the other. As you travel up Bowdoin Street all the traffic is forced right - that is Derne Street. Twenty-five paces on your left from the corner there is an archway - this is the loading dock entrance.



The Commonwealth of
Massachusetts
Bureau of the State House
State House, Room 1
Boston, Massachusetts 02133

TAMMY E. KRAUS
SUPERINTENDENT

PHONE (617) 727-1100
FAX (617) 727-7700
INTERNET: <http://www.mass.gov/bsb>

Area Parking Facilities

Boston Common Garage

0 Charles Street
(617) 954-2098

Standard Parking Inc

100 Cambridge Street
(617) 523-0928

Charles Street Parking Garage

144 Charles Street
617-523-8432

Interpark Center Plaza Garage

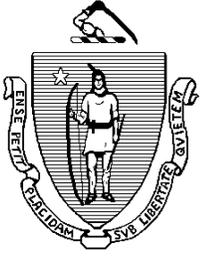
1 Center Plaza
(617) 742-7807

LAZ Parking

73 Tremont Place
617-742-5923

One Beacon Street Garage

1 Beacon Street
617-227-7220



The Commonwealth of Massachusetts Bureau of the State House State House, Room 1 Boston, Massachusetts 02133

TAMMY E. KRAUS
SUPERINTENDENT

PHONE (617) 727-1100
FAX (617) 727-7700
INTERNET: <http://www.mass.gov/bsb>

Event Location Descriptions

Great Hall

The Great Hall is a large spacious room with the ability to be configured for any event. The glass ceiling provides wonderful natural light during the day and a spectacular view of the evening sky. Evening events have the luxury of dramatic lighting to enhance the look and feel of an event. The Great Hall walls are decorated with flags from the communities of Massachusetts. The Great Hall has Italian marble floors and boasts of Italian marble wainscoting with exposed yellow brick. The Great Hall also has a fully functional catering kitchen available.



Two hundred forty Seated Guests
Four hundred Standing Guests

Grand Staircase

The open floor plan of the Grand Staircase is a lovely backdrop of any event. The Grand Staircase can support any event configuration.

One hundred Seated Guests
Two hundred fifty Standing Guests





Nurses Hall

Built largely of Pavonazzo marble and so named because of an Army War Nurse sculpted in 1914 by Bela Pratt.

Fifty Seated Guests

One hundred Standing Guests

A

Bureau of the State House (FORM A)

State House Function Application: Non Business Hours

Completed application and floor plan must be received in Room 1 at least 30 days before the event

All fees must be paid no less than 2 weeks prior to the event

Fax: 617-727-7700 Email: sh.events@state.ma.us

Applicant Information

Legislator/Agency Sponsor Name	Today's Date
Organization Name	Contact Person
Address	City, State, Zip Code
Phone Number	Email Address (to receive confirmation)

Event Information

Requested Date	Event Start Time	Event End Time	
If your event takes place during normal business hours (Monday-Friday 9am-5pm), please use FORM B. After-hours function entrance/exit is limited to the <u>Ashburton Park Entrance</u>.			
Number of Attendees	Alcohol Served? <input type="checkbox"/> Yes <input type="checkbox"/> No	Setup Start Time	Cleanup End Time

Event Description

Room Selection

<input type="checkbox"/> Great Hall	<input type="checkbox"/> Nurses Hall	<input type="checkbox"/> Grand Staircase
The use of Doric Hall and Memorial Hall are strictly limited. See <i>Terms, Conditions and Policies</i> .		

Equipment Requested

--

Equipment to Be Rented

--

Bus Transportation for Attendees (if applicable)

Number of Buses	Drop off Time	Pickup Time
-----------------	---------------	-------------

Vendor List

Names and telephone numbers of outside vendors must be listed below or vehicles will not gain access to the loading dock. Attach separate sheet if necessary.

Caterer Name	Contact Person	Phone Number
Equipment Rental Name	Contact Person	Phone Number
Entertainment Name	Contact Person	Phone Number

Other Vendor Name	Contact Person	Phone Number
-------------------	----------------	--------------

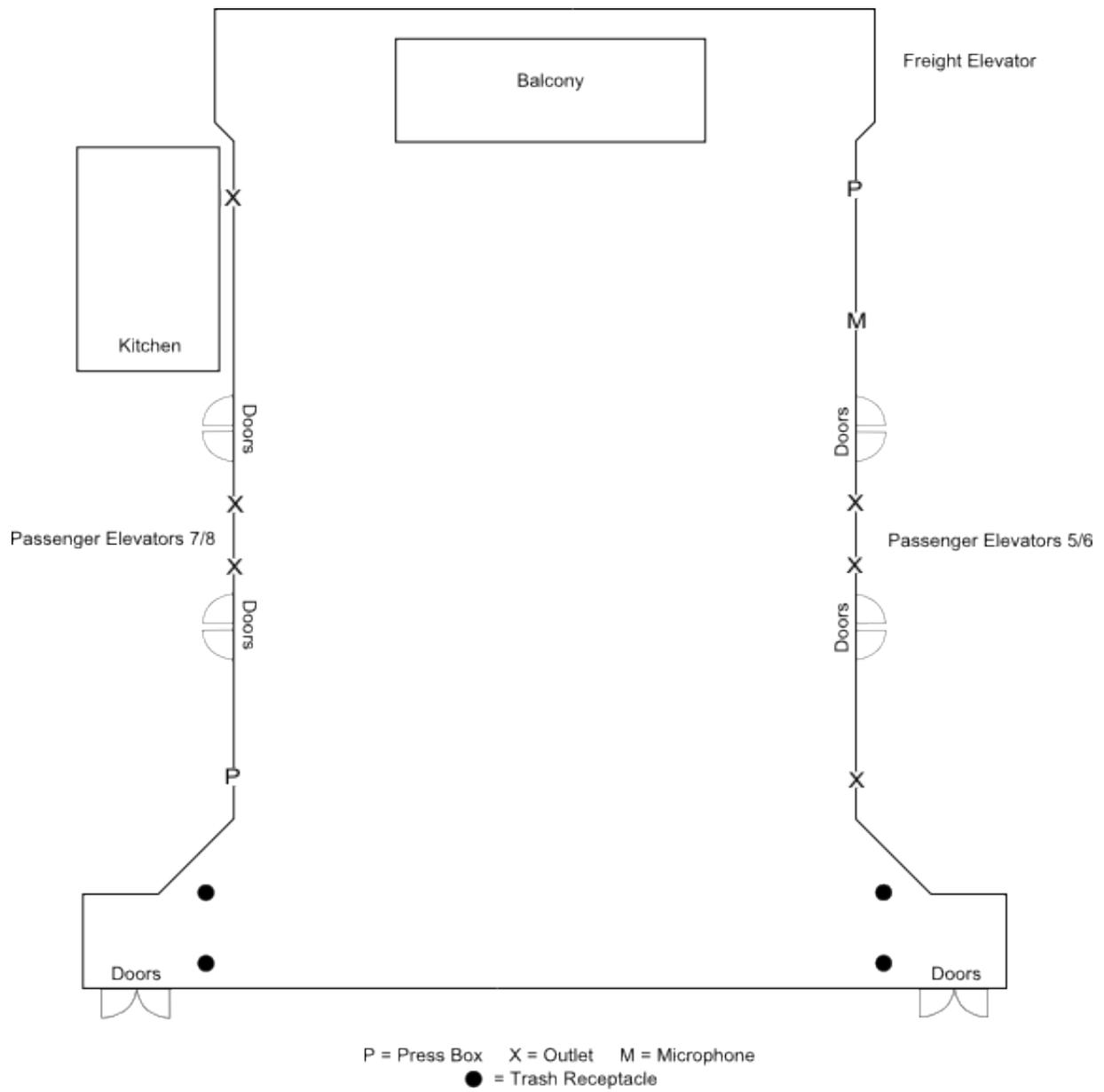
Signature

The applicant and sponsor agree to:

- 1) *Indemnify and hold harmless the Commonwealth including the Bureau, its agents, officers and employees against any and all liability and damages the Commonwealth may sustain or incur in connection with this function by reason of acts, inaction, omissions, negligence, reckless or intentional conduct of the Applicant, its agents, officers, employees or contractors, unless the application is otherwise exempted by law.*
- 2) *Abide by the Terms, Conditions and Policies of the Bureau as stated in cover letter and attachments.*

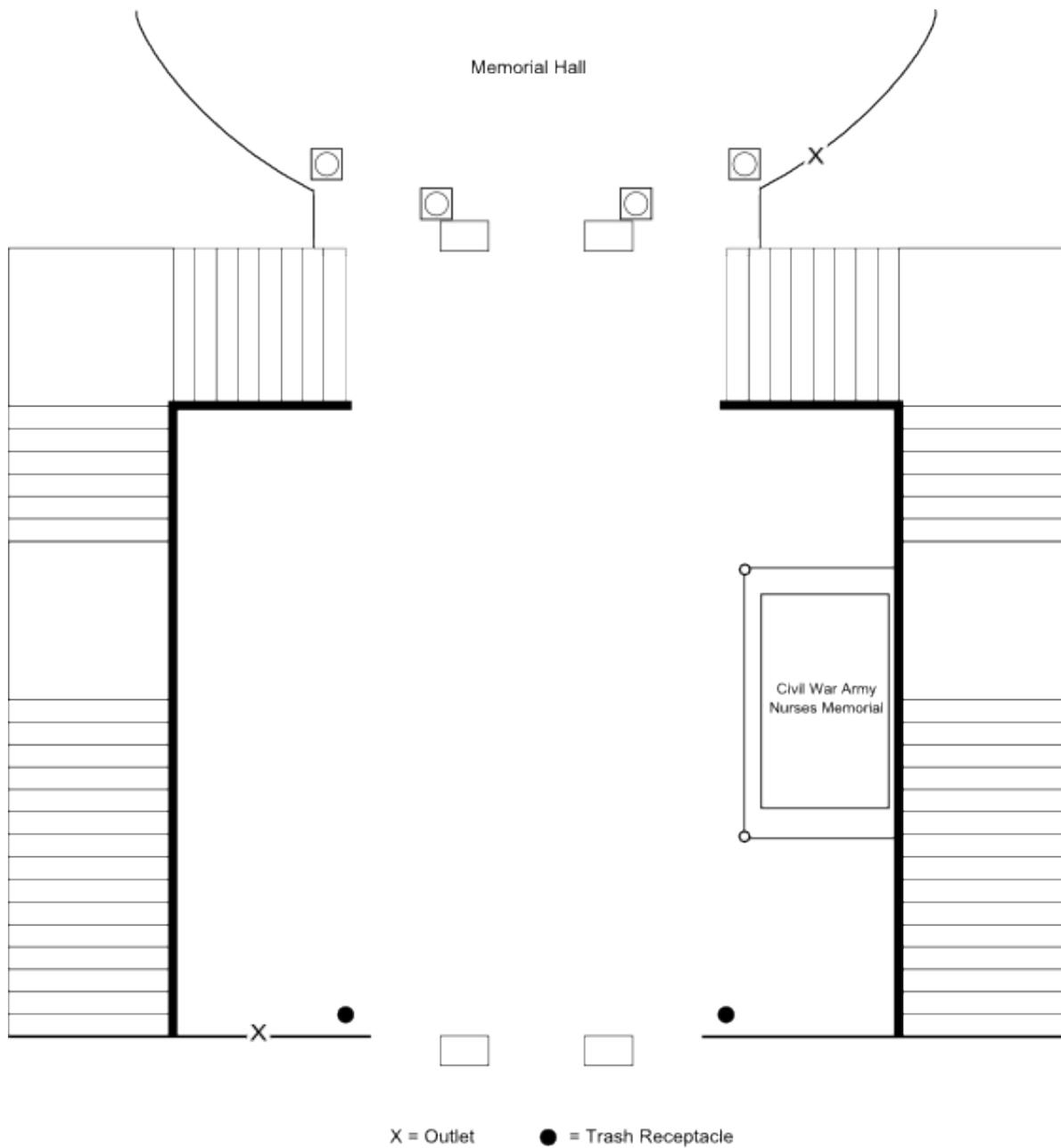
Signature of Contact Person (Applicant Organization) and Date

Signature of Legislator/State Agency Head Sponsor and Date



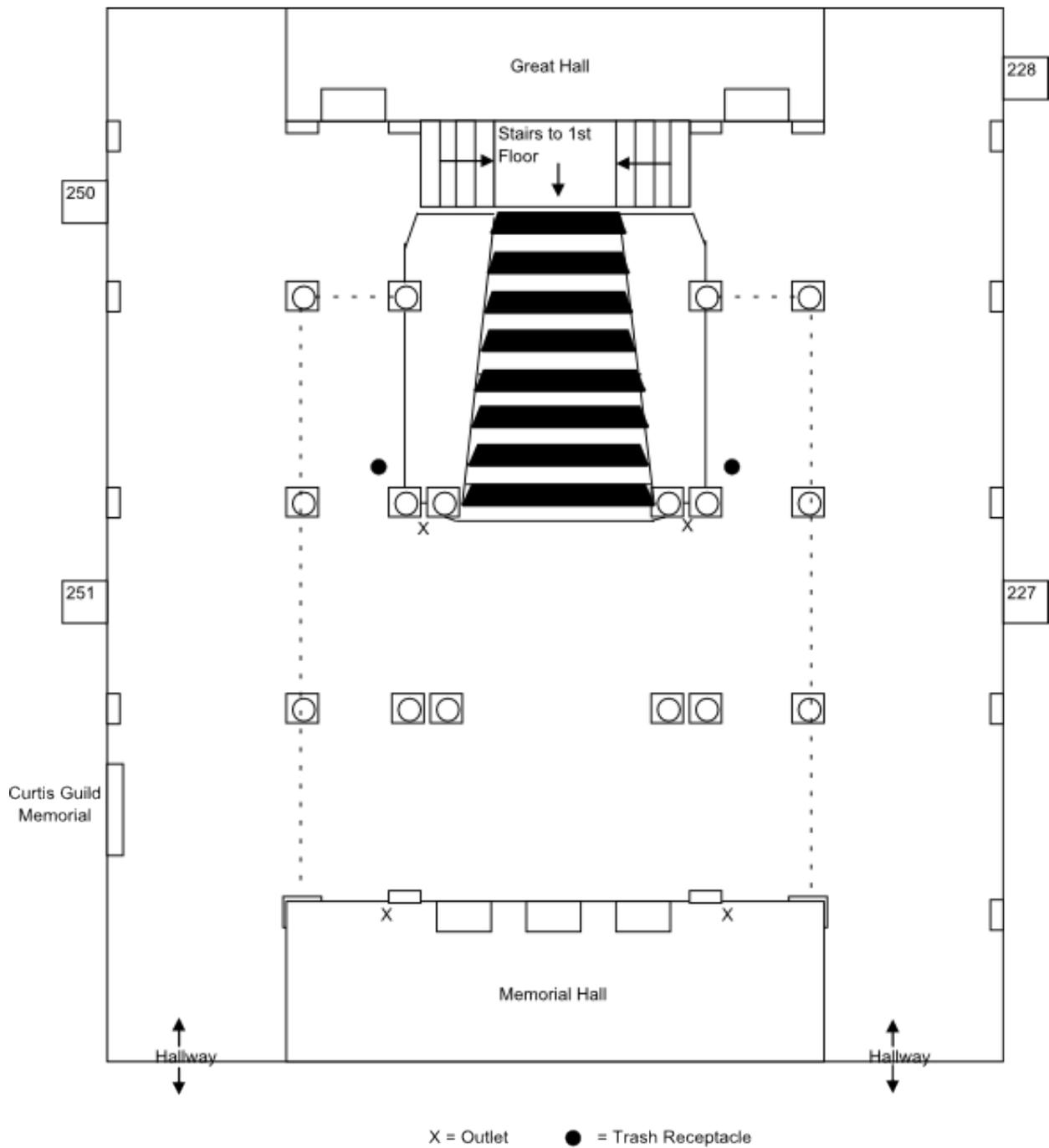
Great Hall

Capacity: 240 Seated or 400 Standing



Nurses Hall

Capacity: 50 Seated or 100 Standing



Grand Staircase

Capacity: 100 Seated or 250 Standing