

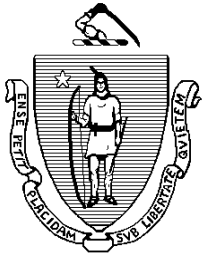
The Commonwealth of Massachusetts
Bureau of the State House
State House, Room 1
Boston, Massachusetts 02133

TAMMY E. KRAUS
SUPERINTENDENT

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

Event Application Submission Checklist

- ☐ Read event policy
- ☐ **Plan your event accordingly: Building hours are 9:00 am – 5:00 pm. Events cannot start before 10:00 am. Building access starts at 9:00 am – no exceptions.**
- ☐ Complete all fields on application (including event description and loading dock access)
- ☐ Sign application
- ☐ Obtain signature from legislative sponsor
- ☐ Complete a floor plan for each event space requested (no floor plan is required for Gardner Auditorium or the 4th floor exhibit area)



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EVENTS HELD DURING REGULAR BUSINESS HOURS
(Form B)

Dear Applicant:

Thank you for your recent communication to the Bureau of the State House requesting the use of the State House during business hours (10 a.m. to 3 p.m., Monday-Friday) for an event. The application form and associated floor plan must be completed and returned to the Bureau of the State House for your request to be considered. **This form must be signed by the contact person as well as the elected official sponsoring the event. A floor plan is required for all events except for public hearings in Gardner Auditorium.** Any individuals requesting use of the loading dock must be listed on the event application, otherwise access will be denied.

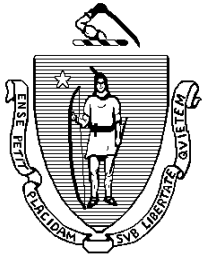
This form is enclosed along with the Terms, Conditions and Policies for events. Completed applications and floor plans for all events/exhibits held during regular business hours must be submitted at least two weeks prior to the date requested for the event. You may call in advance (no more than 6 months prior to an event) to check the availability of space and reserve a date.

Please keep in mind that 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 historical functions are well served. There is a possibility that your event will be considerably altered or relocated with little notice.

If you have any questions regarding these policies and procedures, please contact Jason Keohane, State House Events Coordinator at (617) 727-1100 x35532.

Sincerely,

Tammy E. Kraus
Superintendent



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TERMS, CONDITIONS AND POLICIES FOR EVENTS

1. Completed and signed applications (Form B) for the use of the State House for an event to be held during regular business hours (10 a.m. to 3 p.m., Monday through Friday) must be submitted at least two weeks prior to the date requested for the event. Floor plans must also be submitted to ensure proper setup.
2. The Superintendent reserves the right to make the final decision to accept or deny any event application.
3. Event space in the State House cannot be reserved any more than 6 months prior to the desired event date – no exceptions.
4. All events held in the State House require sponsorship from a State Legislator.
5. The Bureau does not provide parking for caterers, florists, coat checks, entertainment groups or event attendees.
6. Valet parking is not allowed on any Bureau grounds.
7. 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.
8. Food and drink are prohibited in Memorial Hall of Flags, the lobby of the Gardner Auditorium, and the Auditorium itself.
9. The 4th floor display area is used as exhibit space and is not available for events. Exhibits are one week in duration and all artwork must be affixed to the display boards. Easels, tables, and standalone displays are not permitted in the area. Exhibitors are responsible for hanging their own artwork. Tacks, nails, staples, pushpins, or similar hardware must not be used.
10. Copies of written, video or audio materials that will be disseminated during or prior to the event 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. At the discretion of the Superintendent and or Director of Security any event may be postponed or canceled 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. All fees must be paid no less than 1 week prior to the event, with no exceptions. The State House Events Coordinator may cancel any event not paid for in full by the payment deadline.
14. The legislative sponsor or a member of his/her staff must be available and directly involved with the setup of all events and be in attendance during the event.

15. Activities in support of political candidates or ballot questions are not permitted on any Bureau grounds.
16. Event-related displays or exhibits must serve some educational purpose. Displays or exhibits intended purely for recreational purposes are prohibited.
17. Alcohol may not be served in any event area prior to 6:00pm.
18. No animals are allowed within the State House. The only exception is working service animals. Service animals are defined as dogs that are individually trained to do work or perform tasks for people with disabilities.
19. Collecting money at events held at the State House is prohibited (this includes the selling of merchandise, gambling, tipping etc.).

SAFETY / SECURITY PROCEDURES

1. Events 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. 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.
3. Event setups must not block doorways, staircases, corridors, or any artwork. Event equipment must not obstruct pedestrian foot traffic or paths of egress.
4. **NO OPEN FLAMES** are permitted in the State House (this includes sternos and candles). Electric warmers are recommended for keeping food warm.
5. Guests are not permitted to sit or stand on the stairs of the Grand Staircase or on its landing at the top of the staircase itself.
6. Caterers are not permitted to set up prep tables in the hallways outside of any event space during normal business hours.
7. Balloons are not permitted in any event space.
8. Ice sculptures are not permitted in any event space.
9. Rented event equipment cannot be stored overnight in the State House or on its grounds.
10. Attendees of State House events are required to enter and exit through set checkpoints staffed by security personnel.
11. Attendees of State House events must submit to security screening of themselves and personal effects.
12. Smoking is prohibited in the State House. Attendees who leave the event for any purpose, including smoking, will be subject to screening at the security checkpoint upon re-entry.
13. Any attendee who purposely or inadvertently compromises the security or safety of the building or its occupants will be removed from the event and subject to prosecution.

SETTING UP THE EVENT

1. **The building is open to the public from 9 a.m. to 5 p.m., Monday through Friday. Events must start no earlier than 10 a.m. and end no later than 3 p.m.** The loading dock is open for daytime event access from 9 a.m. to 5 p.m., Monday through Friday.
2. 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 elsewhere at the applicant's expense. Any vehicles requiring access to the loading dock must be listed on the application.

3. The applicant must not use the passenger elevators to transport event materials. All equipment, displays, trash, etc. must be transported in the freight elevator.
4. 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.
5. **NO OPEN FLAMES** are permitted in the State House (this includes sternos and candles). Electric warmers are recommended for keeping food warm.
6. The applicant may not set up tables or easels in the corridors, between the fire doors on either side of the Great Hall, or in front of any staircases. Tables should only be placed in designated event spaces on the second floor.
7. The applicant must not set up tables or decorations (including display panels, plants, drapery, or vertical displays) along any wall containing artwork, sculptures, or wall plaques.
8. Coat racks may only be placed in the Great Hall, Nurses Hall, Bartlett Hall, or the Grand Staircase.
9. The applicant organization must supply their own linens for all tables. The Bureau of the State House does not provide linens.
10. The applicant organization must provide an adequate number of workers to ensure that dishes, utensils, catering equipment, linens and trash are cleaned up during and removed after the event.
11. No paper, cardboard, foam core, wooden etc. event related signs shall be displayed on walls, pillars, floors and or ceilings. All event-related signage must be displayed on easels in approved space. Handheld signage must be made of paper materials and cannot be supported on or by sticks and or poles of any sort.
12. Grand Staircase setups are limited to speaking programs only. No more than four banquet tables may be placed in the area. Events requiring more than four tables for food, displays, information, etc. must be held in the Great Hall.
13. Event applicants are responsible for providing electrical cords and or power strips, if needed.

CLEAN UP

1. The applicant will be responsible for the entire cleanup of the event space(s), and kitchen area.
2. All event-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 event.

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*)

ROOM CAPACITY (strictly enforced)

Great Hall	Seated – 240 guests Standing – 400 guests
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Grand Staircase	Seated – 100 guests Standing – 250 guests
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Nurses' Hall	Seated – 50 guests Standing – 100 guests
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B

Bureau of the State House (FORM B)

State House Event Application: Regular Business Hours

Signed application and floor plan must be received at least 14 days in advance.

Email: sh.events@mass.gov Fax: 617-727-7700

Applicant Information

Sponsor Name (State Representative or Senator)	Today's Date
Organization Name	Contact Person
Address	City, State, Zip Code
Phone Number	Email Address

Event Information – Please enter the actual start and end time for your event.

Reminder: Building hours are 9am-5pm and access to the building will not be granted before 9am - please allow enough time for your setup before starting the event. Events may be scheduled Monday-Friday, 10:00 a.m.-3:00 p.m. See page 4.

Event Date	Event Start Time	Event End Time
Number of Attendees	Event Name	

Event Description - Applicant must list any special items being brought in for event (i.e. cameras/film, tools, special equipment), attach a separate sheet if necessary. Items will be screened at security checkpoints.

Room Selection

☐ Great Hall ☐ Nurses Hall ☐ Grand Staircase ☐ Gardner Auditorium ☐ 4th Floor (Exhibition Only)

Equipment Requested

☐ Flags
(Commonwealth and US) ☐ Podium ☐ Sound System/Mic ☐ Stage (Great Hall only)
Ramp available

Please indicate the number of each item below (available on first come, first served basis) and draw a floor plan showing the desired equipment arrangement. Blank diagrams for each room are available on the following pages.

8' Rectangular Tables	60" Round Tables	Chairs
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Loading Dock Access

Names and phone numbers of outside vendors must be listed below for access to the loading dock. Attach a separate sheet if necessary or inform event coordinator in writing at sh.events@mass.gov of vendors needing access.

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

Signature

By signing below, the applicant agrees that they have read and will abide by all Policies, Terms and Conditions of the Bureau

Signature of Contact Person (Applicant Organization) and Date

Signature of Sponsor and Date

Please complete a floor plan for your event before submitting your application. Blank diagrams for each room are available on the following pages.

Bureau of the State House Accessibility Services

Equipment

☐ Accessible staging (Great Hall only)

Please check this box if you'd like an ADA compliant ramp added to the stage. The ramp is 8' long and can only be positioned stage left.

☐ Assistive Listening Devices

Please check this box if you'd like to use assistive listening devices. Assistive listening devices use radio frequencies to transmit what is spoken to individual receivers for amplification.

Mobility aids

A limited number of wheelchairs and walkers are available to borrow at the Ashburton Park accessible entrance.

Organizations outside the State House should contact the Massachusetts Commission for the Deaf and Hard of Hearing directly to book the following services:

CART (hourly fee paid by applicant)

CART, communication access real-time translation, is provided by a certified provider who listens to everything that is spoken and, using a stenography machine and laptop, provides a verbatim transcript available on the laptop screen for an individual or projected to a large screen for a group.

<https://www.mass.gov/how-to/request-an-interpreter>

Please notify the State House ADA coordinator after you have booked CART services

ASL Interpreters (hourly fee paid by applicant)

ASL interpreters are specially trained and certified professionals who provide accurate communication access between people who can hear and people who are Deaf or hard of hearing. Interpreters voice everything that is signed and sign everything that is spoken.

<https://www.mass.gov/how-to/request-an-interpreter>

Please notify the State House ADA coordinator after you have booked ASL interpreters

The Ashburton Park Entrance on Bowdoin Street is the accessible entrance for the State House. Visitors using The RIDE can use the Capitol Coffee House at 122 Bowdoin Street as the drop off point address. This is across the street from the Ashburton Park entrance. Please notify us in advance if vans or buses are being arranged to drop off large groups of mobility impaired visitors.

For more information on accessibility for events please contact:

Carl Richardson, State House ADA Coordinator

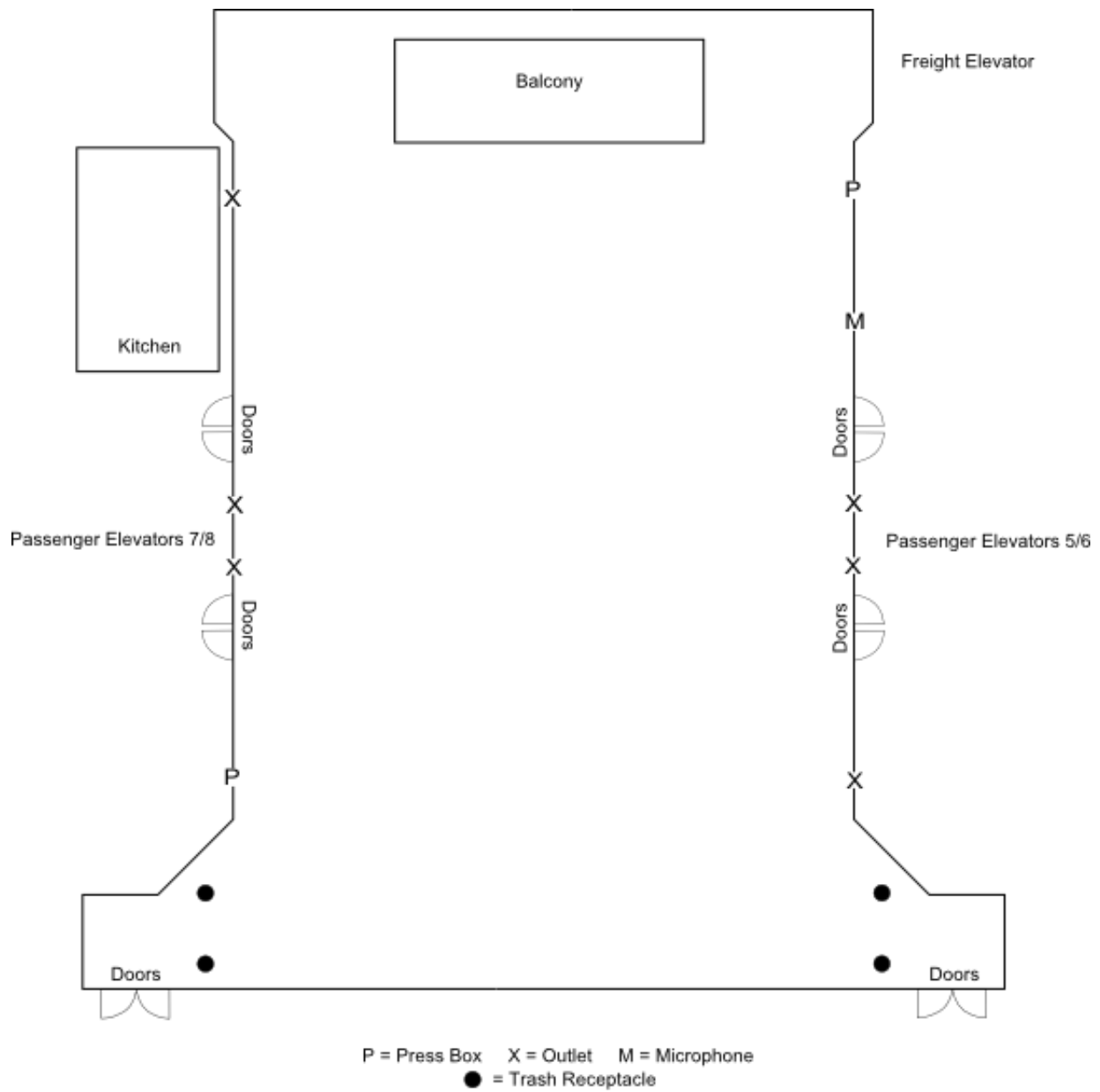
State House, Room 1

(617) 727-1100 x35502 carl.richardson@mass.gov

Ayanna Clark, State House Events Coordinator

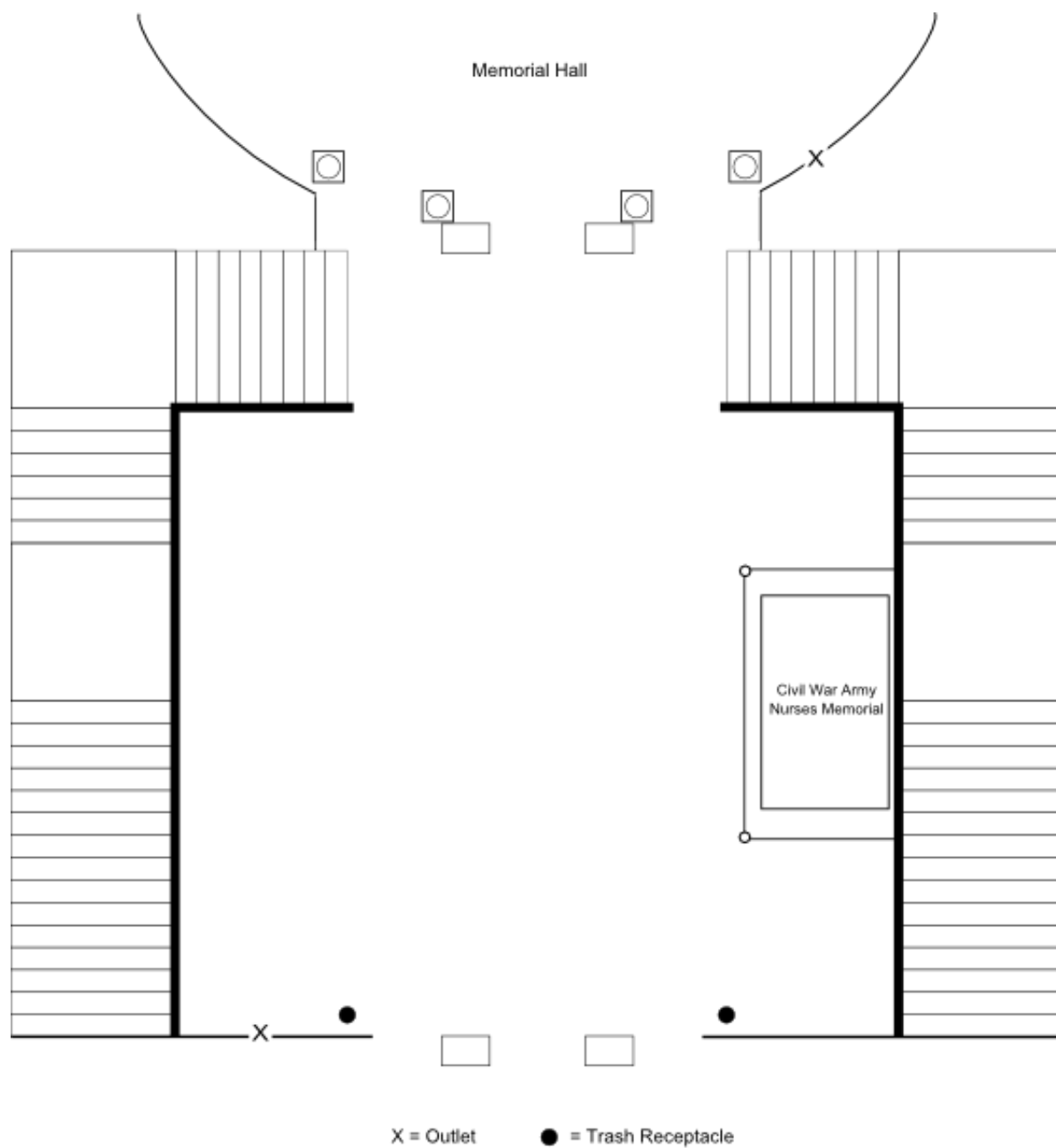
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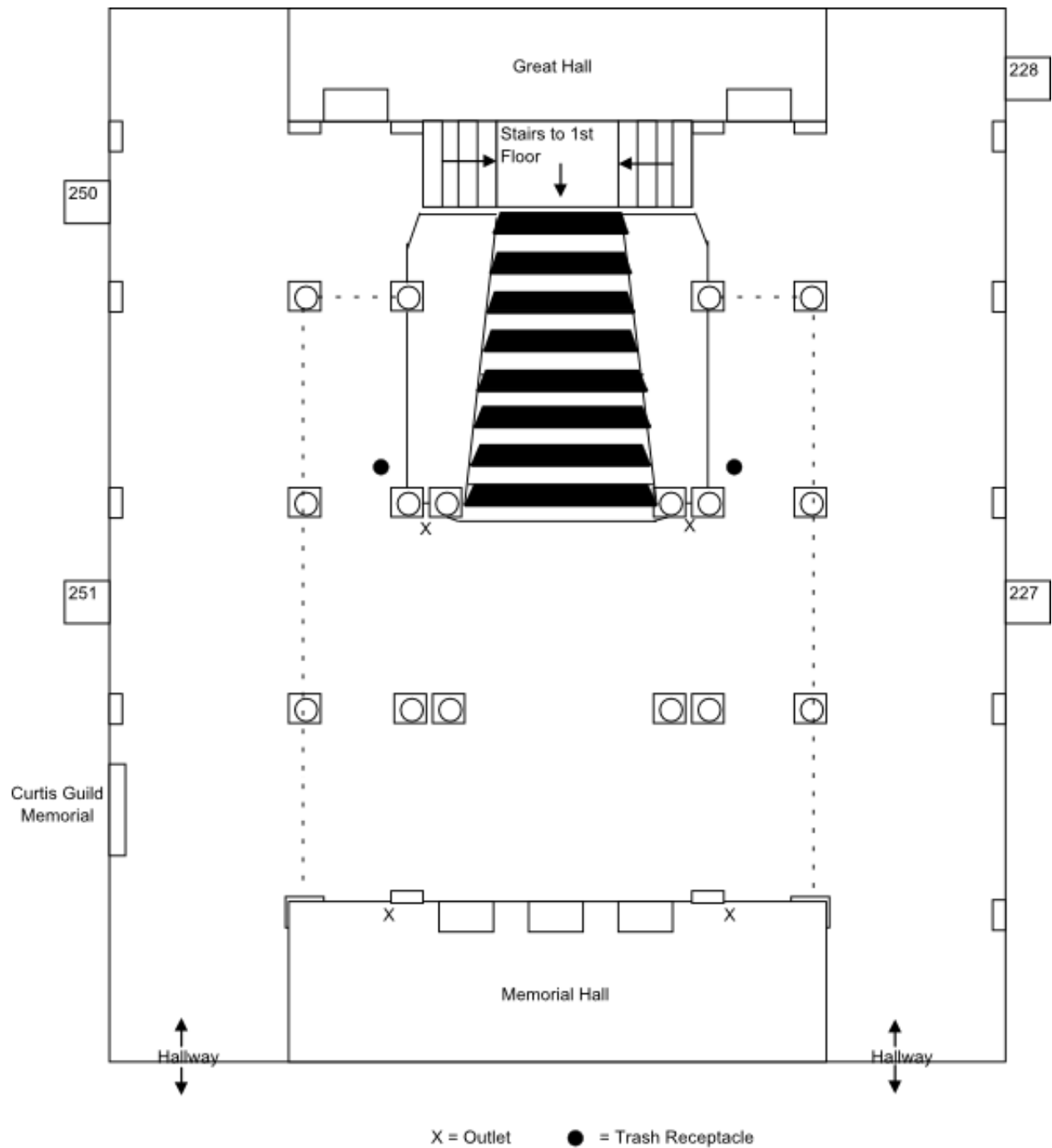
Great Hall

Capacity: 240 Seated or 400 Standing



Nurses Hall

Capacity: 50 Seated or 100 Standing



Grand Staircase

Capacity: 100 Seated or 250 Standing