



CAPITOL SQUARE
REVIEW & ADVISORY
BOARD

Wedding- FAQ

How many guests can Capitol Square accommodate for a wedding?

Capitol Square can accommodate a maximum guest count of 275.

What is the rental fee and what is included in that price?

Ceremony Rental: \$3500

This cost includes:

- Rehearsal
- Two wedding suites
- White padded chairs
- Tables
- A/v equipment
- Parking
- Security
- Staffing

Reception Rental: \$4500

This cost includes:

- Cocktail hour
- Wedding party suite
- White padded chairs
- Tables
- A/v equipment
- Parking
- Security
- Staffing

Is there a discount for booking an off-season date or Sunday through Friday?

No.

How much is the deposit? What's the payment plan for the remaining balance?

A 10% deposit is required when an individual submits his or her Wedding Permit Application Packet. Full payment is due 30 days in advance of the wedding date. Check and credit card payments are acceptable.

Does Capitol Square comply with the Americans with Disabilities Act (ADA)?

Yes, Capitol Square complies with the ADA.

What is Capitol Square's cancellation policy?

Capitol Square's cancellation policy is as follows:

- a) Up to 90 days prior to event day, 50% refund of the deposit.
- b) Less than 90 days prior to event, no refund.

Is there a minimum or maximum rental time?

There is no minimum or maximum rental time for weddings held at Capitol Square. All weddings end at 11 p.m. no exceptions—lights go on at 11 p.m. and tear down occurs from 11 p.m.-12 a.m.

Are there decoration guidelines/restrictions?

Yes. Please review the "Prohibitions for Special Events at Capitol Square" section of the Permit Application for Special Events.

Can I move items around and decorate Capitol Square to suit my needs?

No, aesthetic details and object placed in and around Capitol Square are not to be moved under any circumstance by a permit holder.

Can I use real candles at Capitol Square?

Yes, but the candles must be housed or placed inside a glass container.

What time can my vendors start setting up on the day of the wedding?

Vendors may start setup two hours prior to the stated wedding start time.

Is it possible set up the day before the event at Capitol Square?

Yes, you may request a set up time from CSRAB wedding coordinator at the planning meetings. Most deliveries and set up can't begin until after linens have been placed, which may affect this possibility.

Does CSRAB provide assistance getting gifts or décor back to a designated car, hotel room, etc. after the event has concluded?

Yes, the CSRAB wedding coordinator can provide carts and help transfer items at the end of the night.

Do you provide a coat check service? If not, is there an area that can be used and staffed for that purpose?

No, coat check service is not provided. The CSRAB can provide coat racks at no cost. For coat check service, please contact your caterer.

Is there an outdoor space where my guests can mingle, and can it be heated and/or protected from the elements if necessary?

If both the ceremony and reception are being held at the Capitol Square, the south porch, located off of the Atrium, is available for cocktail hour. The south porch can also be used as a smoking area for guests during the reception. Heaters or weather protection can be secured through one of the CSRAB's approved service providers.

Does Capitol Square have a list of “preferred” caterers, or do I need to provide my own?

The CSRAB has a list of nine “preferred” or approved caterers.

Can I use an outside caterer at Capitol Square?

An outside caterer can be used at Capitol Square only if a CSRAB-approved caterer agrees to provide all service and equipment for the subcontracted food. No couples are allowed to provide their own catering.

Are tables, linens, chairs, plates, silverware and glassware provided, or will I have to rent them myself or get them through my caterer?

The CSRAB provides all tables and chairs. The specific caterer from the CSRAB approved catering list will provide linens and place settings. Service upgrades can be done through the CSRAB-approved service provider list.

Can I have alcohol at my Capitol Square wedding?

Yes, the CSRAB liquor license is held by Milo's Catering. Milo's Catering is the only caterer allowed to provide alcohol service at Capitol Square.

Can Capitol Square accommodate a DJ or live band?

Yes, Capitol Square can accommodate a live band or DJ—all music ends at 11 p.m.

Is onsite parking available at Capitol Square?

Yes, Capitol Square has an underground parking garage that offers three levels of onsite parking. Guests receive a 24 hour voucher at the wedding event. Parking over 24 hours will be paid by the individual at the time he or she exits the parking garage.

Does Capitol Square offer on-site coordination?

Yes, the CSRAB wedding coordinator will be your main contact throughout the planning process and during the event. The wedding coordinator will be the first person to arrive and last person to leave your wedding event.

Will guests need to go through security when they arrive?

The Ohio State Highway Patrol (OSHP) is responsible for all security on Capitol Square. All visitors and packages must be screened prior to entering Capitol Square. Visitors are subject to security protocols that include walk-through and/or hand-held metal detectors. All packages must undergo full inspection by use of x-ray or hand check. Any visitor refusing to submit to security screening shall be prohibited from entering the facilities.

Does Capitol Square provide overnight accommodations?

No, Capitol Square does not provide overnight accommodations.

Are there hotels close to Capitol Square?

The CSRAB wedding coordinator can provide a larger list upon request.

Do you have signage or other aids to direct guests to my event?

Yes, CSRAB provides directional signage for all weddings from the Third Street entrance and garage entrance to your wedding space.