



## **CSRAB WEDDING CEREMONY AND/OR RECEPTION POLICY AND AGREEMENT**

(Updated 11/10/2021)

### **Summary**

This document is an extension of the Capitol Square Review and Advisory Board (CSRAB) confirmation for wedding ceremonies and/or receptions, and is designed to give Ohio Statehouse clients a clear understanding of their responsibilities as permit holders at the Capitol Square Complex (CSC).

The CSC includes the Ohio Statehouse, Senate Building, Atrium, underground parking facility and exterior plazas. The CSC is both a public venue and a workplace for government business; as such, CSC permit holders are prohibited from engaging in any conduct that substantially and/or unreasonably interferes with government business. The permit holder and the permit holder's event and guests shall neither impede the safe and orderly use, operation or administration of the facilities, nor place an undue burden on the managing authority.

The permit holder is deemed to know of and understand, and shall follow all applicable local, state and federal laws, rules and regulations, including rules 128-4-02 through 128-4-06 of the Ohio Administrative Code (O.A.C.). The client shall have the use of the CSC only as stated on the Permit Application. At the end of the event, the facility shall be left in a clean condition by the permit holder.

The CSRAB Executive Director or their designee shall determine any matters not expressly covered by this document.

All permitting application documents, supplemental equipment, and approved caterers and service providers are available at [ohiostatehouse.org](http://ohiostatehouse.org) under the Events tab.

### **Permit Application for Wedding Ceremonies and/or Receptions**

Use of CSC public spaces is granted on a first-come, first-served basis. All approved wedding ceremonies and receptions must be planned and executed consistent with the Ohio Revised Code, O.A.C. and CSRAB policies.

All requests for permits must be submitted to the CSRAB Special Events Department and include the following: (1) a fully completed and signed Permit Application, (2) a signed CSRAB Wedding Ceremony and/or Reception Policy and Agreement, and (3) a ten percent (10%) deposit, with the

remaining balance due thirty (30) days before the wedding ceremony and/or reception. CSC facilities will not be held without receipt of all three of the above-listed items.

A CSRAB representative will notify applicants by email of the Executive Director's determination within ten (10) days of submission of the completed documents. The terms of this Agreement may not be transferred, assigned or sublet.

The CSRAB reserves the right to limit the use of the CSC, at any time, due to unforeseen operational circumstances or state government needs. Every reasonable effort will be made to alleviate the effects of any such limitation.

All permit holders must comply with the following:

- 1) Only a permit holder or the permit holder's express designee can request cost-incurring changes to an event.
- 2) The permit holder shall maintain the CSC in a responsible manner during the term of the permit, keeping the complex clean and free of debris. Any undue burden on the managing authority to restore the premises to the original condition may result in additional fees.
- 3) The permit holder will be responsible for any costs associated with the repair of CSC facilities or equipment due to damages resulting from the scheduled event.
- 4) The permit holder shall indemnify and hold harmless the State of Ohio and the CSRAB against any and all claims, demands, actions, or causes of actions, together with any and all losses, costs, or related expenses asserted by any person or persons for bodily injury, death, or property damages resulting from or arising out of the permitted use of the CSC.
- 5) The permit holder must ensure that standard CSC signage, exit doors, exit lights, fire sprinkler heads, fire alarm pulls, security cameras and fire extinguishers are kept free of obstacles or decorative material and are not covered or otherwise obstructed.

### **Access to the CSC**

The CSC is available for permitted wedding ceremonies and/or receptions and special events every day of the year, 8 a.m.-11 p.m., except for national holidays when the building is closed. Guests may arrive at the CSC any time during normal Statehouse business hours (8 a.m. to 5 p.m. Monday through Friday, 11 a.m. to 5 p.m. Saturday and Sunday). If an event is scheduled outside of normal business hours, a Special Events representative will advise as to when guests may arrive. Guests must depart by 11 p.m. for any scheduled event.

Facility access and use must be within the confirmed time on the permit application. Confirmed times include event preparation, rehearsal time, and setup and teardown time. Permit holders who have not removed all decorations, equipment and other items by their confirmed event end time may be assessed additional fees; any remaining items may be disposed of at the permit holder's expense. CSRAB staff shall have the right to access and enter the event space for any reasonable purpose during the event.

To allow the flow of pedestrian traffic, permit holder activities are limited to the specific areas identified in the permit application. Permitted groups shall not impede pedestrian traffic in non-approved event spaces or public areas of the CSC.

During approved after-hours events, guests should use the designated entrances to access the CSC. Designated entrances will be determined and communicated by the CSRAB Special Events Department.

### **Prohibitions for Wedding Ceremonies and/or Receptions at the CSC**

Items or activities that could adversely affect the structure, safety, historic integrity or decorative condition of the CSC or any permanent structure on the premises are prohibited. Such items include but are not limited to:

- Adhesives, stickers, name tags or labels, cellophane, pressure-sensitive tape, screws and nails
- Balloons, including helium-filled balloons
- Birdseed, rice, etc.
- Bubbles
- Candles without glass containers
- Cigars, cigarettes, e-cigarettes, vapor sticks, etc.
- Confetti
- Glitter
- Loose fresh flower petals
- Paints, chemicals or liquids that can damage the facility
- Powder and any similar material
- Signs on sticks, poles or stakes
- Straw/hay
- Sparklers, fireworks, non-insulated fires

### **Special Permissions or Requests**

- 1) To prevent damage to the building, only CSRAB staff is permitted to hang any signage or banners. Any requested signage or banners should be provided to the CSRAB at least twenty-four (24) hours in advance of the event to allow CSRAB staff sufficient time to post them.
- 2) The permit holder must seek written approval from the Executive Director for any desired equipment, machine or vehicle to be brought to the CSC during a permitted period for a special event.
- 3) Any fire or grills on outside spaces require special approval from the Executive Director in advance of the event.

### **Required Deposit and Payment Plan**

The remaining balance of the payment is due thirty (30) days before the wedding ceremony and/or reception. The CSRAB reserves the right to cancel an event if required payments are not received three (3) business days in advance of the scheduled event.

Additional rules and requirements include:

- 1) The CSRAB may require the permit holder to file a certificate of insurance with the CSRAB office at least seven (7) days prior to the event pursuant to O.A.C. 128-4-03.
- 2) CSRAB security or maintenance personnel services will be provided pursuant to the approved Permit Application. All extra or additional service charges will be billed to the permit holder immediately following the date of the event with payment due within fifteen (15) days of the conclusion of the event.
- 3) All returned checks are subject to a \$30 fee.
- 4) Any outstanding balance beyond sixty (60) days may be referred to the Ohio Attorney General for collection.
- 5) The CSRAB reserves the right to deny a Permit Application if the applicant has or has had an unpaid balance with the CSRAB for prior events.

### **Cancellation Policy**

The wedding ceremony and/or reception cancellation schedule is as follows:

- a) Up to 90 days prior to event, 50% refund of the deposit and 100% of any additional amounts already paid.
- b) Less than 90 days prior to the event, no refund of the deposit. 100% of any additional amounts already paid will be refunded.
- c) Less than 30 days prior to the event, no refund.

Permit holders will be provided a full refund of their deposit and any additional amounts already paid if the CSRAB, in its sole discretion, determines it must cancel the event (see Outdoor Guidelines below).

### **Security**

The Ohio State Highway Patrol (OSHP) is responsible for all security at the CSC. The CSRAB and OSHP have determined the following number of troopers needed for each event based on expected guest count for outside events, after-hours and weekend inside events. For every event that has two or more bars open at the same time, additional security is required.

Guest Count	Troopers Needed
1-500	2
501-700	3
701-800	4
801-1000	5

All visitors and packages must be screened prior to entering the CSC. 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.

## **Caterers and Service Providers**

All catering for events at the CSC must be provided by a CSRAB-approved caterer. All rented equipment for events at the CSC must be provided by a CSRAB-approved service provider.

## **Alcohol Service**

All alcohol service must be purchased from and provided by the liquor license holder for the CSC, and comply with applicable liquor laws. When serving alcohol, the license requires that non-alcoholic beverage service also be made available. Additionally, no alcohol may be removed from the CSC. Alcohol service must end fifteen (15) minutes before the stated end of an event.

The OSHP and the liquor license holder reserve the right to confiscate any alcoholic beverage brought onto the CSC from an outside source.

## **Outdoor Guidelines**

All policies regarding reservations, payments and responsibility for indoor spaces apply to all outdoor venues as well. Outdoor events must remain in the reserved CSC designated space.

All tents must be rented through a CSRAB-approved service provider. No equipment is permitted to be tied to the building, monuments or other permanent structures on the CSC. Depending on the size of an outdoor event, the CSRAB reserves the right to assess additional charges for equipment and staffing.

Cancellations for outdoor space and/or equipment due to inclement weather should be made as soon as possible (please refer to the cancellation policy on page 4). The CSRAB reserves the right to delay, postpone, relocate, and/or cancel any event and/or equipment reservations due to weather conditions, health and safety concerns, or as otherwise consistent with the O.A.C. and Ohio Statehouse Outdoor Events Rules and Restrictions document. Ability to relocate indoors is subject to the availability of inside spaces.

## **Statehouse Tours**

Tours may be requested in conjunction with a wedding ceremony and/or reception by indicating the request on the Pre-Event Form. A \$40 fee per tour guide will be assessed for tours scheduled outside the normal business hours of the Ohio Statehouse Museum and Education Department.

### Capitol Square Complex Wedding Ceremony and/or Reception Permit Application

Event Name:  Organization Name:

Permit Holder(s) Name(s):

Phone:  Email:

Address:

Planning Contact Name:

Phone Number:  Email:

Date of event:  Official Event Start Time:  Official Event End Time:

Approximate guest count\*

Event Category: Wedding Photos

Event Sub Category: Ceremony  Reception  Photos

Capitol Square Complex reserved space (check all that apply): Atrium Rotunda South Hallway  
State Room Museum Gallery Ladies Gallery  
George Washington Williams Room Governor Thomas Worthington Center  
West Plaza North Plaza South Plaza Veterans Plaza/Third Street Pull off

Will you need catering services? Yes No Name of Caterer:

Do you plan to serve alcohol? Yes No (If yes, security required)

A 10% deposit must accompany this application. Payments may be made by credit card or by check made payable to *Treasurer, State of Ohio*.

By signing below, the permit holder agrees to comply with O.A.C. 128-4-02 through 128-4-06 and all laws, rules, and procedures governing events at the Capitol Square Complex.

Permit Holder name

Permit Holder signature

Authorizing Entity name

Authorizing Entity signature

Representative Date

Approved Denied CSRAB

### Wedding Facility Rental Agreement

Wedding Ceremony Rental

The wedding ceremony package is \$3,500 and includes:

- One-hour rehearsal the day before
- Two-hour setup time
- One-hour teardown time
- State Room
- Ladies Gallery
- White padded chairs
- Sound system with microphones
- Keyboard
- Ivory Podium
- Coat racks
- Tables included in Statehouse inventory
- Sheltered parking
- OSHP security
- Labor for setup, teardown and cleanup
- Wedding and Special Events Coordinator

Wedding Reception Rental

The wedding reception package is \$4,500 and includes:

- Two-hour setup time
- One-hour teardown time
- State Room
- White padded chairs
- Sound system with microphones
- Projector and screens
- Keyboard
- Platform risers
- Coat racks
- Tables included in Statehouse inventory
- Sheltered parking
- OSHP security
- Labor for setup, teardown and cleanup
- Wedding and Special Events Coordinator

Wedding photography, entertainment, florist/decor, catering and bakers will be written under separate contracts.

Permit Holder name

Permit Holder signature

CSRAB Representative

Date

Approved

Denied