

PUBLIC EVENT REQUEST FORM

Name of Event _____

Name of Sponsoring Organization _____

Brief Description of Event _____

Expected Number in Attendance _____ Main Contact Person _____

Street Address _____

City, State and Zip _____

Telephone Number _____ Email Address _____

Month	Day	Year	Set Up Time	Event Start Time
			Event End Time	Tear Down Time
Event dates are based on availability only.			Operating Hours: 8:00AM-5:00PM	
What area(s) are you requesting for your Event?				
<u>HERITAGE HALL - Interior:</u>			<u>CAPITOL BUILDING - Exterior:</u>	
_____ Atrium			_____ East: East Steps and Walks	
_____ State Room North			_____ North: Northeast Lawn	
_____ State Room South			_____ South: Southeast Lawn	
_____ Other			_____ West: West Steps and Walk	

AUDIO:

Are you planning to use the Capitol's Public Address System? Yes No
(Our system projects for 500 people or less. If you anticipate a larger attendance, please hire a professional vendor.)

If **yes**, what time will you be using the PA? **Start Time** _____ **End Time** _____
(You can use our system for playing music, however, Capitol staff is not responsible for doing so.)

FOOD AND BEVERAGES:

Will food or beverages be served? Yes No

If **yes**, food must be provided by a licensed caterer and a copy of their current license must be on file with the Capitol Facilities Office. **Caterers are responsible for bringing all linens.**

Caterer Name: _____ Telephone Number: _____

EXTERIOR EVENTS:

Garbage Removal is included in the labor cost for your event. If there is an unusual amount of garbage from your event, there will be a dumpster fee of \$150.

Do you desire to erect any tents, canopies, shelters or portable toilets? Yes No

Number of portable tents? _____ Number of portable toilets? _____

Please list name and telephone number of the company supplying the tent and/or portable toilets.

Company Name: _____ Telephone Number: _____

Tent piers have been embedded in the lawn to accommodate the following tent sizes:

South side of lawn: 40- x 40-foot and 40- x 60-foot tent **North side of lawn:** 30- x 30-foot and 30- x 60-foot tent

Remember: All canopies and shelters must be **freestanding**.

If renting a tent, it is recommended to also rent your table and chairs from the same tent rental company. If **yes**, please list number, type, size, and description of all equipment _____

Do you desire to erect any equipment or props that will not be provided by the Capitol? ____ Yes ____ No

If **yes**, please list and give description _____

WATER:

Will you need a hose and water (non-potable) for your outside event? ____ Yes ____ No

BANNER:

Are you planning to display a banner across the front steps? ____ Yes ____ No

If yes, you will be charged \$25.00 per banner. The maximum length is 24 feet. The maximum width is 2 feet. If your banner is larger, you must hold your banner. We are unable to provide banner poles outside.

CANCELLATION POLICY:

There is a \$100 cancellation fee upon discretion of the CFO office.

CAPITOL SECURITY:

The State Capitol building and grounds are patrolled by the Michigan State Police Capitol Security Section. For information or concerns regarding security for your event please contact: **(517) 897-0281**.



HOUSE AND SENATE ALLOTMENTS:

Legislators are responsible to pay for their events. Events in the public areas the Capitol cannot be paid from House and Senate allotments.

I ACKNOWLEDGE THAT AS SPONSOR OF THIS EVENT:

I have read, understood, and will abide by the procedures governing the use of the public areas of the Capitol.

The sponsor is responsible for damages incurred as a result of the event.

The sponsor will either restore or pay to have restored the area used for the event.

The sponsor will indemnify and hold harmless the State of Michigan for damage or loss to the State arising out of the sponsor using the Capitol or the Capitol grounds.

I understand that an event held for the primary purpose of advancing or advocating the political candidacies of a particular party or group, or advancing, advocating or opposing initiatives, referendums, pending House and/or Senate legislation, is not allowed in any of the public areas inside the Capitol. Further, I understand that if, during the event, the CFO Director and/or Assistant CFO Director finds it to be in violation of these rules, they reserve the right to immediately terminate my event and I will not be eligible for a refund.

Signature of Sponsor _____

Date _____

(A signature is required before an event will be scheduled)

Name (Printed or Typed) _____

Address and Phone Number (if different from Contact Person) _____

After the Public Event Scheduling Form has been returned with a signature, you will receive a confirmation letter and bill for your event from the CFO Events Coordinator. **Payment must be received before the date of your event or rally.**

Mail Payments To:
Michigan State Capitol Events
State Capitol c/o Capitol Events
100 N Capitol Ave, N Annex
Lansing, Michigan 48933



Capitol Events Coordinator
Phone: (517) 373-4455
Fax: (517) 373-8040
E-Mail: capitolvents@legislature.mi.gov