

# Interactive Form

## CAPITOL PUBLIC EVENT/EXHIBIT SCHEDULING FORM PLEASE PROVIDE THE FOLLOWING INFORMATION

Name of Event: \_\_\_\_\_ Expected Number in Attendance: \_\_\_\_\_

Brief Description of Event and/or Exhibit: \_\_\_\_\_

Name of Sponsoring Organization: \_\_\_\_\_

**Main** Contact Person: \_\_\_\_\_

Street Address: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

City, State and Zip: \_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_\_ Fax Number: (\_\_\_\_) \_\_\_\_\_

**Back-Up** Contact Person: \_\_\_\_\_

Street Address: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

City, State and Zip: \_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_\_ Fax Number: (\_\_\_\_) \_\_\_\_\_

### EVENT

*Event dates are based on availability only.*

\_\_\_\_\_  
Month Day Year Start Time End Time

What area(s) are you requesting for your **Event**?

\_\_\_\_ Front East Steps and Walks

\_\_\_\_ East Lawn, NORTH side

\_\_\_\_ East Lawn, SOUTH side

} **East Lawn North or South side can be booked together.**

\_\_\_\_ First Floor Rotunda (Glass Floor) *one-hour limit*

\_\_\_\_ First Floor Corridor, NORTH

\_\_\_\_ First Floor Corridor, SOUTH

\_\_\_\_ First Floor Corridor, WEST

} **Events booked in the North or South Corridor will be charged an additional \$500.00 basic use fee.**  
**The West Corridor is available at no charge and can be booked with the North OR South Corridor.**

### EXHIBIT

*Exhibits may be scheduled for display up to 7 calendar days during a calendar year.*

**Exhibit:** \_\_\_\_\_  
*(Beginning Date)* Month Day Year Start Time

**Exhibit:** \_\_\_\_\_  
*(Ending Date)* Month Day Year End Time

What area(s) are you requesting for your **Exhibit**?

\_\_\_\_ Room 53 (*Non-State Agency Exhibit*)

\_\_\_\_ Ground Floor Rotunda (*State Agency Exhibit*)

### AUDIO

Are you planning to use the Public Address System? \_\_\_\_ Yes \_\_\_\_ No

If **yes**, what time will you be using the Public Address System? From \_\_\_\_\_ to \_\_\_\_\_

Will you need the D.J. or stereo (to play CDs) hooked up to the Public Address System? \_\_\_\_ Yes \_\_\_\_ No

Will you need an audio press feed device/mult box (*for the press to hook into*)? \_\_\_\_ Yes \_\_\_\_ No

# Interactive Form

## EXHIBITS

Is a clear layout scale drawing or sketch of the proposed exhibit attached?  Yes  No

Are the dimensions of the space required indicated on the drawing or sketch, as well as the manner in which the exhibit will be mounted or displayed?  Yes  No

## FOOD AND BEVERAGES

Will food or beverages be served? (See page 4, Section G 1-4.)

Is the food being provided by a licensed caterer?  Yes  No Setup time? \_\_\_\_\_ (a.m. or p.m.)

If **yes**, please list name and phone number of caterer.

Caterer Name \_\_\_\_\_ Telephone Number (\_\_\_\_) \_\_\_\_\_

**Caterers are responsible for bringing all linens and skirting.**

Will your caterer need a prep area?  Yes  No (There is no access to water on the first floor.)

Will the caterer need electric in their prep area?  Yes  No

Is a copy of the food license enclosed?  Yes  No

If **no**, when do you plan to submit a copy of the license to the CFO Events Coordinator? \_\_\_\_\_

Is your food being served by invitation only?  Yes  No

## CANDLES (outside events only)

Are you planning on using candles during your event?  Yes  No (See page 26.)

If **yes**, please be aware that if wax is dropped on sidewalks and steps, you will be charged for the removal.

## CANCELLATION

If your event is outside, will you cancel in case of rain or inclement weather?  Yes  No

## TENTS, PORTABLE TOILETS AND EQUIPMENT

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

Number of portable toilets? \_\_\_\_\_

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

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

North side of lawn: 30- x 30-foot tent 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 \_\_\_\_\_

If snow needs to be removed from the Capitol grounds to set up a tent, you will be charged \$100.00.

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

Company Name \_\_\_\_\_ Telephone Number (\_\_\_\_) \_\_\_\_\_

Do you desire to erect any equipment or props?  Yes  No

If **yes**, please list and give description \_\_\_\_\_

Any tables brought into the Capitol building should be 6 feet or less.

## WATER

Will you need a hose and water (nonpotable) 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.

# Interactive Form

## RATE SHEET

Will equipment or services be needed from the CFO? \_\_\_\_ Yes \_\_\_\_ No

If **yes**, which of the following equipment is needed:

EQUIPMENT	NO. AVAILABLE	CHARGE PER ITEM	NO. NEEDED	FOR OFFICE USE ONLY
Banner Poles, 11 feet x 8 feet (inside use only)	3 sets	20.00 per set		
Pipe and Drape (for caterers' use)	3 sets	20.00 per set		
Chair	150	1.00		
Coat Rack (includes hangers)	10	15.00		
Easel	12	max. \$20 a wk. 4.00		
Electricity (120-volt plugs)		15.00		
Electricity (3-phase) outdoor use		75.00		
Flag	1 National 1 State	2.50 per flag	____ National ____ State	
Public Address System (microphone and electric included)	1	40.00		
Podium	1	30.00		
Microphones on Stands	3	10.00 each		
Table (folding)	3 - 6' x 18" 30 - 6' x 30"	max. \$30 a wk. 7.00	____ - 6' x 18" ____ - 6' x 30"	
	12 - 30" round (cocktail)	10.00	____ - 30" round (cocktail)	
<b>Table coverings are for inside use only.</b> Tablecloth (Royal Blue) 54" x 96"	10	5.00		
Table Skirt (Royal Blue)	10	14.00		
Fitted Tablecloth w/skirt (for 30" x 72" table)	12	14.00		
Tabletop Lectern	1	12.00		
Tent Setup Charge (Inserting and removing eyelets in tent piers)	(See page 23)	25.00		
Hose and Water (nonpotable)	1 each	10.00		
Trash Can (If your <b>outdoor</b> event needs additional trash pickup, your event will be billed an extra \$25.00.)	10	2.00	<b>EQUIPMENT TOTAL</b>	
BASIC USE FEE charged for all events scheduled in the North, South and West corridors inside the building - <b>\$500.00</b>				
WEEKDAY RATE (Unless Specified by the Executive Director of the Capitol Committee)		<b>\$30.00 Per Hour - LABOR</b>		
WEEKEND RATE (Calculated by Number of People Attending Your Event)		<b>\$40.00 Per Hour - LABOR</b>		
HOLIDAY RATE (Rate Determined by Executive Director of the Michigan Capitol Committee, Calculated by Number of People Attending Your Event)				
CANCELLATION RATE (If You Cancel Less than Fourteen Days Before the Scheduled Day of Your Event)			<b>\$100.00</b>	
If you are a State agency, will you be inter-accounting your bill? ____ Yes ____ No				
If <b>yes</b> , which Department/Agency should be billed? _____				
<b>Payment in Full Must Be Received Before the Date of Your Rally or Event.</b>			<b>TOTAL</b>	

The above rate will be charged per person for labor to erect, operate, and remove the public address system provided by the State. **In addition**, there will be a one-half hour labor charge prior to the event and a one-half hour labor charge after the event for setting up and taking down the public address system equipment.

### Notes on the Public Address System

In the event of inclement weather (re: rain, snow, hail, mist, etc.), for safety reasons and to prevent damage to the equipment, the public address system will not be provided or will be removed if such weather occurs during the event. If the equipment can be sheltered under the portico (top of east steps), it will be moved to that location so the program can continue.

The system has the capability of more than one microphone and plays cassettes and CDs. No equipment (i.e., band, additional mikes, etc.) can be hooked into the State Public Address System.

# Interactive Form

I acknowledge that as sponsor of this event or exhibit:

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 or exhibit.

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

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 course of 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.**

## HOUSE AND SENATE ALLOTMENTS

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

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

**Barb Thumudo, CFO Events Coordinator**  
**Capitol Public Events**  
**Michigan State Capitol**  
**P.O. Box 30014**  
**Lansing, Michigan 48909-7514**

**Phone:** (517) 373-9617

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### **To review Capitol Event and Exhibit Planner online:**

[www.council.legislature.mi.gov](http://www.council.legislature.mi.gov)

- Capitol Events/Exhibit Planner