



2022 – 2023 PRIVATE EVENT POLICIES, TERMS & CONDITIONS

Thank you for considering The Bushnell for your special event. As a private nonprofit organization, proceeds from Bushnell events help support our inspirational stage productions and award-winning education programs that enrich, illuminate, and energize the spirit of our vibrant region. We sincerely thank you and want you to know your patronage means the world to us!

The Bushnell is a versatile venue that can accommodate many different event configurations and group sizes. We have intimate rooms for smaller groups of 10-20 people, individual banquet rooms that can accommodate up to 320 people, and combined spaces that may include our lobbies and theater stages that can accommodate up to 1,000 people.

Room Rental Rates

Monday-Friday (3 hr min)		Saturday/Holiday (5 hrs)		Sunday (5 hrs)	
Autorino Great Hall					
Before 4 pm	\$ 200 /hr		\$ 2,500		\$ 1,500
After 4 pm	\$ 225 /hr	Addtl hr	\$ 200		\$ 200
Seaverns Room					
Before 4 pm	\$ 200 /hr		\$ 2,000		\$ 1,000
After 4 pm	\$ 225 /hr	Addtl hr	\$ 200		\$ 200
Horace Bushnell / Hillyer Suite					
Before 4 pm	\$ 150 /hr		\$ 800		\$ 750
After 4 pm	\$ 200 /hr	Addtl hr	\$ 150		\$ 150
Mortensen Theater Stage					
Before 4 pm	\$ 300 /hr		\$ 3,000		\$ 2,000
After 4 pm	\$ 350 /hr	Addtl hr	\$ 250		\$ 250
Belding Theater Stage					
Before 4 pm	\$ 250 /hr		\$ 2,500		\$ 1,500
After 4 pm	\$ 300 /hr	Addtl hr	\$ 200		\$ 200
Lobbies & Courtyard *					
Before 4 pm	\$ 150 /hr		\$ 750		\$ 500
After 4 pm	\$ 200 /hr	Addtl hr	\$ 150		\$ 100

**50% discount if booked in conjunction with Great Hall, Seaverns, or Stage rental*

Qualified non-profit organizations will receive a 10% discount on base Room Rental Rates

Your Room Rental includes:

- **Two hours for set up and 1 hour for break down.** If you need additional time, prevailing Additional Hourly rates apply. If your event goes beyond the contracted end time, you will be charged 1.5 times the Additional Hourly rate.
- **On site event management.**
- **Use of our rental equipment** including: 275 banquet chairs; (30) 60" round tables; (15) 36" round tables; (20) 30" high top tables; (6) 72" round tables; (12) 48" round tables; (12) 8' banquet tables; (12) 6' banquet tables; (12) 4' serpentine tables; (4) 5' half-moon tables.
- **Free parking** for weekend and midweek evening (after 5pm) events.
- Standard custodial support - trash removal/disposal.

The Bushnell | 166 Capitol Avenue, Hartford CT 06106 | Main Office: 860.987.6000 | Fax 860.987.6070

2022 - 2023 PRIVATE EVENT POLICIES, TERMS, & CONDITIONS

Conditions of Use

The Bushnell requires private event clients to enter into a contractual agreement (the "Contract") with The Bushnell that includes these "Private Event Policies, Terms, & Conditions." The Bushnell shall not be used in any manner that could create a negative image for The Bushnell or be in any way contrary to the mission of The Bushnell. The determination as to whether or not a particular use by renters might create a "negative image" is made at the sole discretion of Bushnell management.

House Fee

All Contracts are subject to a 20% House Fee. The House Fee is based on your Room Rental Fees and Food and Beverage charges before discounts. Depending on the details of your event this fee covers direct expenses The Bushnell and Max Catering incurs for event management, staffing, building maintenance, set up and break down, janitorial services, and standard security*. The House Fee is not intended, nor does it represent a tip or service charge for the waitstaff, service employees or service bartenders. Gratuities are given at your discretion.

Event Contract

Once we have determined that space is available for your event, we will place your requested date on hold for up to 5 days and you will receive a *Tentative Contract*. **To confirm your use of The Bushnell, we require that you approve your Contract and pay a non-refundable deposit within 5 days.** Once we receive your approval and non-refundable deposit, your Contract will be *Confirmed*. If we do not receive the approved Contract and non-refundable deposit within the allotted 5 days, your requested date may be released to be made available for other bookings.

Due to the time considerations of contracting performances in our theaters, we may be unable to confirm requested dates more than 12 months in advance.

Tax Exempt Organizations

Organizations requesting tax exemption must complete and submit a CERT119 with the appropriate sales tax exemption documentation to The Bushnell no later than 30 days prior to your event date. Upon receipt, tax will be removed from your Contract. All Contracts classified as tax exempt must be paid with a check that matches the organization stated on the Contract and CERT119.

Payments

We appreciate your prompt payments in accordance with the terms and dates specified on your Contract. Acceptable payment methods include check, money order, certified check, and major credit cards.

Please make all checks payable to: "The Bushnell 166 Capitol Ave., Hartford, CT 06106", Attention: "Event Services"

- To secure use of The Bushnell for your event, a non-refundable deposit is due with your approved Contract. The Bushnell and Max Catering are not bound and the facility is not reserved until the Contract is approved and the deposit has been received.
- Once catering costs have been added to the Contract – The Bushnell will send you an Invoice for 50% of the estimated balance due.
- **Ten days before your event date, all event details must be finalized including your GUARANTEED GUEST COUNT.** At this time we will send you an Invoice with your balance due. **Full payment is due within 48 hours.** Additional increases to guest counts, Consumption Bar charges, stagehand costs, or changes resulting in additional charges that occur within the 10-day period leading up to your event will be automatically charged to the credit card provided.

Cancellations

In the unlikely circumstance you should need to cancel your event after approving your Contract, the following guidelines apply: All notifications for cancellation must be made in writing to The Bushnell. If cancellation takes place more than 90 days prior to the event date, only the non-refundable deposit will be retained by The Bushnell. If cancellation takes place within 90 days of the event date, you are responsible for paying 50% of the estimated balance due. Clients that cancel within 30 days of the event date are obligated to pay all contracted amounts in full.

2022 - 2023 PRIVATE EVENT POLICIES, TERMS, & CONDITIONS

Catering

Max Catering is the exclusive caterer at The Bushnell. To ensure our high standards we do not permit any outside food, beverage or other catering services at our facility.

To speak with Max Catering about the food and beverage portion of your event please contact:

Amy Bombard / abombard@mrgct.com or (860) 566-8366

Your initial Contract will reflect your **Estimated** number of guests. Ten days prior to your event date you are required to **Guarantee** the number of guests you anticipate will attend your event. This **Guaranteed** number of guests establishes the minimum you will be charged for food, beverage, and associated services.

Due to health code regulations food and beverage may not be removed from the premises after the event.

Commodities may rise in price while at the same time others may drop during the life cycle of a menu. Max Catering anticipates market price increases prior to menu publication, however the economic market, the potential for inflation or recession, increasing fuel prices and food shortages may cause a need to raise prices. A price raise would only be implemented to protect the well-being of our staff, increases to our food, packaging and transportation costs and other such expenses. We will reconfirm and guarantee our food and beverage prices to you at least 60 days prior to your scheduled event.

Alcohol

Max Catering is the only legal entity that can provide alcohol beverage service at The Bushnell. No outside alcoholic beverages of any kind may be brought into The Bushnell by the client or any party other than Max Catering. In accordance with Max Catering's Liquor Permit, alcohol service can only be offered with food at our facility. No alcohol can be consumed beyond permitted areas. Contracted vendors/service providers (e.g. band members, DJ's, photographers) are prohibited from consuming alcohol on premise during events. Max Catering reserves the right to limit bar service for a specific event based on the food service as well as the duration of the event.

Rental Equipment

While your facility rental and catering services include much of the equipment and supplies needed for your event, some events may require additional rental items. Max Catering will gladly coordinate rentals through approved service providers. All costs related to rental equipment will be reflected on your Contract as an additional charge.

*Safety & Security

The safety of our guests and employees is our top priority. Due to increased costs associated with providing the best possible security, additional Security fees may apply. Security fees will be estimated on your Contract and may be adjusted after your event to reflect actual costs that are incurred.

Audio Visual, Sound, & Lighting Support Services

The Bushnell is under contract with IATSE Local 84 – a stagehand union. As a condition of your Contract all audio visual, sound, and lighting services must be coordinated using union stagehands at prevailing rates (**no exceptions**). Union stagehands will be scheduled a minimum of 1 hour before to 1 hour after your event unless otherwise requested or required. Stagehand cost *estimates* will be provided on your Contract. Following your event, your Contract may be adjusted to reflect the actual Stagehand costs that are incurred.

Service Providers

A "Service Provider" is a company or individual that is contracted to provide goods or services in conjunction with your event (e.g. photographer, DJ, florist). All Service Providers are required to sign The Bushnell's Indemnity Agreement and in some cases may be required to provide a Certificate of Insurance. It is the client's responsibility to ensure that all contracted Service Providers are in full compliance with The Bushnell's requirements no later than 30 days prior to the event date.

2022 - 2023 PRIVATE EVENT POLICIES, TERMS, & CONDITIONS

Marketing Guidelines

The Bushnell shares your interest in achieving success for events held in our facility. Clients who desire to place marketing materials including BANNERS AND SIGNAGE, enlist the on-site presence of MEDIA, distribute FLYERS, hang POSTERS, utilize DIGITAL SIGNAGE, or utilize The Bushnell's ELECTRONIC MEDIA must comply with all Bushnell Guidelines and pay for services at prevailing rates. Marketing services are at the discretion of The Bushnell and may not be available within the desired timeframe. Upon request, our Event Manager will gladly supply you with a copy of these Guidelines and rates. During time periods when The Bushnell is being shared by other parties or patrons, the Bushnell's Digital Media cannot be altered and it will not be shut off.

Please note that any requests for signage, banners or literature to be displayed at The Bushnell at times other than client's Event Date(s) are subject to availability and cost at The Bushnell's discretion.

Interior hanging banners and signage are not allowed in Mortensen Hall or the Belding Theater unless as part of stage specifications contained in the Technical Rider or in public and reception spaces, with the following exceptions:

- Mortensen Hall/Gray Lobby - 3 ft. high by 10 ft. wide maximum dimensions
- Seaverns Room stage - 3 ft. high by 6 ft. wide maximum dimensions
- Free-standing signage on easels is allowed during private events - 48" wide by 48" high maximum dimensions
- Banners hung as table skirting are allowed during private events - 2 ft. high by 8 ft. wide maximum dimensions

Smoking

In accordance with the Clean Air Act, The Bushnell and surrounding patios are a smoke-free environment. Smoking is permitted in designated areas only. Your guests should refrain from discarding cigarettes anywhere other than ash receptacles. Thank you for helping to communicate this courtesy to your guests.

Parking

- On weekends, event guests may use the State-owned lot (115 Capitol Ave) across from The Bushnell free of charge.
- Monday – Friday during business hours, event guests may park at any of the three *ProPark* lots adjacent to The Bushnell at prevailing rates. Pre-paid parking in *ProPark* lots can also be arranged. After 5 pm the State-owned lot across from The Bushnell is available to the public free of charge.
- *ProPark* is the exclusive Valet Service of The Bushnell. We would be happy to assist with making arrangements for these services at prevailing rates.

Shipments & Deliveries

Clients are responsible for making arrangements and paying for expenses related to shipping materials, merchandise, exhibits, and any other items to and from The Bushnell. The Bushnell must be notified in advance of shipping arrangements to insure proper receiving. The Bushnell is not responsible for storage, damage or loss of any items left on the premises prior to or following any event.

Rehearsals

Under no circumstance will a rehearsal be scheduled during a time when The Bushnell is being rented to another party or there is a scheduled performance in one of our theaters. Rehearsals cannot be scheduled prior to 1 month of your event without contracting the space and paying prevailing rates. Notwithstanding, the opportunity for The Bushnell to rent our facility takes precedent over unpaid ceremony rehearsals. Unpaid rehearsals that do not fall within regular business hours (M-F/non-holiday/9-5) are subject to prevailing rates.

Decorations

We request that you assist us in protecting The Bushnell and all of its historic art, architecture, and facilities. All decorations and signage must be approved by The Bushnell. Helium balloons and confetti are not permitted at The Bushnell. Items cannot obstruct any signs or plaques. Items may not be affixed to walls using tape, staples, tacks, or glue. Decorating time is included in the contracted usage hours. Open flame is not permitted and candles must be enclosed in glass. **All decorations must be removed at the conclusion of the event and within the contracted event time.**

2022 - 2023 PRIVATE EVENT POLICIES, TERMS, & CONDITIONS

Clean Up

We request that you leave The Bushnell in the same condition it was in when you arrived. This includes removal of decorations, signage, and equipment within the contracted event time. Due to limited space we cannot store supplies and equipment beyond your contract period.

Damage

Clients are responsible and shall reimburse The Bushnell for any damage, loss, or liability incurred through the fault of the clients' guest or any persons or organizations contracted by the client to provide any goods or services before, during or after the event.

Force Majeure

The Bushnell will not be held responsible for any delay or failure caused by events beyond The Bushnell's reasonable control, such as pandemic, fire, accident, flood or other weather-related event, explosion, war or the engagement of hostiles, strike, embargo, labor dispute, government requirement, civil disturbance, civil or military authority. The Bushnell will endeavor to provide reasonable notice of such delay. Notwithstanding the foregoing or anything to the contrary in these Event Policies, Terms, and Conditions or Contract, if The Bushnell cancels the customer's event due to such a Force Majeure event, then the Bushnell will promptly refund the customer's deposit and the customer shall have no further obligation hereunder.

Indemnity & Hold Harmless Agreement

To the fullest extent permitted by law, the customer shall indemnify and hold harmless The Bushnell and Max Catering, their officers, agents and employees for and against all injuries, claims, damages, losses and expenses, including but not limited to attorney's fees, arising directly or indirectly out of the obligations herein undertaken or resulting out of operations conducted by the customer, the customer's subcontractors, anyone directly or indirectly employed by them or anyone for who's acts they could be liable, regardless of whether or not such injury, claim, damages, loss or expenses caused in part by a party indemnified hereunder, save and accept claims or litigation caused by or resulting from the sole negligence of the party indemnified hereunder. Such obligations shall not negate, abridge or otherwise reduce obligations of indemnity which would otherwise exist to a party or person described in this document.

If the Contract is signed (*Approved*) in the name of a corporation, partnership, association, club or society, the individual signing represents to The Bushnell that he or she has full power and authority to sign and deliver this agreement.

By approving this Contract, I acknowledge that I have read and agree to all of the terms and conditions listed in this document and contained in the Contract.

Event Name

Event Date

Signature

Today's Date