

THE BRANFORD HOUSE RENTAL AGREEMENT

I UNDERSTAND THAT THE BRANFORD HOUSE, LOCATED AT THE UNIVERSITY OF CONNECTICUT, AVERY POINT CAMPUS IN GROTON, CONNECTICUT IS AVAILABLE FOR RENT, SUBJECT TO THE BRANFORD HOUSE RENTAL TERMS AND CONDITIONS ATTACHED HERETO. I FULLY UNDERSTAND THAT, BY SUBMITTING THE DEPOSIT REQUIRED BELOW, I AM SUBJECT TO BOUND BY THOSE TERMS AND CONDITIONS.

RENTER INFORMATION

NAME	ADDRESS
PHONE NUMBER	EMAIL ADDRESS

EVENT INFORMATION

EVENT DATE	EVENT DESCRIPTION
TOTAL BASIC RENTAL FEE: \$ _____	DEPOSIT AMOUNT UPON SUBMISSION: \$ _____

This Rental Agreement must be submitted with a check payable to “University of Connecticut” for fifty percent (50%) of the Total Basic Rental Fee. The deposit should be remitted to Branford House Manager, UConn Avery Point, 1084 Shennecossett Road, Groton, Connecticut. The remaining fifty percent (50%) of the Total Basic Rental Fee, as well as any additional rental fees and/or upgrade fees, must be paid by certified or bank check no later than forty-five (45) days prior to the event date.

I HAVE READ THE ATTACHED BRANFORD HOUSE RENTAL TERMS AND CONDITIONS AND I FULLY UNDERSTAND AND AGREE WITH TERMS AND CONDITIONS CONTAINED THEREIN.

Signature of Renter

Date

THE BRANFORD HOUSE RENTAL TERMS AND CONDITIONS

RENTAL OF THE BRANFORD HOUSE INCLUDES THE USE OF THE 1ST FLOOR OF THE EAST WING AND WEST WING, THE GRAND BALLROOM, THE PATIO, THE VERANDA, THE GARDEN AREA, THE BRIDE’S ROOM, THE CATERER’S KITCHEN AND THE SURROUNDING GROUNDS. EACH RENTAL PERIOD SHALL BE FOR TEN CONSECUTIVE HOURS ANY MUST BE APPROVED BY THE BRANFORD HOUSE MANAGER.

RENTAL RATES

PEAK SEASON RATES FROM MAY 1st TO OCTOBER 31st and ALL HOLIDAYS

- Friday, Saturday, Sunday, and Holidays
 - Mondays through Thursdays

\$7,000.00

\$1,000.00 to \$3,000.00

(Fee based on complexity of event, including # of guests and length of event
Subject to determination by the Branford House Manager. Excludes weddings.)

MID SEASON RENTAL RATES FOR APRIL AND NOVEMBER

- Friday, Saturday, and Sunday
 - Mondays through Thursdays

\$5,500.00

\$1,000.00 to \$3,000.00

(Fee based on complexity of event, including # of guests and length of event
Subject to determination by the Branford House Manager. Excludes weddings.)

OFF SEASON RENTAL RATES FROM DECEMBER 1st to MARCH 30th

- Friday, Saturday, and Sunday
 - Mondays through Thursdays

\$4,500.00

\$1,000.00 to \$3,000.00

(Fee based on complexity of event, including # of guests and length of event
Subject to determination by the Branford House Manager. Excludes weddings.)

ADDITIONAL RENTAL FEES:

- Large Tent Fee (see Tent Section below)
 - Tent usage fee (less than 1600 sq. ft.)
 - Rehearsal Fee (upon availability/2 hours)

\$2,000.00

\$500.00

\$350.00

CANCELLATION

ALL CANCELLATIONS ARE SUBJECT TO A \$500.00 CANCELLATION FEE. A notice of cancellation must be received by the Branford House Manager in writing no later than 12 months before the date of the event in order to receive a refund of all amounts paid, less the cancellation fee. If notice of cancellation is received by the Branford House Manager within 12 months of the date of the event, a refund will only be issued if the Branford House Manager is able to rent the Branford House for the original event date.

FURNITURE, TENTS AND DECORATIONS

FURNITURE:

- The following furniture is included in the rental of the Branford House at no additional charge:
 - 20 - Five Foot Round Tables
 - 10 - Six Foot Rectangular Tables
 - 12 - 36 Inch Round Cocktail Tables
 - 2 – 48 Inch Tables
 - 200 Gold Chiavari Chairs
 - 200 White Garden Chairs **Indoor use**: no additional charge **Outdoor use**: \$3.00/chair
 - 1 - Baby Grand Piano
- Placing any furniture in front of any fire exit is strictly prohibited.
- Furniture may not be removed from the Branford House or the surrounding area.
- All tableware, dishes, linens, glassware, and additional furnishings are not provided and must be rented separately and is the sole responsibility of the renter.

TENTS:

- All tents are to be erected the morning of the event and taken down by 7:00 a.m. the next day, unless special arrangements have been made in writing with the Branford House Manager.
- The Large Tent Fee shall be charged in the event that one or more tents are erected on the grounds of the Branford House which exceed 1,600 square feet.
- All tents must meet State of Connecticut and fire code standards and will be subject to the UConn Facilities Operations' approval.
- All tent costs, including furnishings, are the sole responsibility of the renter.
- **Patio tents are prohibited from December 1st - March 31st. Lawn tents are prohibited Nov. 1st – May 31st.**

DECORATIONS:

- 2-inch votive candles, in fully enclosed hurricane globes, chimneys or similar containers, may be used in floral arrangements or other decorations for the event. Any other type of open flame is strictly prohibited.
- All floral arrangement and other decoration at the event shall be free-standing and shall not be attached by glue, tape, staples, tacks, or any other means to any wall, light fixture, or other appurtenance or furnishing in the Branford House, provided that fabric used as a component of the decorations may, with the approval of the Branford House Manager, be draped over an appurtenant or furnishing.
- Any container for flowers or plants shall be watertight and shall, if placed upon or over an appurtenance or other furnishing, rest on or in a watertight material or object a size and configuration adequate to capture any plant matter and any dripping liquid.
- All decorating and deliveries must be done during the 10-hour rental period. Special delivery arrangements may be made with the approval of the Branford House Manager.
- All floral arrangements and decorations must be removed at the end of the rental period. There will be a charge for clean-up of any decorations or other items left behind.

EVENT SECURITY

EVENT SECURITY:

- Renter must hire a UConn Police Officer to be present at the Event if the University of Connecticut, in its sole discretion, determines that a UConn Police Officer needs to be present at the Event.
- The fee to hire each UConn Police Officer is set at a pre-determined rate per hour (with a four-hour minimum). Contact Lieutenant Matthew Zadrowski matthew.zadrowski@uconn.edu or 860-486-5175 for additional information.

CATERING AND ALCOHOL REQUIREMENTS

CATERING:

- Catering costs are the sole responsibility of the renter.
- Two weeks prior to the event, all caterers must provide the Branford House Manager with evidence of Commercial liability Insurance including insurance for products and completed operations liability, contractual liability, providing for a total limit of at least \$1,000,000 for all damages arising out of bodily injury to or death of all persons in any one accident or occurrence, and for all damages arising out of injury to or destruction of property in any one accident or occurrence; and stating further that, if such liability insurance is subject to an aggregate limit, the aggregate limit shall be no less than \$2,000,000.
- The event caterer is responsible for the setup and takedown of the tables for the event.
- The Caterer must ensure that all waste generated by the event is properly disposed of all equipment and supplies brought into the Branford House in connection with the event are removed; and the Caterer's Kitchen, all areas where food or beverages were served, and any other areas of the Branford House utilized by the caterer are restored to their original condition immediately before the event.

ALCOHOL:

- **Alcohol may only be served by the University of Connecticut's Department of Dining Services.**
- Caterers are strictly prohibited from serving alcohol at the Branford House.
- Please contact the University of Connecticut's Events and Conference Services at (860) 486-5053 to arrange for any alcohol to be served at your event.

GENERAL TERMS, CONDITIONS, AND INFORMATION

- The Branford House only allows one rental per day.
- Each rental is effective for ten (10) consecutive hours, which hours must include setup and take down and all vendor deliveries (excluding tent setup and takedown).
- If the event occurs on Friday, it must start AFTER 5:00 p.m. (vendors may begin setting up earlier).
- All events must end by midnight.
- The renter must provide the Branford House Manager, in writing, all event information, including, but not limited to, the time of event, total number of guests, caterer information and additional rental requests or upgrades, no less than 45 days before the scheduled event or the Branford House Manager may be unable to fulfill all requests.
- The renter must provide a copy of The Branford House Event Guidelines for Food Caterers, on the following page, to any caterers who will be serving the event.
- No fireworks, flares, floating lanterns or sparklers are allowed at the event.
- No balloons, crayons, markers or chalk are allowed at the event.
- No blowing bubbles inside the Branford House.
- Smoke Machines are prohibited.
- Throwing rice, confetti, birdseed or other material inside or outside of the Branford House is prohibited.
- No smoking in the Branford House. Smoking is permitted on the patio outside.
- All décor and personal items MUST be removed at the end of the event. Additional time required over the allotted one-hour cleanup window will be charged at \$500.00 for the first hour and \$250.00 for every hour thereafter. These fees are NOT to be used to extend an event, but to expedite cleanup and breakdown.

LIABILITY

BY RENTING THE BRANFORD HOUSE, THE RENTER AGREES TO AND SHALL INDEMNIFY AND SAVE HARMLESS THE UNIVERSITY OF CONNECTICUT AND STATE OF CONNECTICUT FROM ANY AND ALL CLAIMS, DAMAGES, LOSSES, LITIGATION, OR EXPENSES ARISING OUT OF ANY INJURY, INCLUDING DEATH, OR CLAIMS, DAMAGES, LOSSES, LITIGATION, OR EXPENSES ARISING OUT OF ANY INJURY, INCLUDING DEATH, OR DAMAGE TO PROPERTY RESULTING FROM ANY ACT, OMISSION, OR NEGLECT OF THE RENTER OR ANY OF THE RENTER'S GUESTS OR CONTRACTORS. THE RENTER ALSO UNDERSTANDS THAT IF THE BRANFORD HOUSE IS NOT RESTORED TO ITS ORIGINAL CONDITION IMMEDIATELY PRIOR TO THE EVENT, RENTER WILL BE LIABLE FOR ANY COSTS ASSOCIATED WITH THE RESTORATION THEREOF.

THE BRANFORD HOUSE EVENT GUIDELINES FOOD CATERERS

CATERERS:

- The event caterer is responsible for the setup and takedown of the tables for the event.
- Two weeks prior to the event, all caterers must provide the Branford House Manager with evidence of Commercial liability Insurance including insurance for liquor liability, products and completed operations liability, contractual liability, providing for a total limit of at least \$1,000,000 for all damages arising out of bodily injury to or death of all persons in any one accident or occurrence, and for all damages arising out of injury to or destruction of property in any one accident or occurrence; and stating further that, if such liability insurance is subject to an aggregate limit, the aggregate limit shall be no less than \$2,000,000.

ALCOHOL:

- **Alcohol may only be served by the University of Connecticut's Department of Dining Services.**
- Caterers are strictly prohibited from serving alcohol at the Branford House.

CLEAN UP:

- The caterer(s) must ensure that all waste generated by the event is properly disposed of all equipment and supplies brought into the Branford House in connection with the event are removed.
- The Caterer's Kitchen, all areas where food or beverages were served, and any other areas of the Branford House utilized by the caterer must be restored to their condition immediately before the event.
- Kitchen and prepping area floors must be mopped down and the main floor must be swept.
- All garbage and trash in trashcans must be removed and placed in the dumpster outside of the Branford House.
- All tables and chairs must be placed in the basement unless stated otherwise by the Branford House Manager.
- All caterers and other vendors must be broken down and ready to vacate the property one hour from the end of the scheduled time of the event.