

# 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: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

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

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

**Back-Up Person:**

Name: \_\_\_\_\_

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

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

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

**Dates are based on availability only.**

_____ Month	_____ Day	_____ Year	
----------------	--------------	---------------	--

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

<b>Exhibit:</b> <i>(Beginning Date)</i>	_____ Month	_____ Day	_____ Year	<b>Start Time</b>
<b>Exhibit:</b> <i>(Ending Date)</i>	_____ Month	_____ Day	_____ Year	<b>End Time</b>

**AREA(S) REQUESTED**

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

- \_\_\_\_\_ Front East Steps and Walks
- \_\_\_\_\_ East Lawn, NORTH side and/or SOUTH side  
*(please circle)*
- \_\_\_\_\_ First Floor (Glass Floor Rotunda) *one-hour limit*
- \_\_\_\_\_ First Floor Corridor, NORTH
- \_\_\_\_\_ First Floor Corridor, SOUTH
- \_\_\_\_\_ First Floor Corridor, WEST
- \_\_\_\_\_ First Floor Corridors, NORTH  
*option of serving food in the West*
- \_\_\_\_\_ First Floor Corridors, SOUTH  
*option of serving food in the West*

What area(s) are you requesting for your ?

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

**Events booked in any of these areas will be charged an additional \$500.00 basic use fee.**

**Limit of one wing plus WEST (optional)**

- Examples:** – NORTH and WEST  
– NORTH only

**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 boom box (to play CDs or cassettes) 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

**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 LCFA 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 29.)

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.

# RATE SHEET

Will equipment or services be needed from Legislative Council Facilities Agency?  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 (folding)	150	1.00		
Coat Rack (includes hangers)	10	15.00		
Easel	15	max. \$20 a wk. 4.00		
Electricity (120-volt plugs)		15.00		
Electricity (3-phase) outdoor use		40.00 plus \$5.00/hr. for labor		
Flag	1 National 1 State	2.50 per flag	____ National ____ State	
Podium (includes the microphone)	1	30.00		
Public Address System (electric included)	1	40.00		
Microphones on Stands	3	10.00 each		
Table (folding)	3 - 6' x 18" 30 - 6' x 30" 7 - 60" round	max. \$30 a wk. 7.00	____ - 6' x 18" ____ - 6' x 30" ____ - 60" round	
	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	3.25		
Table Skirt (Royal Blue)	10	12.00		
Fitted Tablecloth w/skirt (for 30" x 72" table)	12	12.00		
Tabletop Lectern	1	12.00		
Tent Setup Charge (Inserting and removing eyelets in tent piers)	(See page 25)	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>\$28.00 Per Hour - LABOR</b>		
WEEKEND RATE (Calculated by Number of People Attending Your Event)		<b>\$37.00 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? <input type="checkbox"/> Yes <input type="checkbox"/> 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.

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 LCFA Director and/or Assistant LCFA 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 LCFA Events Coordinator. Payment must be received before the date of your event or rally.

**Trena Trowhill, LCFA Events Coordinator  
Capitol Public Events  
Michigan State Capitol  
P.O. Box 30014  
Lansing, Michigan 48909-7514**

**Phone:** (517) 373-9617  
**Fax:** (517) 373-8040  
**E-Mail:** tthrowhill@legislature.mi.gov

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

- [www.council.legislature.mi.gov](http://www.council.legislature.mi.gov)
- Legislative Council Facilities Agency (home page)
  - Scheduling Information
  - Capitol Event/Exhibit Planner