

**FINANCE & ADMINISTRATION CABINET
DEPARTMENT FOR FACILITIES AND SUPPORT SERVICES
DIVISION OF HISTORIC PROPERTIES
AREAS AVAILABLE FOR GOVERNMENTAL EVENTS,
BUSINESS-ORIENTED EVENTS AND RENTAL USE**

Capitol Rotunda

The Capitol Rotunda may be scheduled for press conferences, rallies and public speaking engagements during regular business hours: Presentations and meetings, including the use of screens or other audio/visual equipment will not be accommodated in the Capitol's public spaces.

Maximum capacity is 100 seated, 150 standing room only. For larger events that the Rotunda will not accommodate, please reserve the 2nd floor Mezzanine for overflow of the Rotunda space. Due to safety and conservation concerns, no more than 300 people may assemble for an event within the Rotunda and 2nd Floor Mezzanine. Groups larger than 300 people will only be permitted to use the exterior Capitol grounds for assembly. At no time shall the public hallways, doorways or staircases be impeded during your event.

Musical and other entertainment performances are scheduled only during the hours of 11:30 a.m. until 1:00 p.m., Monday through Friday, excluding state holidays, per the HPAC guidelines. If no set-up is required, no charge will apply for these limited, special, public performances, subject to availability of the space.

Fee for Set-up: \$25 for one hour (maximum event time 1 hour.)

- ❖ Set up includes podium with microphone and speakers and backdrop;
- ❖ Chairs may be added at the cost of \$0.50 each, up to 100 chairs total in the Rotunda; and
- ❖ Additional items such as 8 foot tables may be added at the cost of \$5 per table.
- ❖ Tables are to be used for materials, temporary exhibit placement during the event scheduled, or for presentation of awards.

Per the HPAC guidelines, food and drink is not permitted to be served or consumed in the Capitol Rotunda or in the public hallways of the 1st floor of the Capitol.

Capitol 2nd Floor Mezzanine

The second floor public areas overlooking the Capitol Rotunda may be scheduled for Rotunda overflow, exhibit space and approved receptions with light refreshments during regular business hours (Monday through Friday, excluding state holidays, 8:00 a.m. until 4:00 p.m.):. At no time shall the public hallways, doorways or staircases be impeded during your event. Due to safety and conservation concerns, no more than 150 people may assemble for an event on the 2nd Floor Mezzanine.

Exhibit Space: \$20 per hour (limited to 2 hours total.)

Set up includes the following:

- ❖ Up to 4 eight-foot tables for exhibit space;
- ❖ 2nd Floor Mezzanine only within the inset areas overlooking the Capitol Rotunda; and

- ❖ Additional 8 foot tables may be added at the cost of \$5 per table needed.

Reception - 2nd Floor Mezzanine

Only state-sponsored events in conjunction with an awards ceremony or special events (please see guidelines.)

\$50 per hour (limited to 2 hours total.) Maximum Attendance permitted: 150 people.

- ❖ 2nd Floor Mezzanine space, only within the inset areas overlooking the Rotunda.
- ❖ Set up includes up to 4 eight-foot tables for light refreshments, and 2 trash cans.

The Capitol Front Steps may be scheduled for the following events during regular business hours (Monday through Friday, excluding state holidays, 8:00 a.m. until 4:00 p.m.): press conferences, rallies and public speaking engagements.

Musical and other entertainment performances on the entire Capitol grounds are scheduled only during the hours of 11:30 a.m. until 1:00 p.m., Monday through Friday, excluding state government holidays.

Use of Capitol equipment outside:

Fee for Set-up: \$15 for each hour needed (limit 2 hours total.)

- ❖ Set up includes podium with microphone.
- ❖ At no time shall the entrance/exit to the Capitol building be impeded.
- ❖ Applicants will need to provide any other equipment (i.e. tables for information or chairs.)

Fees collected from events at the Capitol assist with the maintenance and conservation efforts of this nearly 100-year-old landmark Capitol building.

- ❖ All fees due are to be paid to the Division of Historic Properties either via credit card, check, or interaccount no later than 48 hours or 2 business days prior to the scheduled event. Changes to the set-up less than 48 hours prior or 2 business days prior to the scheduled event cannot always be accommodated. Additional fees will apply for any added tables and chairs or other items needed and fees due must be paid prior to the scheduled event occurring at the Capitol or on the Capitol grounds. Please notify the Division of Historic Properties at 502-564-3000 as soon as possible to add additional items or to make changes to your set-up.
- ❖ All equipment requested is subject to availability.
- ❖ If a contractor plans to provide any of the items needed for your event, please consult with the Division of Historic Properties to obtain permission for any items you plan to set up on the Capitol Grounds or within the Capitol public spaces.
- ❖ For all events, additional charges may apply for added security, maintenance, trash collection, etc.

Other Information

- ❖ For additional audio/visual equipment (i.e. mult box for media hook up) please contact Bruce Armstrong with the Division of Creative Services at 502-564-4508. Fees apply for the use of equipment and staff required. For political events, a private contractor is required for additional audio/visual services. The following vendors are familiar with the Capitol: AVT (Brad Abney) at 859-254-8954 or MSI (Tim Jones) at 859-684-5559.
- ❖ For additional security requests, please contact Facilities Security at 502-564-9877. Charges may apply for extra security staffing.

- ❖ The City of Frankfort Police Department should be contacted at 502-875-8523 regarding any pertinent parade permits or events requiring city streets to be closed.
- ❖ For special parking requests on the Capitol Complex, please note details of the number of vehicles, types and sizes of vehicle, and any other pertinent vehicle information on the event outline worksheet.
- ❖ The Department of Parks at 502-564-3142 can provide catering services for events on the Capitol Grounds. All other outside caterers and vendors must provide the appropriate catering license/certification from the Health Department, as well as appropriate business licensing and proof of liability insurance. These documents must be submitted to the Division of Historic Properties at least 48 hours or 2 business days prior to an *event*.
- ❖ Large trash collection needs must be contracted by the event coordinators.
- ❖ For all other requests, please contact the Division of Historic Properties at 502-564-3000, extension 228 or 226.

While onsite, please notify the Capitol Security Desk located in the East End Vestibule in case of fire, injury or damage to the building. For assistance in the proper use of the Capitol or Capitol grounds, please direct inquiries to the Division of Historic Properties at 502-564-3000, extension 226.

Government-issued photo identification is required to gain access to the Capitol and Annex buildings. Teachers or other organizations must have a roster of the children in their group.