



---

## CAPITOL SQUARE REVIEW AND ADVISORY BOARD

---

Ohio Statehouse  
1 Capitol Square  
Columbus, Ohio  
43215

Hello!

Welcome to Columbus' most beautiful building, the Ohio Statehouse. We at the Capitol Square Review and Advisory Board (CSRAB) are honored that you have chosen our facility for your special event.

What your guests will enjoy at the Statehouse is a beautiful, historic venue with a gracious atmosphere in a great downtown location. CSRAB is ready to help make your event one to remember and enjoy.

Inside this packet, you will find information to help make your event planning successful. If you have any questions or need further assistance, please do not hesitate to contact the Special Events team at 614/752-9777 or [statehouseevents@csrab.state.oh.us](mailto:statehouseevents@csrab.state.oh.us).

If your event requires food and beverage, please refer to the Statehouse Caterer information at [www.OhioStatehouse.org](http://www.OhioStatehouse.org) or the Caterer list in our Special Events information packet.

We look forward to working with you!

Sincerely yours,

*Capitol Square Review and Advisory Board*



## **INSTRUCTIONS FOR RESERVING DATES and FILING PERMIT APPLICATIONS**

Use of the Capitol Square Complex is granted on a first-come, first-served basis. In order to receive permission to hold an event on Capitol Square you must:

- 1) Reserve a date, time and location for the event with the Special Events Office (614/752-9777)
- 2) Submit to CSRAB for consideration:
  - *Application for Permit to Use Statehouse Grounds*
  - Copy of non-profit statement
  - Registration Form
  - \$50 processing fee (Please make checks payable to: **Treasurer, State of Ohio**)
  - 15-day waiver form (when submitting application less than 15 days prior to event)
  - *Signed Agreement of Compliance with Capitol Square Review and Advisory Board Rules*

Permit holders may incur fees which may include, but are not limited to, security, electrical hook-up, labor and equipment rental.

A 20% commission will be assessed to all outside rental service providers. Final payment must be received 30 days after the event.

The application for an event cannot be submitted more than 365 days in advance or received later than 15 days prior to the event.

Upon receipt of your completed application materials, CSRAB will review your permit request and notify you of its decision.

All permissible events must be in accordance with CSRAB's *General Rules*, as set forth by the Ohio Legislature, as well as federal, state and local laws.

All CSRAB charges will be billed to the applicant after their event. The charges will be due 30 days from the receipt of the bill.



# Capitol Square Review & Advisory Board

Phone: 614/752-9777 Fax: 614/752-5209  
Ohio Statehouse, 1 Capitol Square, Columbus, Ohio 43215  
www.OhioStatehouse.org

## APPLICATION FOR PERMIT TO USE STATEHOUSE & CAPITOL SQUARE FACILITIES

Date: \_\_\_\_\_

Capitol Square Review and Advisory Board exercises supervision and control  
of Capitol Square pursuant to 105.41 O.R.C.

Capitol Square Review and Advisory Board hereby grants permission to:

Name of group: \_\_\_\_\_

If state agency—Enter OAKS Department Code: \_\_\_\_\_

Representative's name, address, phone number and email: \_\_\_\_\_

To occupy and use Capitol Square subject to the terms and conditions below:

Date and time (set-up & clean-up included): \_\_\_\_\_

Event Time: \_\_\_\_\_ Portion of Capitol Square to be occupied: \_\_\_\_\_

Approximate number of persons attending: \_\_\_\_\_ Type of event: \_\_\_\_\_

**Use: The user organization agrees that, during the terms of this permit, assigned areas shall  
be operated under the following procedures:**

**Administrative Fee:** A \$50 administrative fee will be assessed for the use of any portion of the Capitol Square facilities. Checks may be made payable to Treasurer, State of Ohio. The Board, at its discretion, may waive fees for just cause.

**Additional Fees:** The user organization will be assessed all appropriate equipment, electricity and labor fees associated with the event. Please make checks payable to Treasurer, State of Ohio.

**Prescribed Activities:** The user organization shall not permit any act inconsistent with or in violation of local, state, or federal laws or C.S.R.A.B. administrative rules.

**Deposit Requirement:** An optional deposit may be required based on the nature of the event. The deposit amount will be determined by the Capitol Square Review and Advisory Board (C.S.R.A.B.) to protect damage to the property incurred during the term of this permit. C.S.R.A.B. has the discretion to waive this deposit requirement.

**Facility Protection:** The user organization shall maintain Capitol Square facilities in a reasonable manner during the terms of this permit, keeping it clean, sanitary, and free of debris. After termination of this permit, Capitol Square areas shall be returned to C.S.R.A.B. in the same condition as prior to the event.

**Security/Maintenance:** C.S.R.A.B. security or maintenance personnel will be used as agreed upon by the board and permit applicant. All service charges will be billed to the permit holder immediately following the date of the event. The permit holder is responsible for payment within 30 days of the completion of the event.

**Sound Equipment:** Use of sound projection equipment shall be in compliance with local noise ordinances and used in a manner so as to not interfere with the proceedings of the state or other activities being conducted on Capitol Square.

**Outside Vendor:** A 20% commission will be assessed to all outside rental service providers. Final payment must be received 30 days after the event.

**Signs, Banners, Flags:** The use of stickers or labels, cellophane pressure sensitive tape, screws, nails, sticks, poles, or any other mounting technique for displaying signs, banners, or flags which adversely affects the structural, safety or decorative condition of the Capitol Square buildings or any permanent structure on the premises is prohibited.

**Supplemental Accommodation:** Supplemental accommodations such as, but not limited to: electricity, water, litter control, and outdoor facilities may be provided by C.S.R.A.B. These items will be charged to the permit holder.

**Interference:** Use of Capitol Square facilities shall only be done in a manner so as not to interfere or compete with the normal business proceedings of the state.

**Food/Beverage:** No food or beverages, or merchandise shall be sold or dispensed on Capitol Square Grounds without the express written consent of C.S.R.A.B. No transient vendors are permitted to use the Capitol Square facilities. Food and beverage dispensing shall be in accordance with all state and federal laws.

**Liability:** The user organization shall indemnify and hold harmless the state of Ohio and C.S.R.A.B. against any and all claims, demands, actions, or causes, of actions, together with any and all losses, costs, or related expenses asserted by any person or persons for bodily injury, death, or property damages resulting from or arising out of this permitted use of Capitol Square.

**Smoking:** Smoking is prohibited in Capitol Square buildings.

**Hired Entertainment:** The Capitol Square special event client shall pay to CSRAB a service fee equal to twenty percent (20%) of any hired entertainment (before sales tax) which the client receives during their approved event in any of the Capitol Buildings or on the Capitol Grounds. Hired entertainment includes musicians, bands, disc jockeys, etc.

X

PERMIT APPLICANT

I have read the above permit and agree to the items and conditions specified therein.

X

AUTHORIZING AUTHORITY FOR OFFICIAL BUSINESS

C.S.R.A.B. USE ONLY:

FEE: \_\_\_\_\_

PAID: \_\_\_\_\_

DATE: \_\_\_\_\_

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

C.S.R.A.B. REPRESENTATIVE

DATE

***This application must accompany the following before being reviewed:  
\$50 fee, signed Agreement of Compliance, Copy of Non-profit statement,  
Registration Form and 15-day Waiver if applicable.***

☐ APPROVED

☐ DENIED



**AGREEMENT of COMPLIANCE**  
**with Capitol Square Review and Advisory Board Rules**

I have read and agree to comply with the Capitol Square General Rules and Guidelines.

\_\_\_\_\_  
Permit Holder's Signature

\_\_\_\_\_  
Date



## Capitol Square Review and Advisory Board

# Office of Special Events

The Capitol Square Review and Advisory Board is responsible for maintaining the historic character of the Statehouse and Capitol Square while providing for the health, safety and convenience of those who work in or visit the complex.

The Capitol Square complex is open to government and non-profit organizations to use the Statehouse and its grounds for special events. The facilities are also available for a limited number of weddings each year.

***All Special Event Application permit fees beginning July 1, 2009 will be \$50.00 unless otherwise noted.***

### **Billing for Non-Profit Organizations:**

Ohio Revised Code makes it possible for organizations to use the Ohio Statehouse and its grounds for their special events. Events must be hosted or sponsored by a non-profit organization. All government and quasi-governmental organizations, corporate and private foundations, schools and most associations, human service groups, service clubs, unions and other non-profit alliances qualify. If you are uncertain if your group qualifies, the Statehouse special events team can help you determine that.

IF AN ORGANIZATION HAS A NON-PROFIT STATEMENT then:

1. \$50.00 application permit fee
2. All Equipment fees apply
3. All labor and security fees apply

### **Billing for State Government Agencies Not Residing in the Statehouse:**

All other official agencies of the executive and judicial branches of state of Ohio government (i.e. various cabinet agencies, Legislative Service Commission, Ohio Court of Appeals) are exempt from the special events application permit fee associated with events in conjunction with official business. Permit for Application must be signed by the director or authorizing authority of Ohio government entity. All other fees will apply.

IF SUCH EVENTS ARE FOR OFFICIAL BUSINESS then:

1. No application permit fee
2. *Equipment fees will apply*
3. *Labor and security fees will be charged*

### **Billing for Elected Officials:**

The Ohio House of Representatives, Ohio Senate, Office of the Governor and all departments and/or divisions of the state of Ohio housed within Capitol Square are exempt from the application permit fee for official business. In addition, the statewide office holders of Lt. Governor, Attorney General, Auditor, Secretary of State and Treasurer are exempt from standard Statehouse application permit fee for official business.

IF SUCH EVENTS ARE HELD MONDAY THROUGH FRIDAY BETWEEN 8 A.M. AND 4 P.M. then:

1. Office holder must be present for events of official business
2. Application for Permit must be completed; application permit fee will be waived
3. No equipment fees
4. No labor charges
5. No Ohio Highway Patrol security fees

*For all official business, each Permit for Application must be signed by the appropriate authorizing authority of the Ohio government entity. Ohio House of Representatives: House Clerk, Chief of Staff or Minority Leader; Ohio Senate: Senate Clerk, Chief of Staff or Minority Leader; statewide elected official: elected office holder.*

Official business includes the authorized business of the Office to carry out the duties of said Office or Office holder, i.e. press conference associated with public policy or a legislative issue.

The Office exempt from the standard Statehouse application permit fee may sponsor groups in which the Office or Office holder is associated. In these instances, the application permit fee will be waived, however all equipment fees will apply.



Ohio Statehouse  
1 Capitol Square  
Columbus, Ohio  
43215  
614/752-9777

---

## CAPITOL SQUARE REVIEW AND ADVISORY BOARD

---

### OHIO STATEHOUSE CATERERS

All of the caterers at the Statehouse have met specific contract and insurance requirements set forth by the State of Ohio and the Capitol Square Review and Advisory Board.

Clients who use the Ohio Statehouse for their special event may choose any one of the exclusive caterers.

Milo's Catering and Banquet Services carries the liquor license for the Capitol Square. All alcoholic beverage service must be sold and served through Milo's Catering and Banquet Services. Non-alcoholic beverage service may be arranged with the exclusive caterer of your choice.

#### *Ohio Statehouse Exclusive Caterers:*

##### **Milo's Catering and Banquet Services**

980 W. Broad Street  
Columbus, OH 43229  
[www.cateringbymilos.com](http://www.cateringbymilos.com)  
Contact: Kristen Kerr  
614/224-0272  
614/224-5337 FAX  
[kristen@cateringbymilos.com](mailto:kristen@cateringbymilos.com)

##### **Catering by Design**

6465 Busch Boulevard  
Columbus, Ohio 43229  
[www.cateringbydesign.com](http://www.cateringbydesign.com)  
Contact: Kathy Waldburger  
614/436-7391  
614/436-7158 FAX  
[kwaldburger@cateringbydesign.com](mailto:kwaldburger@cateringbydesign.com)

##### **Creative Cuisine**

839 Busch Boulevard  
Columbus, Ohio 43229  
[www.creative-cuisine-catering.com](http://www.creative-cuisine-catering.com)  
Contact: Kerrie Devore  
614/436-4949  
614/436-9090 FAX  
[kdevore@ccuisine.cc](mailto:kdevore@ccuisine.cc)

##### **Gem Catering**

3016 East Broad Street  
PO Box 91036  
Columbus, Ohio 43209  
[www.gem-catering.com](http://www.gem-catering.com)  
Contact: Robin Lipscomb-Stanford  
614/207 3685  
614/751-1770 FAX  
[gemstanford1@yahoo.com](mailto:gemstanford1@yahoo.com)

##### **Metro Cuisine Catering & Special Events**

6185-C Huntley Road  
Columbus, Ohio 43229  
[www.metrocuisine.com](http://www.metrocuisine.com)  
Contact: Chelsea Chrisman  
614/436-6369  
614/436-6452 FAX  
[cchrisman@metrocuisine.com](mailto:cchrisman@metrocuisine.com)

##### **Sheraton Columbus at Capitol Square**

75 East State St  
Columbus, OH 43215  
[www.sheratoncolumbuscapitolsquare.com](http://www.sheratoncolumbuscapitolsquare.com)  
Contact: Chris Katsares  
614/365-4582  
614/365-4696 FAX  
[ckatsares@sheratoncolumbuscapitolsquare.com](mailto:ckatsares@sheratoncolumbuscapitolsquare.com)

##### **SPAGIO Catering**

1295 Grandview Avenue  
Columbus, Ohio 43212  
[www.SPAGIO.com](http://www.SPAGIO.com)  
Contact: Heather Hewitt  
614/486-1114  
614/486-5557 FAX  
[SPAGIOCatering@gmail.com](mailto:SPAGIOCatering@gmail.com)

##### **Two Caterers**

6800 Schrock Hill Court  
Columbus, Ohio 43229  
[www.twocaterers.com](http://www.twocaterers.com)  
Contact: Carly Ziemer  
614/882-7323  
614/882-7395 FAX  
[cziemer@twocaterers.com](mailto:cziemer@twocaterers.com)

## Special Events REGISTRATION FORM

*This Form must be submitted with the Permit Application and signed compliance form in order to make your application complete.*

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

Organization: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Number of guests expected to attend: \_\_\_\_\_

Space you would like to use: \_\_\_\_\_

Nature of Event: \_\_\_\_\_

Would you like guided tours of Statehouse? Yes / No

Will need catering services? Yes / No      Do you plan to serve alcohol? Yes / No

**PLEASE INDICATE THE CATERER YOU PLAN TO UTILIZE:** \_\_\_\_\_ *Milo's Catering and Banquet Services*  
\_\_\_\_\_ *Catering by Design* \_\_\_\_\_ *Creative Cuisine* \_\_\_\_\_ *Gem Catering* \_\_\_\_\_ *Metro Cuisine Catering & Special Events*  
\_\_\_\_\_ *Sheraton Columbus at Capitol Square* \_\_\_\_\_ *Spagio Catering* \_\_\_\_\_ *Two Caterers*

Will you have OUTSIDE ENTERTAINMENT, including DJ or band? Yes / No

Name of entertainment: \_\_\_\_\_ Phone: \_\_\_\_\_

*All hired or donated entertainment is subject to 20% service fee.*

*For the following items, please indicate the number of each of the equipment items you anticipate needing.  
This is intended to allow the CSRAB Special Events Office to begin to plan your event.  
Final equipment needs will not be required until one week prior to your scheduled event.*

### PACKAGES:

One may be chosen  
for the package rate,  
if nothing else is  
needed.

ATRIUM PRESS CONFERENCE PACKAGE \_\_\_\_\_

STANDARD INDOOR PRESS CONFERENCE PACKAGE \_\_\_\_\_

STANDARD OUTDOOR PRESS CONFERENCE PACKAGE \_\_\_\_\_

LITERATURE TABLE PACKAGE \_\_\_\_\_

### ITEMIZED EQUIPMENT: May not be used if you are selecting a package.

PORTABLE SOUND SYSTEM: SMALL \_\_\_\_\_ LARGE \_\_\_\_\_

60" ROUND TABLE \_\_\_\_\_ 48" ROUND TABLE \_\_\_\_\_

8 FT. TABLE \_\_\_\_\_ 6 FT. TABLE \_\_\_\_\_

STANDARD SCREEN (5X5) \_\_\_\_\_

30" CABARET TABLES Seated \_\_\_\_\_ Elbow \_\_\_\_\_

FRONT/ REAR PROJECTION SCREEN (6x8) \_\_\_\_\_

BACKDROP, STATEHOUSE PHOTO \_\_\_\_\_

PROJECTOR \_\_\_\_\_

CHAIRS \_\_\_\_\_

PIPE & DRAPE Blue \_\_\_\_\_ Black \_\_\_\_\_

RISERS (4x8) \_\_\_\_\_

42" FLAT SCREEN MONITOR \_\_\_\_\_

CHOIR RISERS \_\_\_\_\_

MULT BOX \_\_\_\_\_

COAT RACKS \_\_\_\_\_

KEYBOARD \_\_\_\_\_

EASELS \_\_\_\_\_

AUDIO PLAYER: CD \_\_\_\_\_ IPOD \_\_\_\_\_

PODIUM \_\_\_\_\_

TELEPHONE CONFERENCING \_\_\_\_\_



## **CSRAB EQUIPMENT, Page 1**

These packages are for organizations that only require the specific equipment listed below.  
Payment is required in full with application for a permit, otherwise, equipment will be itemized.

### **PRESS CONFERENCE PACKAGES**

**\*Atrium/Rotunda/Museum Gallery Press Conference Package** **\$170.00**

Includes: CSRAB administrative permit application fee, podium, microphone, speakers, media multiple plug box, 1 - 8 ft. table, 20 chairs, 2 easels and labor.

**\*Ladies' Gallery/George Washington Williams Indoor Press Conference Package** **\$145.00**

Includes: CSRAB administrative permit fee, podium, media multiple plug box, 1 - 8 ft. table, 2 easels and seating for 16.

**Outdoor Standard Press Conference Package** **\$200.00**

Includes: CSRAB administration permit fee, small portable outdoor sound system, media multiple plug box, 1-6 ft. table, 20 chairs, 2 easels and labor.

### **LITERATURE PACKAGE**

**Literature Table Package** **\$ 60.00**

Includes: CSRAB administrative permit fee, 1 - 8 ft. table, 4 chairs, 2 easels and waste basket.

Outdoor events requiring tables and chairs need to be coordinated through the CSRAB Special Events Office.  
Outdoor rental needs requiring more than 200 chairs and 15 six foot rectangular tables will need to be provided by a preferred service provider. A 20 percent service fee will be applied.

### **STAFFING FEES** *Charges are estimated and prices are subject to change without notice.*

**Labor costs per person and per hour for the set up and break down of events** **\$ 35.00**

**Ohio Highway Patrol costs per Trooper and per hour (four hour minimum)** **\$ 45.00**

**Tour Guide fee per guide (two hours)** **\$ 40.00**

### **ELECTRICITY, SOUND SYSTEMS AND VISUAL AIDS**

**Electrical Hook-up** **\$20.00**

**\*Indoor Sound System** **\$100.00**

Includes: podium, microphone, media multiple plug box and speakers.

**Small Outdoor Sound System** **\$100.00**

Includes: podium, microphone and speakers.

**Large Outdoor Sound System** **\$200.00**

Includes: podium, microphone, speakers, monitor, 16 or 8-channel mixer and CD player.

**Microphones - Wired** **\$ 25.00**

**Microphones - Wireless** **\$ 30.00**

**Speaker Monitor** **\$ 20.00**

**Media Multiple Plug Box** **\$ 50.00**

**42" Monitor with DVD Player** **\$ 75.00**

**DVD/CD Player** **\$ 25.00**

**Projector and Front Standard Screen** **\$ 75.00**

**\*Projector and Rear Projection Screen** **\$ 150.00**







## **CSRAB EQUIPMENT, Page 2**

### **SOUND SYSTEMS & VISUAL AIDS CONT.**

<b>*Teleconferencing</b>	<b>\$ 25.00</b>
<b>Electrical Distribution Box (Spider)</b>	<b>\$ 100.00</b>
<b>Keyboard - certain restrictions apply</b>	<b>\$ 50.00</b>
<b>Easel</b>	<b>\$ 3.00 ea.</b>

### **SPECIAL EVENT EQUIPMENT**

<b>*Coat racks</b>	<b>\$ 10.00 ea.</b>
<b>Risers - 4' x 8'</b> 12 risers available	<b>\$ 20.00 ea.</b>
<b>6 ft x 2.5 ft Rectangular tables</b>	<b>\$ 6.00 ea</b>
<b>*8 ft x 2.5 ft Rectangular tables</b> 20 tables are available	<b>\$ 6.00 ea.</b>
<b>*60" Round tables</b> 40 tables are available	<b>\$ 6.00 ea.</b>
<b>*30" Round Caberet Tables</b> 40" high/ bar height, 7 tables are available 29" high/ dining height, 7 tables are available	<b>\$ 6.00 ea.</b>
<b>Chairs</b> 500 chairs are available	<b>\$ 1.00 ea.</b>
<b>Wooden chairs - certain restrictions apply</b> 10 chairs are available	<b>\$ 3.00 ea.</b>
<b>*Rope and Stanchion</b> 4 sets available	<b>\$ 6.00 per set</b>
<b>*Sign Stanchions</b> Limited number available	<b>\$ 10.00 ea.</b>
<b>Megaphone</b>	<b>\$ 10.00</b>
<b>*Backdrop with photo of Statehouse, 7' in height, 8' in width</b>	<b>\$ 50.00</b>
<b>*Pipe and Drape 8' in height</b> 24 feet available	<b>\$ 5.00 per ft.</b>
<b>*Pipe and Drape 9'– 16' adjustable</b> 24 feet available	<b>\$ 5.00 per ft.</b>
<b>8 ft poles and bases</b>	<b>\$ 20.00 per set</b>
<b>Parson Podium</b>	<b>\$ 10.00</b>
<b>Lectern</b>	<b>\$ 25.00</b>

*\*Indoor use only*



## **USAGE OF THE CAPITOL SQUARE COMPLEX:** **GENERAL RULES**

The Capitol Buildings and Grounds are available for use by the public for the purpose of governmental business, public meetings for free discussion of public questions, or for activities of a broad public purpose, provided the authorized procedure has been followed and appropriate approvals have been received, if such use:

- 1) Does not interfere with the primary use of the Capitol Buildings or Grounds;
  - 2) Is appropriate to the physical context of the Capitol Buildings or Grounds;
  - 3) Does not unduly burden the managing authority;
  - 4) Is not a hazard to the safety of the public or state employees;
  - 5) Does not expose the State to the likelihood of expenses and/or damages which cannot be recovered.
- The use of the Capitol Buildings and Grounds shall be denied for any activity conducted purely for profit or any activity inconsistent with or in violation of local, state or federal laws, rules or regulations.
  - There shall be equal access for all groups for the use of Capitol Buildings and Grounds regardless of race, religion, color, national origin, sex or handicap.
  - Capitol Buildings and Grounds shall be available for use any day of the week between the hours of 7 a.m. and 12 a.m.
  - CSRAB reserves the right to limit the use of Capitol Buildings or Grounds, at any time, due to unforeseen operational circumstances. Every reasonable effort will be made to alleviate the effects of any such limitation.
  - The permit holder shall maintain the Capitol Buildings and Grounds in a responsible manner during the term of the permit, keeping them clean and free of debris. The permit holder will be responsible for any actual costs or damages incurred by the Board as a result of the use of the Capitol Buildings or Grounds.
  - Corporate banners are prohibited.
  - Signs on sticks, poles, or stakes are prohibited.
  - No smoking shall be permitted within the Capitol Buildings.
  - Vehicle/Structures: No equipment, apparatus, machine or vehicle is permitted on Capitol buildings or grounds without the express written permission of the C.S.R.A.B.
  - The permit holder needs to retrieve all materials left behind from their event within 10 days. After 10 days, CSRAB has the discretion to dispose of all materials left behind at the permit holder's expense.
  - The issuance of a permit by the Board for use of Capitol Buildings and Grounds shall not imply endorsement or approval by the State of Ohio of the actions, objectives, or views of the permit holder.



## **ADDITIONAL INFORMATION**

### **SECURITY**

The Ohio Highway Patrol is responsible for all security on Capitol Square.

CSRAB and the Highway Patrol will determine the number of troopers needed for each event. If additional security is needed during an event, all charges incurred will be assessed at the event conclusion.

The Capitol Square security fee is \$45.00 per hour for the first eight hours. The total fee is based upon the number of officers and total time required. A four hour minimum is required.



## **GENERAL GUIDELINES**

### ***Capitol Atrium, Museum Gallery, Map Room & Senate Building***

The use of stickers of any kind (including stick-on name tags) is **prohibited** inside the building.

We request that you **do not** tape, staple, nail or in any way affix objects to the walls, windows, columns, balconies or doors anywhere in the complex.

Helium balloons are **not** permitted.

There are four large plants in the Atrium and others throughout the Senate Building. It is **not** permissible to move these plants.

If you would like to use candles for your indoor event, you must use votive candles.

An "Ohio Statehouse Preferred Vendor List" also is provided for your convenience. If you would like to use a rental service provider not on the approved list, please contact the CSRAB Special Events Office as soon as possible at 614/752-9777.

**For more information, please contact the Special Events team  
at 614/752-9777.**



## **GENERAL GUIDELINES**

### ***Capitol Grounds***

Because the Underground Parking Garage is located directly under the West Plaza, there is a two ton weight limit on the plaza. This weight limit is only applicable when automobiles or large pieces of machinery need to be brought on the plaza for an event.

Inflatables are **not** permitted.

It is **not** permissible to drive stakes into the lawn.

Non-paraffin based luminary and votive candles are the only types of candles permissible on the Capitol Square Grounds.

There is no on-site parking in the loading dock during normal business hours or on the Plaza. If you have materials to unload for an event on the Plaza, they must be unloaded at the sidewalk and carried onto the Plaza.

It is **not** permissible to tie signs, banners, balloons or any other materials to trees or any of the permit structures at the Statehouse. Poles with bases can be rented from CSRAB from which signs or banners can be hung.

Blocking egress or ingress to the Capitol is **not** permitted.

Any sound equipment to be used on the Capitol Square Plaza (excluding equipment rented from CSRAB) must be approved by CSRAB prior to its use.

**For more information, please contact the Special Events team  
at 614/752-9777.**



## **EXTERNAL RENTAL SERVICE PROVIDERS**

Outside rental services can be utilized with the approval of the Capitol Square Review and Advisory Board.

- 1) All equipment cost estimates must be submitted three days prior to the event.
- 2) A 20% service fee will be assessed on all rentals.
- 3) In addition, a Certificate of Insurance must be provided to the Director of Special Events prior to the event.

**Please forward all outside rental service provider invoices to:**

Capitol Square Review and Advisory Board  
Special Events  
Ohio Statehouse  
1 Capitol Square  
Columbus, Ohio 43215-4210



## **Ohio Statehouse Exclusive Vendor List**

### **Specialty Equipment**

#### **Creative Cuisine**

839 Busch Court  
Columbus, OH 43229  
614/436-4949  
[www.creative-cuisine-catering](http://www.creative-cuisine-catering)

#### **Lasting Impressions**

5080 Sinclair Road  
Columbus, OH 43229  
614/252-5400  
[www.lirents.net](http://www.lirents.net)

#### **Metro Cuisine**

6185-C Huntley Road  
Columbus, OH 43229  
614/436-6369  
[www.metrocuisine.com](http://www.metrocuisine.com)

#### **Variations Events**

146 Briarbend Blvd.  
Powell, OH 43065  
614/745-5555  
[www.variations.net](http://www.variations.net)

### **Tent Suppliers**

#### **Metro Cuisine**

6185-C Huntley Road  
Columbus, OH 43229  
614/436-6369  
[www.metrocuisine.com](http://www.metrocuisine.com)

#### **O Neil Tents**

895 West Walnut Street  
Canal Winchester, OH 43110-9436  
614/837-6352  
[www.oneiltents.com](http://www.oneiltents.com)

### **AudioVisual Companies**

#### **Hughie's Audio Visual and Staging Inc.**

7034 Worthington Galena Rd  
Worthington, Ohio 43085  
614/436-5273  
[www.hughies.com](http://www.hughies.com)

#### **Live Tech**

3854 Fisher Road  
Columbus, OH 43228  
614/278-7777  
[www.reallivepros.com](http://www.reallivepros.com)

#### **Mills James**

3545 Fishinger Boulevard  
Columbus, OH 43026  
614/777-9933  
[www.millsjames.com](http://www.millsjames.com)



## TOURS

Building tours are available for special events held at the Statehouse. For events scheduled during regular working hours (9:30 a.m. until 3 p.m., Monday through Friday, and noon until 3 p.m., Saturday and Sunday), tours are available without charge. Tours for after-hours events are available at the rate of \$20 per tour guide per hour, with a minimum two-hour charge. Each guide can accommodate a tour group of up to 50 guests, although smaller groups are preferred.

Tours can be scheduled in conjunction with your special event and should be requested **at least two weeks in advance** of your event. Tour requests made less than two weeks before your event are not guaranteed.

Clients will be billed for tours cancelled less than 24 hours in advance of the event.





## 15-DAY WAIVER FORM

**\*This form should only be completed if you are submitting your application for the use of the Statehouse and/or grounds less than 15 days prior to your event.**

Date: \_\_\_\_\_

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

Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Reason event cannot happen 15 days from today:

---

---

---

---

---

---

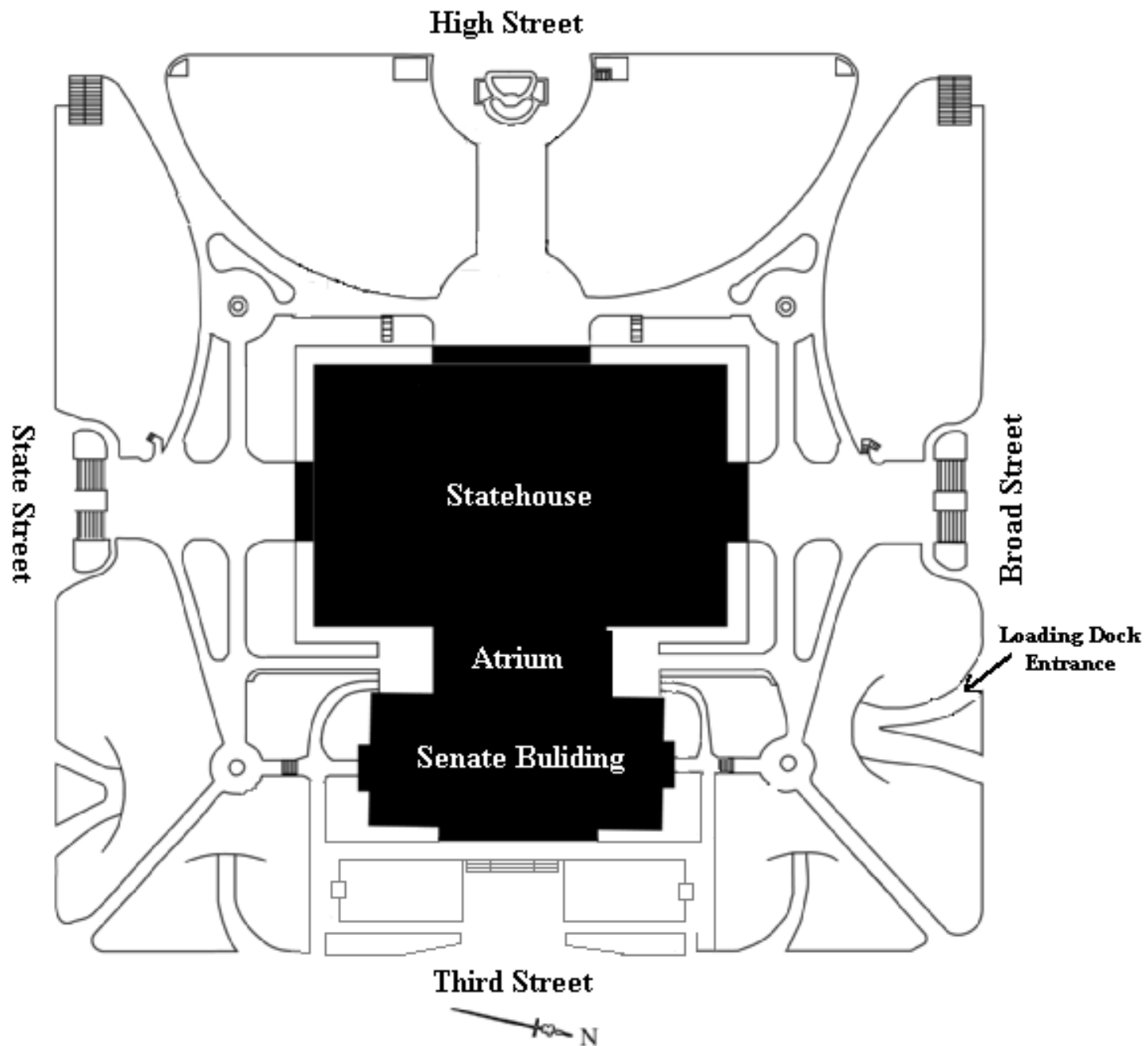
---

---

---

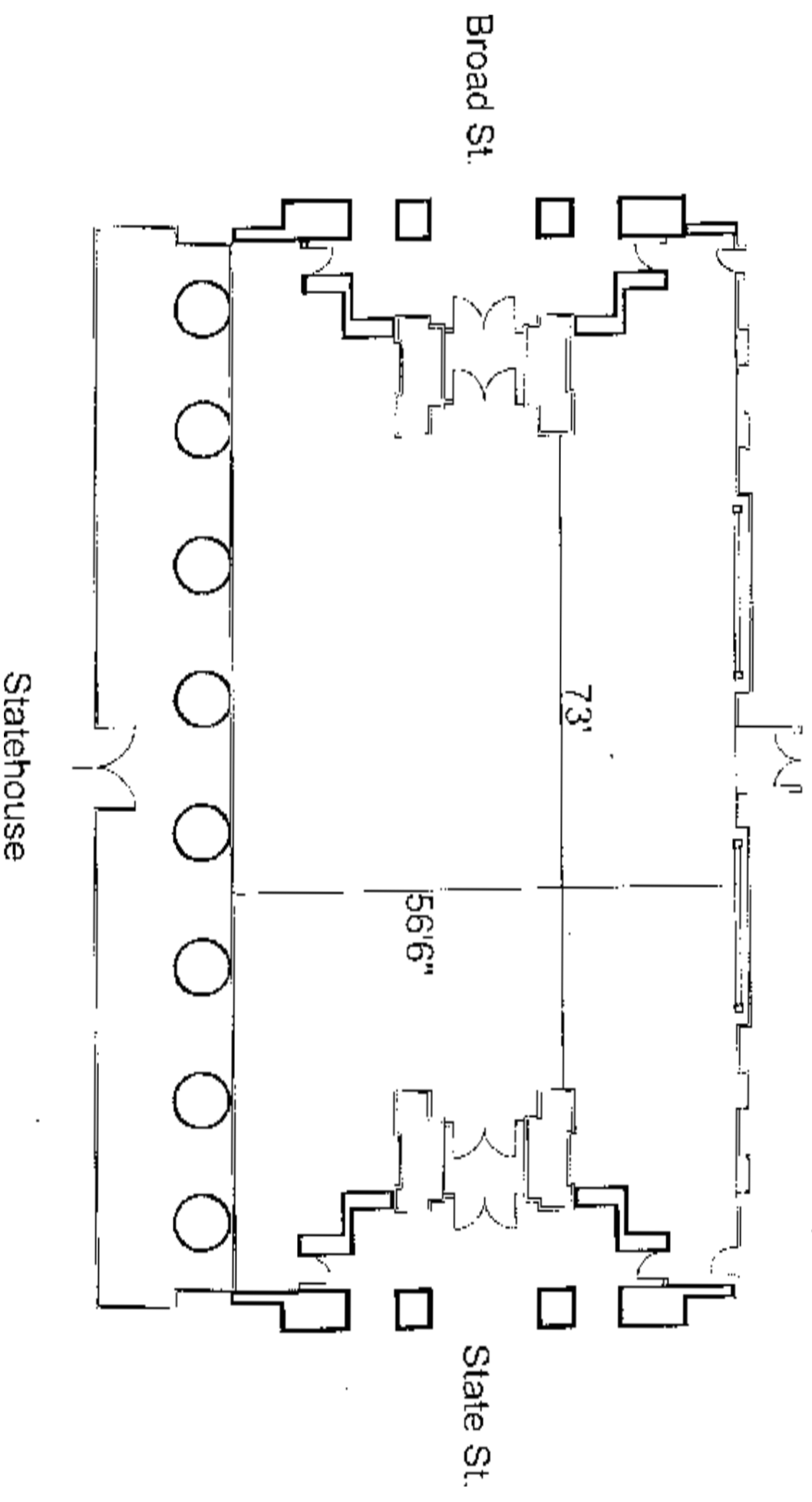
---

# Ohio Statehouse on Capitol Square

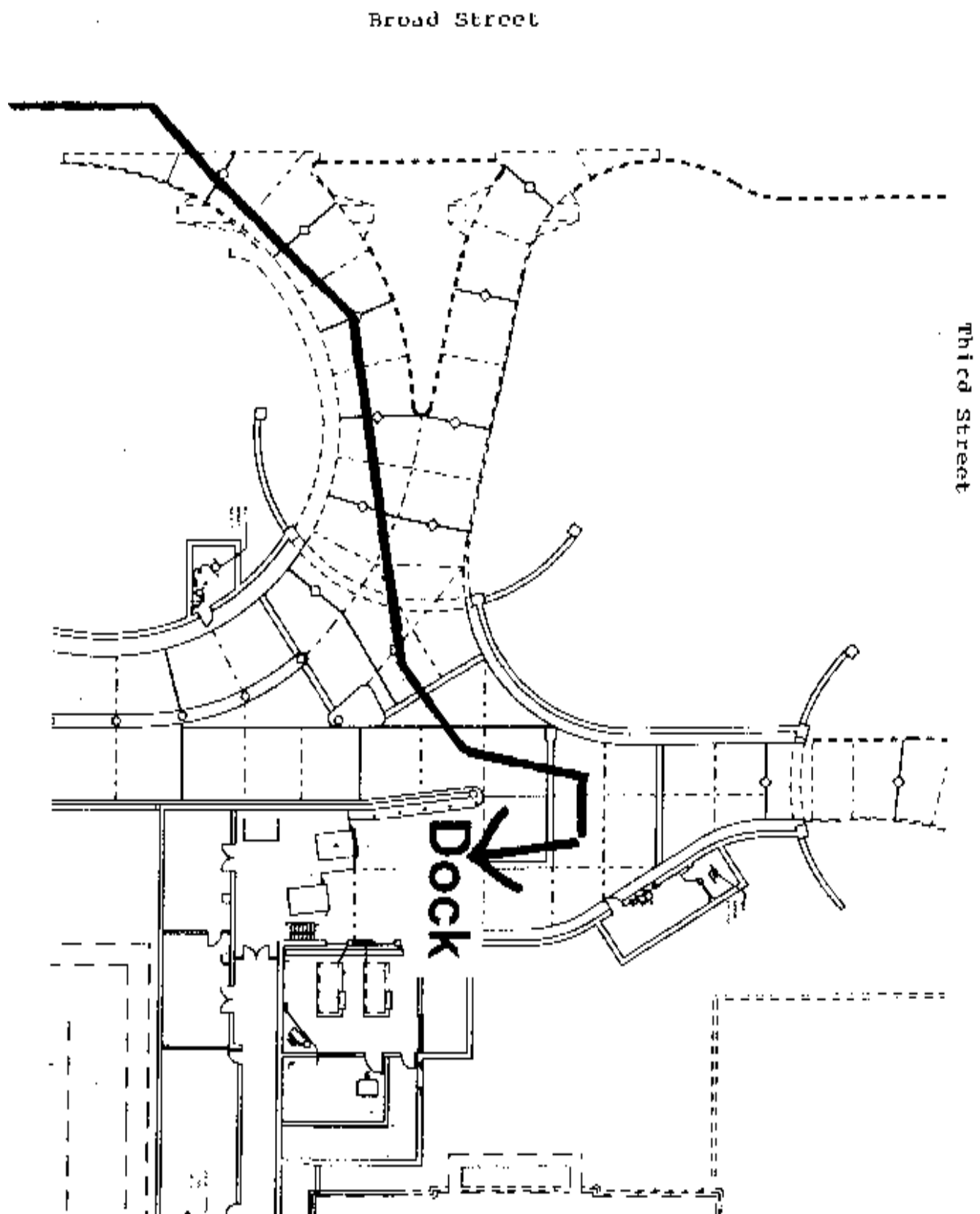


# Capitol Atrium

Senate Building



# Map to Dock for Deliveries and Pick-ups



# Downtown Columbus

## Directions to the Statehouse

