



Come Home to the Peoples' House

Connecticut Old State House Event Rental Contract

Event Name _____
Event Date _____
Event Number _____
Renter Name _____
Renter Address _____

Renter Phone No _____
Renter Email _____
Contract Date _____

CONTRACT, dated as of the Contract Date, between the Renter and the Joint Committee on Legislative Management on behalf of the Connecticut General Assembly (CGA).

Recitals

WHEREAS, the Renter desires to enter into a contract for the rental of the Old State House;

WHEREAS, Renter has reviewed, agreed to comply with and signed the Rental Events Policies and Procedures for the Old State House (Attachment 1);

WHEREAS, the CGA acting through the Joint Committee on Legislative Management has control over the use of the Old State House pursuant to Public Act 07-4;

NOW, therefore, in consideration of the contract herein contained, the parties hereto agree as follows.

Contract Term

The term of this contract shall commence upon execution of this contract and end upon conclusion of event or payment of supplemental invoice whichever is later.

Initial/Date: _____

Compensation

Full payment under this Contract shall be due ten (10) business days prior to the event. CGA shall provide an invoice to the Renter to facilitate this payment in accordance with the attached Event Planning Worksheet (EPW). (Attachment 2)

A Supplemental Invoice (for charges incurred and not included in the EPW form due to damages, loss, theft, failure to remove trash from the premises, additional security, event planning or janitorial fees, etc.) will be issued after the event when necessary and payment is due upon receipt. A 1 ½ % monthly finance charge (18% annually) will assessed after 30 days to all past due accounts.

Correspondence

Any notice or other communication required or permitted hereunder shall be in writing and shall be deemed effective when delivered in person, or, if mailed, on the date of deposit in the mail, postage prepaid, addressed, in the case of the Renter to Renter Name and Renter Address indicated on the first page of this contract and in the case of the CGA to Financial Administrator; Room 5100; Legislative Office Building, Hartford, CT 06106.

Indemnification

Renter shall be responsible for all injuries or damages to the Renter 's employees, guests, contractors or agents incurred or sustained at the Old State House while performing, or in any way associated with the rental event described above.

Renter shall indemnify, defend and hold harmless the State of Connecticut/CT General Assembly and its officers, representatives, agents, servants, employees, successors and assigns from and against any and all (1) claims arising, directly or indirectly, in connection with the contract, including the acts of commission or omission (collectively, the "Acts") of Renter or Renter guests; and (2) liabilities, damages, losses, costs and expenses, including but not limited to, attorneys' and other professionals' fees, arising, directly or indirectly, in connection with claims, acts or the contract.

Insurance

Renter shall reimburse the CGA for any and all damages to the real or personal property of the State/CT General Assembly caused by the acts of the Renter or any Renter's employees, guests, agents or contractors. The State shall give Renter reasonable notice of any such claims.

Renter and caterer hired by the Renter shall submit and maintain, for the duration of this contract sufficient commercial general liability insurance at levels, as delineated in the Attachment 3, to satisfy its obligations under this contract. Renter and the caterer hired by the Renter shall name the State of Connecticut/CT General Assembly as an additional insured on the policy, shall provide a certificate of insurance or a copy of the policy and provide an endorsement indicating the State of Connecticut/CT General Assembly has been added to the policy as an additional insured prior to the effective date of the contract. Insurance coverage shall be maintained during the time that any provisions survive the term of the contract. Renter may provide their own certificate of liability insurance or may purchase general liability insurance through the CGA at a rate of \$200 per event. The caterer is required to provide their own certificate of liability insurance.

If alcohol is being served at a rental event, Renter shall provide a copy of the caterer's liquor license and a copy of their Liquor Liability Insurance ten business days prior to the rental event.

Cancellation of Event

The CGA reserves the right to cancel this event should the requirements in this Contract and in the Connecticut Old State House Event Policies and Procedures attached to this Contract not be met. CGA further reserves the right to cancel this event should there be false claims by the Renter as to the nature or purpose of the event. Previous security deposit will be forfeited.

Force Majeure

The CGA and the Renter shall not be excused from their duty to perform in accordance with the Contract except in the case of Force Majeure events and as otherwise provide for in the Contract. In the case of any such exception, the nonperforming party shall give immediate written notice to the other, explaining the cause and probable duration of any such nonperformance. These events are defined to be strikes, riots, civil commotions, act of God, breakdowns of machinery, shortages of power, or drought.

Nondiscrimination Requirements

In accordance in Conn. Gen. Stat. 4a-60(a), the Renter agrees and warrants that in the performance of the contract such Renter will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation or physical disability, including, but not limited to, blindness, unless it is shown by such contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the state of Connecticut. The Renter further agrees to take affirmative action to insure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation, or physical disability, including, but not limited to, blindness, unless it is shown by the Renter that such disability prevents performance of the work involved.

Entirety Of Contract

This Contract, the Event Planning Worksheet and the Old State House Event Rental Policies and Procedures constitute the entire agreement between the parties with respect to their subject matter, and supersedes all prior agreements, proposals, offers, and counteroffers and understandings of the parties, whether written or oral. No alteration, modification or interpretation of the Contract, the Event Planning Worksheet and the Old State House Event Rental Policies and Procedures shall be binding unless in writing and signed by both parties. The Contract has been entered into after full investigation, neither parties relying upon any statement or representation by the other unless such statement or representation is specifically embodied in the Contract.

Choice of Law and Forum

The law of the State of Connecticut shall be the law of this Contract, with or without reference to principles of conflicts of laws.

The parties agree to adjudication by, and hereby waive any objection to the jurisdiction of, such state and federal courts as are situated in Hartford, Connecticut.

The parties are signing this Contract on the date below their respective signatures.

CT General Assembly

[Renter Name]

D' Ann Mazzocca
Executive Director
Joint Committee on
Legislative Management

[Renter Signator]
[Signator Title]

Date: _____

Date: _____

Attachment 1 Rental Events Policies and Procedures for the Old State House

Attachment 2 Event Planning Worksheet (EPW)



ATTACHMENT 3

INSURANCE REQUIREMENTS

[Event Name]

[Event Date]

[Event Number]

The Connecticut General Assembly

Joint Committee on Legislative Management

Legislative Office Building : Rm 5100

Hartford, CT 06106

(860) 240 – 0100

FAX: (860) 240 – 0122

1. The successful proposer shall carry in force for the duration of this agreement the following insurance:

Insurance Requirements

- A. Commercial General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. Coverage shall include Premises and Operations, Independent Contractors, Products and Completed Operations, Contractual Liability and Broad Form Property Damage coverage. If a general aggregate is used, the general aggregate limit shall apply separately to the project or the general aggregate limit shall be twice the occurrence limit. The State of Connecticut/CT General Assembly, its officers, officials, employees, agents, boards and commissions shall be named as Additional Insured
- B. Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury. Coverage extends to owned, hired and non-owned automobiles. If the contractor does not own an automobile, but one is used in the execution of the contract, then only hired and non-owned coverage is required. If a vehicle is not used in the execution of the rental event then automobile coverage is not required.

Insurance Provisions

- A. Contractor shall assume any and all deductibles in the described insurance policies.
 - B. The contractor's insurer shall have no right of recovery or subrogation against the municipality or the State of Connecticut/CT General Assembly and the described insurance shall be primary coverage
 - C. Each required insurance policy shall not be suspended, voided, cancelled or reduced except after 30 days prior written notice by certified mail, has been given to the State of Connecticut/CT General Assembly.
 - D. "Claims made" coverage is unacceptable, with the exception of Professional Liability.
 - E. Insurance is to be placed with insurers with a current AM Best Rating of no less than A-, VII.
 - F. Contractor shall include all subcontractors as insured under its policies or shall obtain separate certificate of insurance evidencing insurance requirements herein.
 - G. Contractor shall furnish the State of Connecticut/CT General Assembly with original certificate of insurance prior to commencement of work.
2. The insurance certificate shall indicate that the contractor name, the State of Connecticut/CT General Assembly, as an additional insured and shall defend and save harmless the State of Connecticut/CT General Assembly from actions, suits, or other legal proceedings that may be instituted on such claims or demands. The insurance certificate shall be accompanied by an endorsement indicating that the State of Connecticut/CT General Assembly has been in fact added to the insurance policy as an additional insured.