

APPLICATION
COURTROOM RENTAL BRISTOL STATEHOUSE FOR WEDDING

NAME OF BRIDE: _____

NAME OF GROOM: _____

NAME OF CONTACT PERSON: _____

MAILING ADDRESS: _____

PHONE: DAY _____ EVENING _____ CELL _____

EMAIL ADDRESS _____

DATE AND TIME OF WEDDING: _____

DESIRED DATE AND TIME OF REHEARSAL: _____
(Maximum capacity is 110 persons)

WILL SOUND SYSTEM BE NEEDED? YES NO
(Sound system is available for rental fee of \$50)

APPROXIMATE NUMBER OF PEOPLE ATTENDING: _____

WILL ANY OF THE GUESTS REQUIRE AN ELEVATOR? YES NO

WILL YOU NEED TO BRING IN CHAIRS/ TABLES/ETC.? YES NO

I HAVE RECEIVED A COPY OF THE "CONDITIONS FOR RENTAL OF COURTROOM IN THE BRISTOL STATEHOUSE"

NAME: _____ DATE: _____

This application should be given directly to the Executive Director in the first floor office of Mosaico CDC or mailed to 240 High Street, Bristol, RI 02809. Mosaico CDC staff will inform you immediately if the date is already booked. The Statehouse Foundation Board reviews all applications. Once reviewed, you will be notified by the Bristol Statehouse Foundation regarding their decision on the application.

Contact: Diana Campbell, Executive Director
401-253 - 4627
director@mosaico.necoxmail.com

**BRISTOL STATEHOUSE RENTAL AGREEMENT
WEDDING CONTRACT**

**FOR USE OF THE COURTROOM AT THE BRISTOL STATEHOUSE
(To be completed by Statehouse staff)**

NAME OF BRIDE: _____

NAME OF GROOM: _____

NAME OF CONTACT PERSON: _____

MAILING ADDRESS: _____

CONTACT PERSON INFORMATION:

PHONE: DAY _____ EVENING _____ CELL _____

EMAIL ADDRESS: _____

DATE AND TIME OF WEDDING: _____

DATE AND TIME OF REHEARSAL: _____

TOTAL AMOUNT DUE: _____

DEPOSIT OF 50% IS DUE AT TIME CONTRACT IS SIGNED; FULL PAYMENT AND \$200 SECURITY DEPOSIT ARE DUE NO LATER THAN THE DAY BEFORE THE EVENT

CANCELLATIONS MADE AT LEAST SEVEN DAYS BEFORE THE PROGRAM WILL HAVE FUNDS RETURNED, LESS A 20% CHARGE. CANCELLATIONS MADE WITH LESS THAN SEVEN DAYS WILL HAVE A 50% CHARGE.

I HAVE READ THE RULES AND REGULATIONS FOR USE OF THE COURTROOM AND ENSURE THAT THIS USE WILL COMPLY WITH THEM AND WITH ALL APPLICABLE GOVERNMENT RULES AND REGULATIONS.

STATEHOUSE SIGNATURE

DATE

RENTER SIGNATURE

DATE

**CONDITIONS FOR RENTAL OF THE
GEORGE L. SISSON COURTROOM
FOR WEDDINGS**

The George L. Sisson Courtroom is available for wedding ceremonies as follows:

<u>Saturday</u>	<u>Sunday</u>
9:00 am – 12:00 noon	9:00 am – 12:00 noon
12:30 pm – 3:30 pm	4:00 pm - 7:00 pm
4:00 pm - 7:00 pm	
All personal property and decoration must be removed by the end of the time slot.	

All bridal parties must adhere to the following guidelines:

1. Available space includes the front hallway, second floor hall, George L. Sisson Courtroom, and the Quinn room. Use of restrooms, air conditioning and elevator are included. A sound system is available at an additional charge.
2. A private room is available for the bride on request.
3. Bridal parties will have a rental rate of \$750, with a refundable \$200 security deposit.

RULES FOR USE OF COURTROOM

1. Total capacity of the Courtroom is 110 persons.
2. Smoking and alcohol are not permitted within the building or outside on Statehouse property- the total site is a smoke-free environment.
3. Opening and closing of facility will be by Statehouse staff.
4. The Renter agrees to indemnify and hold harmless the Bristol Statehouse Foundation from any claims, damage, loss of or expense (including attorney’s fees) arising out of the use of the premises by the renter’s guests and/or agents. If deemed necessary, the Foundation may ask for Liability Insurance coverage for itself during the event.
5. The Renter may not hang, tape, staple, tack or glue any materials on the interior or exterior walls of the building. Special decorations, signage, etc. must be approved before the contract is signed.
6. Open flames are not permitted.
7. Throwing of confetti, rice, or other items is not permitted.
8. Runners and flower vases containing water are not permitted.
9. Parking is available along the street following Town of Bristol regulations. In addition, there is a town parking lot on Court Street.