



## **Safety Guidelines:**

**No furniture is to be placed in front of a fire exit.**

**No fireworks or flares allowed.**

**No blowing of bubbles in the house.**

**No smoke machines by DJs**

**No confetti inside or outside of the mansion**

**No throwing of rice, confetti, birdseed, or other material that could cause harm or damage to the house.**

**No smoking in the mansion. Smoking is permitted outside on the patio.**

## **Decorating and Deliveries:**

**Hanging decorations with tape, tacks, or nails to the woodwork is prohibited.**

**All decorating and deliveries are to be done during the 10-hour rented time period.**

**All greenery or plants need to be in watertight containers.**

**ALL DECORATIONS AND PERSONAL ITEMS NEED TO BE REMOVED AT THE END OF THE EVENT.** The UConn staff will dispose of any items left behind.

**For special delivery arrangements please contact the Branford House Manager two weeks prior to the event.**

**Only two-inch votive candles are allowed in the house.**

**No other type of open flame is allowed.**

## **Police Security:**

**All events of 300 people or more and all Lawn tented events; a second Uconn police officer Must be hired at a rate of \$500.00 for the event.**

**Uconn Avery Point Police are on campus for every event. If your particular group chooses to hire private security, separate UConn police must be hired. Contact Master Srgt. Mike Morin at 405-9088 for further details.**

## **Caterer and Liquor requirements:**

**The Branford House does not have an exclusive caterer. The client is welcome to hire the caterer of choice. The client is responsible for contracting the licensed caterer.**

**All caterers must provide the rental office with a copy of a \$1,000,000 liability policy two weeks prior to the event.**

**The caterers are responsible for setting up the tables and breaking down the events.**

**Inventory: tableware, dishes, linens, glassware and additional furnishings are rented through the caterer.**

**A licensed liquor provider must provide all liquor. We need to have a copy of their liquor license and insurance policy on site two weeks prior to event.**

**NO CASH BARS ALLOWED**

**NO SELF SERVE BARS ALLOWED**

**NO KEG Beer allowed.**

**All bars MUST close 30 minutes prior to the end of event, to ensure safety for your guests.**

**All bottles and recyclables need to be taken off site or disposed of properly.**

**The Branford House reserves the right to shut down the bars if over-consumption is visualized.**

**GUIDELINES FOR CLEAN UP FOR LIQUOR AND FOOD CATERERS;**

**Leave the kitchen area in the same condition it was found. All kitchen or prepping area floors need to be mopped down.**

**ALL GARBAGE and trashcans must be removed, emptied and placed in the dumpster outside the mansion. Clean sweep the main floor of the mansion; leave in the same condition that it was found.**

**Pick-up any debris that is on the patio, veranda, or under the tented areas.**

**All rental equipment needs to be placed in the basement or unless stated other wise by the Branford House manager.**

**All caterers must be broken down and ready to vacate the property, one hour from the end of the scheduled time of the event.**