

The Branford House

860 405-9072

House Regulations and Rental Information

Payments and reservations:

All reservations must include a non-refundable 50% deposit to hold the event date. The check must be made payable to the University of Connecticut. The balance is due 45 days prior to your event. All deposit checks must accompany the fully executed signed contract agreement.

Rental Fees:

		2008&2009
May 1-Oct. 31	Friday, Saturday, Sunday, and holidays	\$4000.00
	Monday – Thursday: Corporate only	\$1500.00
Nov.1-April 30	Friday, Saturday, Sunday, and holidays	\$2500.00
	Monday- Thursday: Corporate only	\$1500.00
EFFECTIVE 2008: rental fee.	LAWN ONLY usage fee for TENTS over 1600 square fee.	\$1000.00 plus the house
Rehearsal Fees:	2 hours (upon availability)	\$250.00

Rental Period and Mansion Usage:

The house has only one full rental per day. The client may set his or her own event hours, which consists of a consecutive 10-hour rental period. The 10 hours include the set-up and break down and all vendor deliveries. All Fridays events MUST START AFTER 5:00 p.m.; caterers may start setting up earlier.

If a tent is being set-up on the grounds, ALL tents are to be erected the morning of the event and break down has to be by 7a.m. the next day, if another event is being held. Special arrangements have to be made with the Branford House manager if need be. All tent cost are the sole responsibility of the client.

All events must end at 11:00 pm.

The areas included in the rental for the Branford House: East wing, West wing, Grand ballroom, patio, veranda, garden area, bride's room, caterer kitchen, and grounds surrounding the mansion.

Furniture for 200 and a baby grand piano are included in the rental cost. Our inventory consists of 20 5'rounds, 10 6'rectangular, 12 35"cocktail tables and 200 white folding chairs

The mansion can hold 200 for a sit down/buffet or 350 for cocktail style. If your guest list exceeds these numbers, the client is welcome to have a tent set-up on the lawn in front of the patio.

All tents have to meet State and fire code standards and are subject to approval by the Uconn facilities dept.

All furnishings needed for under the tent shall be the responsibility of the client. Mansion furniture is NOT ALLOWED on the grass.

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 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.

The piano must not be moved.

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.

Security:

UConn Avery Point Police are on campus for every event. If your particular group chooses to hire private security, separate UConn police have to be hired. Contact Sgt. Frank Colonese at 405-9088.

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.