

THE BRANFORD HOUSE

HOUSE RULES

Provide a copy of these rules to your caterers

RENTAL PERIOD & 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 Friday events **MUST START AFTER 5:p.m.**; caterers may start setting up earlier.

All events must end at 11:00 p.m.

If a tent is being set up on the grounds, **ALL** tents are to be erected the morning of the event and break down must occur by 7 a.m. the next day if another event is being held. Special arrangements must be made with the Branford House Manager well in advance. All tent costs are the sole responsibility of the client.

Areas included in the rental of Branford House are: East wing, West wing, Grand Ballroom, patio, verandah, garden area, bride's room, caterer's 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-foot round tables, 10 6-foot rectangular tables, 12 35-inch cocktail tables, and 200 white folding chairs.

The mansion can accommodate 200 for a sit down dinner/buffet or 350 for a cocktail style event. If your guest list exceeds these numbers, the client may use a tent on the lawn in front of the patio. All furnishings needed for the tent shall be the responsibility of the client. Mansion furniture is **NOT ALLOWED** on the lawn.

All tents must meet State and fire code standards and are subject to approval by the UConn Facilities Department.

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.
- No smoking in the mansion. Smoking is permitted outside on the patio.
- The grand piano may 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 completed during the 10-hour rented time period.

All greenery or plants must be in watertight containers.

ALL DECORATIONS AND PERSONAL ITEMS NEED TO BE REMOVED AT THE END OF THE EVENT. 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 in fireproof containers are allowed in the house. No other type of open flame is allowed.

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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 Frank Colonese at 860-405-9088.

CATERER AND LIQUOR REQUIREMENTS

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

All caterers must provide the Branford House Manager with a copy of a \$1,000,000 liability policy two weeks prior to the event.

Caterers are responsible for setting up all tables and chairs, for breaking down the event at the end of the affair, and for putting Mansion furniture away in its proper storage area.

Items such as tableware, dishes, linens, glassware, and additional furnishings are rented through your caterer.

A licensed liquor provider must provide all liquor. A copy of their liquor license and insurance policy must be provided to the Branford House Manager at least two weeks prior to your 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.

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

Liquor and Food Caterers must take all bottles and recyclables off site.

GUIDELINES FOR CLEAN UP BY 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** must be removed and placed in the dumpster outside the mansion. **ALL trash containers** utilized must be emptied and bags placed in the dumpster outside the mansion.
- Clean sweep the main floor of the mansion; leave in the same condition that it was found.
- ALL debris, bottles, and glassware left on the patio, verandah, or under the tented areas by guests must be picked up and removed by the food and liquor caterers.
- All rental equipment must be placed in the basement before and at the end of an event unless the Branford House Manager approves other arrangements.

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