



**CITY OF HARTFORD**  
 DEPARTMENT OF DEVELOPMENT SERVICES  
 250 Constitution Plaza, 4<sup>th</sup> floor  
 Hartford, Connecticut 06103

## Atrium Rental Application

| Atrium Guidelines  |                     |               |
|--|---------------------|---------------|
| Rental fee include the hours of event plus one hour set up and one hour breakdown.   |                     |               |
| Capacity for event rental is 200 attendees   |                     |               |
| Caterers should be licensed and insured. <b>No cooking is allowed inside or outside the premises.</b>  |                     |               |
| <b>No alcoholic beverages on the premises</b>  |                     |               |
| Security will always be on the premises  |                     |               |
| You are responsible for removing any items brought into the Atrium immediately after your event  |                     |               |
| The Atrium does not have any furniture/equipment available for use   |                     |               |
| Decorations must be in compliance with CT State Fire Codes. <b>Candles are not permitted. The use of nails and screws are not permitted</b>  |                     |               |
| Any artwork/murals displayed in the Atrium cannot be removed or tampered   |                     |               |
| <b>Proof of insurance liability coverage must be provided for rentals (See attached guidelines)</b>  |                     |               |
| <b>Pictures/photography are limited to one hour</b>  |                     |               |
| All fees must be paid <b>30</b> days after application has been submitted.   |                     |               |
| Applicant Information  |                     |               |
| Name:  |                     |               |
| Phone:   | Email:              |               |
| Current address:   |                     |               |
| City:  | State:              | ZIP Code:     |
| <b>Please Select Use</b>   | Pictures/Photoshoot | Atrium Rental |
| Date requested:  | Start Time:         | End Time:     |
| How many people will attend?   |                     |               |
| Describe Event   |                     |               |
| Event Information  |                     |               |
| What type of decoration or special set up are you using in the space for this event?   |                     |               |
|  |                     |               |
| Fees   |                     |               |
| <b>Atrium Photos (limited to 1 hour)</b>   | <b>\$50</b>         |               |
| Atrium rental (0-4 hours)  | \$500               |               |
| Atrium rental (5 hours)  | \$600               |               |
| Atrium rental (6 hours)  | \$700               |               |
| Atrium rental \$100 per each additional hour   |                     |               |
| <b>Mandatory Custodial Fee for attendance 50+ (Atrium Rental)</b>  | <b>\$200</b>        |               |
| <b>PLEASE MAKE THE CHECK OR MONEY ORDER PAYABLE TO THE CITY OF HARTFORD.</b>   |                     |               |
| <b>The City of Hartford has the right to approve, deny or revoke any or all applications and or permits at any time.</b>   |                     |               |
| <b>Contact:</b><br>City of Hartford<br>Special Events<br>Mellaney Castro<br>250 Constitution Plaza<br>Hartford, CT 06103<br>Phone: 860-757-9526<br>Fax: 860-722-6402<br><a href="mailto:mellaney.castro@hartford.gov">mellaney.castro@hartford.gov</a> |                     |               |
| Signature of applicant:  | Date:               |               |



**CITY OF HARTFORD**  
DEPARTMENT OF DEVELOPMENT SERVICES  
250 Constitution Plaza, 4<sup>th</sup> floor  
Hartford, Connecticut 06103

**HOLD HARMLESS AGREEMENT**

To the fullest extent permitted by law, \_\_\_\_\_ agrees to defend (including but not limited to attorney's fees), pay on behalf of, indemnify, and hold harmless the City of Hartford, its elected and appointed officials, employees, agents servants, officers and volunteers and others working on behalf of said City from and against any and all claims, demands, liens, judgments, verdicts, proceeding, damages, suits and/or loss, including all costs connected therewith, and for any damages which may be asserted, claimed or recovered against or from the City its elected and appointed officials, employees, agents, servants, officers, volunteers or others working on behalf of the City by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with this event: \_\_\_\_\_.

\_\_\_\_\_

\_\_\_\_\_

Applicant

or

Authorized Representative

Date

The City of Hartford does not discriminate on the basis of disability in the provision of any of its programs, activities or services.