

6. A check of \$300.00 (Rental Fee: \$100.00 and Refundable Security Deposit: \$200.00) , Signed Agreement, and Certificate of Insurance are required to rent a tent and host a private post-commencement gathering by Wednesday, April 22, 2009. **Please note: in order to process your request it is necessary for this signed agreement, certificate of insurance, and check must be under the same name (either the student or parent host).** Upon receipt of this signed agreement, a \$300.00* check payable to “Trinity College”, and a Certificate of Insurance, the student host and parent or guardian host (if an email is provided) will receive an email confirmation with the College approved tent rental company contact information. The College approved tent rental company will assist in determining the appropriate tent size and # of tables and chairs for a successful gathering. A 50% deposit (on a credit card) of the total rental order reserved is required to secure the tent, tables, and chairs with the College approved tent rental company. The number of tents available in each size is limited and available on first-come, first-served basis. The tent company will provide the College a map of the assigned tents the week of May 11, 2009. As soon as the College receives the map, the student host (and parent or guardian host, if an email is provided) will receive it via email. Your assigned tent number will be provided on your invoice and posted on the tent on the day of the gathering. The security deposit of \$200.00 will be fully refunded by June 30 if the tent area is in generally good shape.

7. The College will not provide grills, tables, chairs, electricity or water for post-commencement gatherings. The College will provide significant number of garbage cans and recycling bins throughout the gathering area. Grills with covers will be allowed, however the grill must be outside and a significant distance from your tent and surrounding tents. Caterers will be permitted to drive into the track entrance off of Vernon Street and walk food and equipment to the assigned tent any time after 10:30 am. Caterers will not be allowed to drive on the soccer field to gain access the tents. **Please note: It is the host's responsibility to communicate the guidelines and tent location to their caterer.**

8. The celebration under the tents can begin following the Commencement ceremony and can continue until 5:00 pm. Your tent area must be cleaned up by 5:30 pm.

Understood, acknowledged and agreed to:

By: _____	By: _____
Signature of Student Host	Signature of Parent or Guardian Host
_____	_____
Print Full Name	Print Full Name
_____	_____
Address	Address
_____	_____
_____	_____
Email	Email
_____	_____
Date	Date

OTHER TENT PARTICIPANTS

Please list below the graduates who will participate in your post-commencement gathering.
A map of the post-commencement gathering area will be provided by participants.

- | | |
|----------|----------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | 8. _____ |

Do you wish your tent to be in close proximity to anyone in particular?
If so, please list the name of the student host(s) below and every effort will be made to accommodate your request.

*Please return this agreement along with a \$300.00 check payable to “Trinity College” by Wednesday, April 22, 2009 to:
Commencement Weekend, College Advancement, Trinity Commons 225,
Trinity College, 300 Summit St, Hartford, CT 06106-3100;
fax: 860-297-2438*

Questions? Please email lisa.sagan@trincoll.edu or call 860-297-2336.

Please read fully and retain a copy of the caterers and rental prices for files.
The information below will assist you in planning your reception.

CATERERS AND RENTAL PRICES

Caterers

*The following is a sampling of caterers in the local area.
 Trinity College does not endorse or recommend the use of one caterer over another.*

<p align="center">ABC Pizza 287 New Britain Ave, Hartford 860-247-0234</p> <p align="center">Ann Howard Catering 338 Asylum St, Hartford 860-278-0105</p> <p align="center">Café Louise 1156 New Britain Ave, West Hartford 860-561-0160</p> <p align="center">Catering by Carbone's 588 Franklin Ave, Hartford 860-296-9646</p> <p align="center">Chartwells Trinity's Food Service Provider 860-297-2319</p> <p align="center">City Fare 86 Franklin Ave, Hartford 860-293-2353</p>	<p align="center">Crown Super Market 2471 Albany Ave, West Hartford 860- 236-1965</p> <p align="center">Firebox Restaurant 539 Broad Street, Hartford 860-246-1222</p> <p align="center">First & Last Tavern 939 Maple Ave, Hartford 860-956-6000</p> <p align="center">Hot Tomato's 1 Union Place, Hartford 860-249-5100</p> <p align="center">Max's Catering 860-987-6001</p> <p align="center">Pintoré 103 Woodland St, Hartford 860-246-1122</p> <p align="center">J Restaurant Bar 297 1/2 Washington St, Hartford 860-527-7764</p>	<p align="center">Pizzazz Gourmet Catering 225 Hebron Avenue, Glastonbury 860-633-9022</p> <p align="center">Russell's Creative Global Cuisine 20 Jefferson Avenue, Suite 8 West Hartford 860-231-0406</p> <p align="center">Sidewalk Café 236 South St, Hartford 860-798-6453</p> <p align="center">Tallulah's 860-808-0770</p> <p align="center">Tambourine Catering 860-289-7090</p> <p align="center">Trinity Restaurant 243 Zion Street, Hartford 860-728-9822</p> <p align="center">Yosi Kosher Catering 596 Hayden Station Road, Windsor (860) 688-6677</p>
---	---	---

Rental Information

*Upon receipt of the signed agreement and a \$300.00 check payable to "Trinity College", an email confirmation with the College approved tent rental company contact information will be sent to the student host and parent or guardian host (if an email is provided). The student and/or parent host are responsible for contacting the College approved tent company and a caterer of their choosing. The College approved tent rental company will assist in determining the appropriate tent size, # of tables, and # of chairs for a successful gathering. The College approved tent rental company will provide the College a map of the assigned tents the week of May 11. As soon as the College receives the map, the student host and parent or guardian host (if an email is provided) will receive it via email. The tent map will also be posted on the Commencement website. Your assigned tent number will be provided on your invoice and posted on the tent on the day of the gathering. **Please note: an additional 50% deposit (on a credit card) of the total rental order reserved is required to secure the tent, tables, and chairs with the College approved tent rental company. Also, the number of tents available in each size is limited and available on first-come, first-served basis.***

<p>10x10 Tent: \$175.00 <i>accommodates up to 8 seated guests</i></p> <p>16x16 Tent: \$305.00 <i>accommodates up to 16 seated guests</i></p> <p>20x20 Tent: \$405.00 <i>accommodates 24 seated guests</i></p>	<p>30x30 Tent: \$560.00 <i>accommodates 60 seated guests</i></p> <p>30x45 Tent: \$700.00 <i>accommodates 75 seated guests</i></p>	<p>5ft round table: \$15.00 4ft round table: \$13.00 8ft banquet table: \$15.00 6ft banquet table: \$13.00 Chair: \$2.60 Permit Fee: \$25.00</p>
--	---	--