

Trinity College Post-Commencement Individual Tent Rental Checklist 2019

- Carefully read all documents then fill-out and sign the Post-Commencement Gatherings Agreement, which can be found at <http://www.trincoll.edu/AboutTrinity/commencement/Pages/IndividualTent.aspx>. **Please use the SAME last name for the Agreement, check, and Certificate of Insurance. Keep a copy for your records.**
 - Purchase a Certificate of Insurance (COI). A policy can be purchased at <https://tulip.aigrms.com> (visit the link above for a brochure with detailed information about the TULIP program).
 - Mail Agreement, check payable to “Trustees of Trinity College” in the amount of \$400.00 (\$350.00 application fee plus \$50.00 refundable security deposit) and COI to:
 - Commencement Weekend - Tent Celebrations
 - Events Office, Smith House
 - Trinity College
 - 300 Summit Street
 - Hartford, CT 06106-3100
- Agreement, Check and COI MUST be received before 4:30 p.m. on Friday, April 5, 2019.**
Applications submitted after April 5, 2019 will be rejected or charged an additional, nonrefundable \$200.00 processing fee.
- After the College has received **ALL** of the above (signed Agreement, check, and COI) you will receive an e-mail confirmation with the contact information for the College’s approved tent rental company.
 - Contact the tent rental company to secure tent(s), tables, and chairs, if needed. **Trinity will not provide you with these items for the Post-Commencement Celebration, so be sure to contact the tent rental company directly.**
 - A 50% deposit is required for the tent rental (N.B. this is separate from the \$400 check made out to the “Trustees of Trinity College”). Questions regarding tent size, tent number, or location should be directed to the tent rental company, not Trinity College.
 - You will receive an invoice from the tent rental company.
 - Contact the caterer of your choice to make arrangements. A listing of caterers used in the past is on page 5.
 - A map of the assigned tents will be e-mailed NO EARLIER than the Wednesday before Commencement.
 - The host is responsible for communicating the Post-Commencement Celebration guidelines and tent location(s) to the caterers and guests.
 - The tent area needs to be cleaned by 5:30 p.m. on Sunday. Failure to do so will result in the loss of security deposit.
 - The \$50.00 security deposit will be refunded on or around June 30, provided the tent area is left in generally good shape and your party vacates by 5:30 p.m.

IMPORTANT NOTES:

- Please note space is extremely limited. Tents are rented on a first come, first served basis based on when you contact the tent rental company NOT when you submit your forms. The tent sizes listed on page 5 of this document may not be available for rental.
- Hosts may put decorations, food, and other party items under their tent prior to Commencement; however, the College will not be responsible for any lost or stolen items. The College asks that guest do not leave the ceremony early to prepare their tents.
- The College’s Facilities staff will be available AFTER the Commencement Ceremony to help distribute items to your tent area if needed.
- Trash/Recycle cans and bags will be provided by the College throughout the celebration area.



**Please read fully and retain a copy of the agreement and guidelines for your files.
The information below will assist you in planning your reception.**

2019 PRIVATE POST-COMMENCEMENT GATHERINGS AGREEMENT AND GUIDELINES

While Trinity College understands that graduates, their friends, and families wish to celebrate this joyous occasion, the College asks that the friends, families and graduates remain for the entirety of the ceremony before going to the post-Commencement celebrations.

As in the past, the College will host a Post-Commencement Reception following the ceremony. The College tent will offer entertainment, food and beverage, and photo opportunities along with other festivities. Graduates, their families, and guests are encouraged to attend and bid farewell to faculty and staff, friends, and classmates. In addition to the College-sponsored reception, some graduates and their families have gathered on the soccer field in tents rented by graduates and their families for private post-Commencement gatherings. Although the Trinity campus may be a logical venue for such gatherings, the graduates and their families must understand that any such private receptions are not Trinity functions, and that Trinity assumes no responsibility for such events or anything that happens at them. Thus, those who choose to rent a tent and/or to host a private gathering as part of the post-Commencement celebration will be required to sign a copy of this agreement acknowledging their understanding of, and compliance with the following and also provide both a certificate of insurance naming Trinity College as an additional insured and a check payable to "Trustees of Trinity College".

1. Although post-Commencement private gatherings will be permitted in specified areas on Trinity's premises, these events are not, and should not be construed to be Trinity-sponsored events. Consequently, it is understood that graduates and families choosing to rent a tent and host private post-Commencement gatherings assume full responsibility for their own conduct and for the conduct of their guests. Trinity nevertheless expects that all persons attending these private gatherings will conduct themselves in an orderly fashion with due regard for the law, College property, and the rights and sensitivities of College employees and trustees, guests, neighbors, and fellow graduates.
2. The abuse of drugs and alcohol are prohibited on campus. Such conduct creates not only the real potential for tragic consequences, but is also likely to interfere with the ability of others to participate in what should be a time of joy and celebration. Consequently, it is understood and agreed that hosts of any private post-Commencement gatherings on Trinity premises will be responsible for supervising and controlling their own and their guests' behavior. It is Trinity's expectation that participants and hosts will exhibit moderation in their activities and will endeavor to look out for the well-being of others. To this end, Trinity College prefers that only wine and beer are served. If deemed necessary, Hartford Police, Campus Safety, or College staff are authorized to end a gathering early. In addition, any person behaving inappropriately may be asked to leave or be removed from the gathering at the discretion of these agents of the College.
3. Trinity will not tolerate conduct that injures people, damages property, or involves the illegal consumption, use, or distribution of drugs or alcohol. We expect those who sponsor private, post-Commencement gatherings to behave in a responsible manner and to observe all applicable laws, statutes, and ordinances. We further expect you to be conservative with respect to the amount of alcohol you bring to the site; no kegs, large common source containers, and no drinking games are allowed on the grounds. The College prefers that hosts only serve beer and wine. Hosts are responsible for ensuring that no underage guests are served. Furthermore, we ask that no alcohol be brought into the residence halls

following the Commencement ceremony.

4. Hosts of any post-Commencement gatherings will be held fully responsible for any loss or damage to College or personal property caused by them or their guests. Hosts agree to reimburse the College for any loss or damage incurred. Prior to the use of any facility on the Trinity College campus, the host must furnish a Certificate of Insurance binder for bodily injury and property damage coverage protecting both the College and the host. The coverage, with the minimum limit of one million dollars per occurrence, shall specifically name Trinity College as an additional insured. If alcohol is to be sold at the reception, host liquor liability must be included in coverage with a minimum limit of one million dollars per occurrence. Liquor liability shall specifically name Trinity College as an additional insured. A policy may be purchased by visiting <https://tulip.ajgrms.com>.

- Screen 1:** Click “Quick Quote”
- Screen 2:** Select State and The Location of Your Event: CT and Trustees of Trinity College
- Screen 3:** Choose Event Dates: 5/19/2019
Enter the Average Daily Attendance: # of Guests
- Screen 4:** Select Your Event Type: Social Receptions – Outdoors
- Screen 5:** Select Additional Coverage Options for your Event
Would you like excess coverage? Yes No
What Is Excess Coverage? Excess coverage provides additional coverage beyond the primary \$1,000,000 limit of liability included in the TULIP coverage to pay for claims that exceed the primary limit. There are options for an additional \$1,000,000; \$3,000,000 or \$5,000,000 in coverage.
Will alcohol be sold during the event? (This includes cash bars, charity events where tickets are sold, etc. By selecting Yes you will be purchasing additional Liquor Liability coverage.) Yes No
Vendors, Exhibitors, or Performers (Are you responsible for covering vendors or exhibitors for your event (caterer/concessionaire, DJs, booth exhibitor, etc.)? Yes No N.B. Vendors, exhibitors and performers are not allowed at private tents.
- Screen 6:** Purchase Coverage
Event Title: 2019 Post-Commencement Reception
Contact Name: Parent or Student Host (please note: it must be the same as the person submitting the agreement)

5. Graduates will not be permitted to rent tents and/or to host post-Commencement gatherings on Trinity premises without a parent or guardian agreeing to co-sponsor and be equally responsible for the conduct and supervision of any such gathering.

6. A check of \$400.00 payable to “Trustees of Trinity College”, signed Agreement, and COI are **required no later than 4:30 p.m. on Friday, April 5, 2019**, to rent a tent and host a private post-Commencement gathering. **Applications submitted after April 5, 2019 will be rejected or charged an additional \$200.00 processing fee.** In order to process your request, the signed Agreement, check and COI **must all be under the same name** (either the student or parent host). Upon receipt of the agreement, check and COI, the student host and parent or guardian host will receive an e-mail confirmation with the College-approved tent rental company’s contact information.

7. The tent rental company will assist in determining the appropriate tent size and number of tables and chairs for your gathering. A 50% deposit (on a credit card) of the total rental order/permit fee is required to secure the tent, tables, and chairs with the College-approved tent rental company (**N.B. this deposit is separate from the application fee and security deposit of \$400.00**). The number of tents available in each size is limited and available on a first-come, first-served basis. A map of tent placement will be forwarded to the parent and student hosts via e-mail on or after Wednesday, May 15. **Your assigned tent number(s) will be provided to you when the tent map is emailed** and posted on your tent(s) the day of the gathering. The security deposit of \$50.00 will be fully refunded on or around June 30 if the tent area is left in generally good shape and you vacate the field by 5:30 p.m.

8. The College will not provide grills, tables, chairs, electricity, or water for post-Commencement gatherings. Bands, DJs, amplified music, photobooths and furniture (other than the chairs and tables

provided by the College-approved tent rental company) are not allowed in private tents. The College will provide a significant number of garbage cans and recycling bins throughout the gathering area. Grills with covers will be allowed, but the grill must be outside and at a significant distance from your tent and surrounding tents. Caterers will not be allowed to drive on the soccer field to gain access to the tents. **It is the host's responsibility to communicate the guidelines and tent location to the caterer and guests.**

9. The celebration under the tents may begin following the Commencement ceremony and may continue until 5:00 p.m. Your tent area must be cleaned up by 5:30 p.m. Failure to follow the timeline will result in loss of security deposit.

CATERERS AND RENTAL PRICES

The following is a listing of caterers in the local area that were used by hosts in the past. Trinity College does not endorse or recommend the use of one caterer over another.

Bear's Smokehouse BBQ 25 Front Street, Hartford (860) 785-8772	Firebox Restaurant 539 Broad Street, Hartford (860) 246-1222	Republic at the Linden 10 Capitol Ave, Hartford (860) 310-3269
Black-eyed Sally's 350 Asylum Street, Hartford (860) 278-7427	First & Last Tavern 939 Maple Avenue, Hartford (860) 956-6000	Russell's Creative Global Cuisine 20 Jefferson Avenue, Suite 8 West Hartford, (860) 231-0406
Bond Ballroom 338 Asylum Street, Hartford (860) 278-0105	Grants Restaurant and BG Catering 977 Farmington Avenue, West Hartford (860) 236-1930	Sorella 901 Main Street, Hartford (860) 244-9084
Brown Sugar Catering 642 Hilliard St. Suite 1101, Manchester (860) 432-4999	J Restaurant Bar 297 Washington Street, Hartford (860) 527-7764	Spicy Green Bean 225 Hebron Ave Glastonbury (860) 657-3500
Café Louise 1156 New Britain Avenue West Hartford (860) 561-0160	Kitchen at Billings Forge 563 Broad Street, Hartford (860) 727-8752	Tallulah's 17 Andover Dr., B, West Hartford (860) 808-0770
Catering by Carbone's 588 Franklin Avenue, Hartford (860) 296-9646	Lucky Lou's 222 Main Street, Wethersfield (860) 257-0700	Trinity Restaurant 243 Zion Street, Hartford (860) 728-9822
Trinity College Dining Services Trinity's Food Service Provider (860) 297-2319	Max's Catering 166 Capital Avenue, Hartford (860) 566-8366	Wood-N-Tap 99 Sisson Avenue, Hartford (860) 232-8277
Crown Super Market 2471 Albany Avenue, West Hartford (860) 236-1965	Old Saybrook Catering Company 1111 Boston Post Rd, Old Saybrook (860) 395-3193	Yosi Kosher Catering 598 Hayden Station Road, Windsor (860) 688-6677

Rental Information

Upon receipt of the signed Agreement, COI, and a \$400.00 check payable to "Trustees of Trinity College," an e-mail confirmation with the College-approved tent rental company contact information will be sent to the student and parental hosts.

Student or parental hosts 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, number of tables, and number of chairs for the gathering. **A tent map will be forwarded to the student and parent hosts via e-mail on or after Wednesday, May 15.** The tent map will also be posted on the Commencement Web site. Assigned tent numbers will be posted on the tents the day of the gathering.*

N.B. an additional 50% deposit (on a credit card) of the total rental order is required to secure the tent, tables, chairs, and permit fee with the College-approved tent rental company. Tents are available on a first-come, first-served basis and the number of tents available in each size is limited.

10x10 Tent: \$205.00 <i>accommodates up to 8 seated guests</i>	30x30 Tent: \$600.00 <i>accommodates 60 seated guests</i>	5 ft round table: \$17.00 each 4 ft round table: \$15.00 each 8 ft banquet table: \$17.00 each 6 ft banquet table: \$15.00 each Chair: \$2.75 each
16x16 Tent: \$335.00 <i>accommodates up to 16 seated guests</i>	30x45 Tent: \$740.00 <i>accommodates 75 seated guests</i>	Permit Fee: \$60.00
20x20 Tent: \$435.00 <i>accommodates 24 seated guests</i>	Updated 1/31/19	



Trinity College

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2019 Private Post-Commencement Gatherings Agreement Form

We have read the Post-Commencement Gatherings Guidelines and fully understand, acknowledge, and agree to them.

PLEASE PRINT LEGIBLY: Information and signature of BOTH hosts is required.

By: _____
Signature of Student Host

Full Name

Address

City, State Zip Code

E-mail

Date

By: _____
Signature of Parent/Guardian Host

Full Name

Address

City, State Zip Code

E-mail

Date

OTHER TENT PARTICIPANTS

Please list below the graduates (**proper name, NO nicknames**) who will participate in your post-Commencement gathering. A map of the post-Commencement gathering area will be posted on the Commencement Web site.

- | | |
|----------|-----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. _____ |

Estimated Number of Guests: _____

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

Please return this agreement along with a \$400.00 check payable to "Trustees of Trinity College" and a Certificate of Insurance by 4:30 p.m. Friday, April 5, 2019

*to: Commencement Weekend – Tent Celebrations
College Events c/o Smith House
Trinity College, 300 Summit Street, Hartford, CT 06106-3100*

Questions? Please e-mail calendar-office@trincoll.edu.