

Trinity College
2020 Individual Post-Commencement Celebration Agreement and Guidelines

As in the past, the College will sponsor a Post-Commencement Celebration following the ceremony. The College tent will offer entertainment, food and beverage, and 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 celebration, some graduates and their families choose to rent a tent and sponsor their own Post-Commencement Celebrations. Although the Trinity campus may be a logical venue for such gatherings, the graduates and their families must understand that any such individual celebrations 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 sponsor an individual gathering as part of the Post-Commencement Celebrations 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 as an additional insured and application fee, payable by check to *Trustees of Trinity College*.

1. Although individual Post-Commencement Celebrations are 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 sponsor individual Post-Commencement Celebrations assume full responsibility for their own conduct and for the conduct of their guests. Trinity nevertheless expects that all persons attending these individual celebrations will conduct themselves in an orderly fashion with due regard for the law, College property, and the rights and sensitivities of College employees, 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 sponsors of any individual Post-Commencement Celebrations on Trinity premises will be responsible for supervising and controlling their own and their guests' behavior. It is Trinity's expectation that participants and sponsors 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 celebration 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 individual Post-Commencement Celebrations 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 brought to the site; no kegs or large common-source container are not allowed. Drinking games are also prohibited. The College prefers that sponsors only serve beer and wine. Sponsors 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. Sponsors of individual Post-Commencement Celebrations will be held fully responsible for any loss or damage to College or personal property caused by them or their guests. Sponsors agree to reimburse the College for any loss or damage incurred. Prior to the use of any facility on the Trinity College campus, the sponsor must furnish a Certificate of Insurance (COI) binder for bodily injury and property damage coverage protecting both the College and the sponsor. 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, sponsor 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> (see page 5 for a guide to to the Tulip website).

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

6. This signed agreement, COI, and application fee in the form of a check made payable to *Trustees of Trinity College* (hereafter referred to as application materials) are required no later than 4:30 p.m. on Friday, April 10, 2020. Application materials submitted after April 10 will be charged a late fee (*see fee schedule below*). The agreement, COI, and check must all be under the same name (either the student or parent/guardian sponsor). The student sponsor and parent/guardian sponsor will receive an e-mail confirmation with contact information for the College-approved rental company after the application materials are processed.

7. The College-approved rental company will assist in determining the appropriate tent size and number of tables and chairs for your individual Post-Commencement Celebration. A 50% deposit (by credit card) of the total rental order and permit fee is required to secure the tent, tables, and chairs. *Note: this is in addition to the application fee paid to Trustees of Trinity College.* The number of tents available in each size is limited and available on a first-come, first-served basis. A map of the Post-Commencement Celebration area will be posted online and e-mailed to the student and parent/guardian sponsors on Wednesday, May 13, 2020. Tent numbers will be included in the e-mail and posted on the tents by 7:30 a.m., Sunday, May 17.

Rental Pricing:

10x10 Tent: \$215.00 <i>up to 8 seated guests</i>	30x30 Tent: \$610.00 <i>up to 60 seated guests</i>	5 ft round table: \$17.00 each
16x16 Tent: \$340.00 <i>up to 16 seated guests</i>	30x45 Tent: \$755.00 <i>up to 75 seated guests</i>	4 ft round table: \$15.00 each
20x20 Tent: \$445.00 <i>up to 24 seated guests</i>	Permit Fee: \$60.00	8 ft banquet table: \$17.00 each
		6 ft banquet table: \$15.00 each
		Chair: \$2.80 each

8. The College will not provide grills, tables, chairs, electricity, or water for individual Post-Commencement Celebrations. Bands, DJs, amplified music, photo booths and furniture not obtained by the College-approved rental company are not allowed in individual tents. The College will provide a significant number of garbage and recycling bins throughout the celebration area. Grills with covers are allowed outside the tent and at a significant distance from your tent and surrounding tents. Driving to the individual tents is not permitted; food and equipment must be loaded/unloaded in the parking lot behind Hansen Hall and carried to the celebration area. Small carts and hand trucks are permitted.

9. Sponsors and caterers will have access to their individual Post-Commencement Ceremony location beginning at 7:30 a.m., Sunday, May 17, 2020. It is the sponsor's responsibility to communicate information to caterers.

10. Application fees are determined by the expected number of guests at the individual Post-Commencement Celebration, including the guests of any other graduates contributing to the individual celebration. This fee is paid to the College by check made out to *Trustees of Trinity College* and submitted with this signed agreement and COI.

APPLICATION FEES

<i>Number of guests</i>	<i>Application Fee</i>
1 – 25	\$100.00
26 – 50	\$200.00
51 – 75	\$300.00
76 and above	\$400.00
Late fee	\$200.00

Trinity College
2020 Post-Commencement Celebration
Individual Tent Rental Checklist

- ☐ Carefully read the Agreement and Guidelines
- ☐ Obtain a Certificate of Insurance (COI). A policy can be purchased at tulip.ajgrms.com (requirements are detailed on page 1 of the Post-Commencement Celebration Agreement).
- ☐ Complete the signature page (page 4) of the Post-Commencement Celebration Agreement. Please print legibly and use formal names (no nicknames).
Note: the last name on the COI, check, and signed Agreement must be the same.
- ☐ Complete application materials (signed agreement, COI, and check) can be dropped off in person or mailed to:
Post-Commencement Celebrations
President's Office
Trinity College
300 Summit Street
Hartford, CT 06106
 - **Application materials must be received by 4:30 p.m., Friday, April 10.** Applications received after April 10, or those that are incomplete on that date, will be subject to an additional late fee.
 - After the College has received and processed complete application materials, graduate and parent/guardian sponsors will receive an email confirmation that will include the College-approved rental company's contact information.
- ☐ Contact the rental company to secure a tent, tables, and chairs, if needed.
 - Trinity will not provide these items; they must be obtained from the College-approved rental company. **You must contact the rental company directly.**
 - Questions regarding tent size and location should be directed to the rental company, not the College.
 - A 50% deposit (by credit card) is required by the rental company at the time of order. You will receive an invoice from the rental company for the balance.
- ☐ Contact the caterer of your choice. A list of caterers that have been used in the past can be found at trincoll.edu/commencement/individual-tent-rentals
 - The graduate or parent/guardian sponsor is responsible for all communications with the caterer.

IMPORTANT NOTES:

- Space is limited, and available on a first-come, first-served basis. Available space and tent sizes are managed by the rental company, not the College. **Your space in the Post-Commencement Celebrations area is secured when you contact the rental company; not when you submit your application.**
- A map of the Post-Commencement Celebration area will be posted online and emailed to graduate and parent/guardian sponsors Wednesday, May 13, 2020.
- Sponsors may put decorations, food, and other party items under their tent beginning at 7:30 a.m. on Sunday, May 17; however, the College will not be responsible for any lost or stolen items. Do not bring anything to your tent before 7:30 a.m. Sunday.
- The College respectfully asks that guests do not leave the ceremony early to prepare their tents.
- The College's Grounds staff will be available AFTER the Commencement Ceremony to help distribute items to your tent area if needed. Grounds staff will not be available during the ceremony.
- Trash and recycle bins will be provided by the College throughout the celebration area. Please recycle as much as possible.
- The tent area must be cleaned immediately following the celebration, and no later than 4:30 p.m. Failure to do so may result in an additional fee.

Trinity College

2020 Individual Post-Commencement Celebration Agreement

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

By: _____	By: _____
Signature of Student Sponsor	Signature of Parent/Guardian Sponsor
_____	_____
Full Name	Full Name
_____	_____
Address	Address
_____	_____
City, State, Zip	City, State, Zip
_____	_____
E-mail	E-mail
_____	_____
Cell Phone	Cell Phone

ESTIMATED NUMBER OF GUESTS: _____

OTHER TENT PARTICIPANTS

Please list below the graduates who will contribute to your individual Post-Commencement celebration.

1 _____	6 _____
2 _____	7 _____
3 _____	8 _____
4 _____	9 _____
5 _____	10 _____

If you wish your tent to be in close proximity to another graduate's tent,
please list the name of the student sponsor below.

Although it is not possible to accommodate all requests, every effort will be made to do so.

**Send this agreement, COI, and application fee (via check made payable to *Trustees of Trinity College*)
by 4:30 p.m., Friday, April 10. Agreements received after April 10 will be charged an additional \$200.00 late fee.**

to: **Post-Commencement Celebrations**
President's Office
Trinity College
300 Summit Street
Hartford, CT 06106

Quick Guide to Obtaining a Certificate of Insurance

- The policy must provide bodily injury and property damage coverage protecting both the sponsor of the individual
Post-Commencement Celebration and Trinity College
- The policy must specifically name Trinity College as an additional insured

Visit <https://tulip.ajgrms.com> and follow these steps:

Screen 1: Select Quick Quote

Screen 2: Select State and The Location of Your Event

CT, Trustees of Trinity College

Screen 3: Choose Event Dates

5/17/2020

Enter the Average Daily Attendance

the expected number 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 or No

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?

Yes or No

This includes cash bars, charity events where tickets are sold, etc. By selecting Yes you will be purchasing additional Liquor Liability Coverage.

Vendors, Exhibitors, or Performers

Yes or No

Are you responsible for covering vendors or exhibitors for your event (caterer/concessionsaire, DJs, booth exhibitor, etc.)?

NOTE: Vendors, exhibitors, and performers are not permitted at individual tents.

Screen 6: Purchase Coverage

Event Title

2020 Post-Commencement Celebration

Contact Name

Parent/guardian or student sponsor. NOTE: contact name must match the name on the Post-Commencement Celebration Agreement and check.

Questions about Trinity College Requirements? Contact Trinity at:

860.297.2336, M-F, 9:00 a.m. – 5:00 p.m. EST, or kmcglew@trincoll.edu

Questions about the TULIP website? Contact TULIP at:

844.226.6097, M-F 8:30 a.m. – 5:00 p.m. MTN, or Denver.bsd.tulip@ajg.com