
UNIVERSITY CONTRACT AWARD

DATE ISSUED: September 1, 2017

COMMODITY: **Hartford Catering, Lodging and Venue Providers**

CONTRACT#: UC-17-KA012317-8A

FOR: University of Connecticut

Payment Terms: Net 15, the University will not be responsible for deposits

TERMS OF CONTRACT:

- A. The University of Connecticut or using agency will issue either an individual purchase order or a blanket purchase order for services.
- B. The term of this contract shall be from September 1, 2017 to June 30, 2020 with options to renew for two (2) additional one (1) year terms.

1 st Extension	7/1/2020 to 6/30/2021
2 nd Extension	7/1/2021 to 6/30/2022

Purchasing Agent:

Kristin Allen

(860) 486-0970

Email: kristin.allen@uconn.edu

The Antiquarian & Landmarks Society, Inc. (Amos Bull House, Connecticut Landmarks)

Services: Venue Usage only

59 South Prospect Street

Hartford, CT 06106

Contact: Kerri Zongol

Phone: (860) 247-8996 Ext. 16

Email: kerri.zongol@ctlandmarks.org

Cancellation/Attrition Language per event/occurrence: The University reserves the right to cancel, add or reschedule dates and times with 24 hour notice prior to the event or catering requirement to the Facility, without penalty. The Facility must attempt to accommodate rescheduled dates provided by the University, if any.

Rates on next page

Venue Accommodation	Bull House Community Room	Butler-McCook Aetna Gallery	Butler-McCook Classroom	Isham-Terry House
1) Small Room: Up to 25 guests				
Provide size of room(s) available		100 sq ft plus additional wide entryway	17' x 12' plus bump-outs total 250 sq ft	
Maximum Capacity		8	15	
Room Cost		For regularly scheduled weekly classes or meetings, \$95/hour per 50-minute class hour; available for 15 minutes before and after class.		
Venue Set-Up Scenarios room(s) can accommodate (See A - E below and indicate)		A	A	
2) Midsized Room: Between 25 - 75 guests				
Provide size of room(s) available	620 sq ft plus adjacent lobby			First floor of house
Maximum Capacity	38			85
Room Cost	For regularly scheduled weekly classes or meetings, \$110/hour per 50-minute class hour; available for 15 minutes before and after class. Stand-alone evening events are \$150/hour, 4 hour minimum (no additional evening surcharge)			\$150/ hour, 4 hour minimum. No evening surcharge.
Venue Set-Up Scenarios room(s) can accommodate (See A - E b	A, B, C			A, B, C
3) Large Room: Greater than 75 guests				
Provide size of room(s) available	Additional outdoor space may be tented to hold 225; lawn area is approximately 60' x 70'			Additional outdoor space may be tented to hold 150; lawn is approximately 60' x 80'
Maximum Capacity	225			150
Room Cost	\$150/ hour, 4 hour minimum. No evening surcharge. Tent, tables and chairs need to be rented.			\$150/ hour, 4 hour minimum. No evening surcharge.
Venue Set-Up Scenarios room(s) can accommodate (See A - E b	C, D			C, D