

FACILITIES RENTAL

KENTUCKY HISTORICAL SOCIETY



Kentucky
HISTORICAL SOCIETY

100 W. Broadway St. | Frankfort, KY
502-564-1792 | history.ky.gov

Throwing an event? We've got a space for you!

The classically-inspired Thomas D. Clark Center for Kentucky History can accommodate groups, both small and large, in style and grandeur – from business meetings to birthday parties, weddings to family reunions. Available rental spaces include:

- The Brown-Forman Corporation Kentucky Room - a multi-purpose space for your meeting, lecture, workshop, seminar, reception, wedding, luncheon, or dinner.
 - Cralle-Day Garden - the Brown-Forman Kentucky Room opens onto Cralle-Day Garden, a lovely, walled green space bordered by Clinton and Ann Streets and the Old Governor's Mansion.
 - Hilary J. Boone Commonwealth Hall - a majestic space worthy of your reception or gala event.
 - James C. & Freda C. Klotter Classroom - the James C. and Freda C. Klotter Classroom is the ideal size for small meetings, seminars, or workshops.
 - Elizabeth Lloyd Jones Boardroom - the Jones Boardroom is the perfect setting for small, professional meetings, and conference calls.
 - Old State Capitol Grounds and Public Square* - picture your event or wedding with a backdrop of a stately Greek Revival building, Ionic columns, mature trees, and lush green grass in the center of historic downtown Frankfort.
- *Additional rental policies apply - see pages 12-13

General Information

- KHS can accommodate rental groups of up to 200 people (depending on the space that best suits your needs).
- Room amenities vary but include: Wi-Fi/ethernet, AV, teleconferencing, and dry-erase boards.
- The Kentucky Historical Society (KHS) expects all events to harmonize with the society's character and mission - KHS reserves the right to decide if the nature of an event is appropriate for our sites.
- Rentals cannot interfere with daily operations or functions of the institution.
- Tours are available as an add-on to your experience for an additional fee. If your event occurs after operating hours, ask about pricing to access exhibits.
- There is a four-hour minimum rental for daytime events and a six-hour minimum for evening and Saturday events.

The following process details the necessary steps required to secure authorization for use of KHS rental spaces:

- Complete and submit the inquiry form below.
- The KHS Facilities Rental Coordinator will follow up with rental policies and an application for KHS Facilities and Grounds.
- Complete and submit the application.
- The KHS Facilities Rental Coordinator will provide an estimate of fees and the KHS rental agreement. Please note - your reservation is not secured or guaranteed until KHS receives the rental deposit, proof of insurance, and a signed rental agreement.

To schedule an appointment to see our spaces and learn more about KHS facility rentals, call (502) 564-1792.



THE BROWN-FORMAN KENTUCKY ROOM

OUR PREMIER EVENT SPACE.

A multi-purpose space for a large group meeting, workshop, press conference, reception, luncheon, dinner, or party, located on the first floor of the History Center, the Brown-Forman Kentucky Room is easily accessible, attractive, and private. Large doors provide easy access between the Brown-Forman Kentucky Room and Cralle-Day Garden (if also rented).

SPECIFICATIONS

- 4,000 square feet
- Seating capacity:
 - 200 theater style
 - 180 for sit-down meal (18 rounds of 10)

RENTAL RATE

Monday - Friday

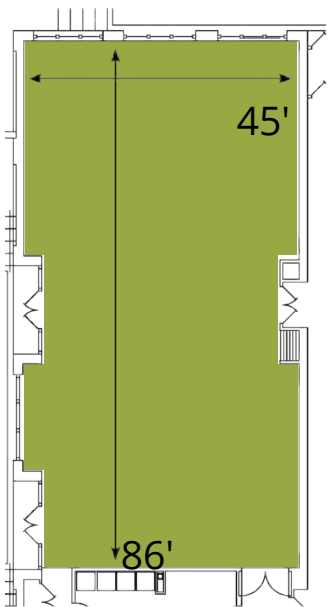
- 8am - 5pm - \$100/hour
- 5pm - 11pm - \$150/hour

Saturday

- 10am - 11pm - \$150/hour

TERMS

- The space will be available to set up or decorate at the agreed rental time of your event.
- Rental time must include time for set-up and tear-down.
- Renters, guests, and service providers are required to be out of the building by 11:00 pm.





CRALE-DAY GARDEN

TAKE YOUR EVENT OUTSIDE.

The Brown-Forman Kentucky Room opens to the Cralle-Day Garden - a lovely, walled green space in the heart of historic downtown Frankfort. The garden is a perfect addition to the Brown-Forman Room for a private outdoor gathering or wedding. Never fear the weather; it has space for tenting.

SPECIFICATIONS

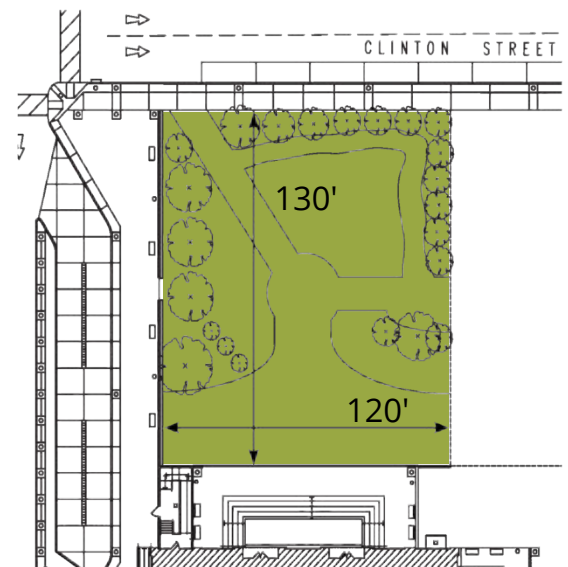
- 15,600 square feet
- Seating capacity: 200 people*
- *KHS does not provide tables and chairs at this venue

RENTAL RATE

- \$300 (additional services available - see page 9)

TERMS

- The space will be available to set up or decorate at the agreed rental time of your event.
- Rental time must include time for set-up and tear-down.
- Renters, guests, and service providers are required to be out of the building by 11:00 pm.





HILARY J. BOONE COMMONWEALTH HALL

A MAJESTIC SPACE WORTHY OF YOUR RECEPTION OR GALA.

Commonwealth Hall is a majestic space with a vaulted ceiling and terrazzo inlaid floor. Its graceful, curved staircase helps you make a grand entrance and provides a perfect stage or backdrop for your special event.

SPECIFICATIONS

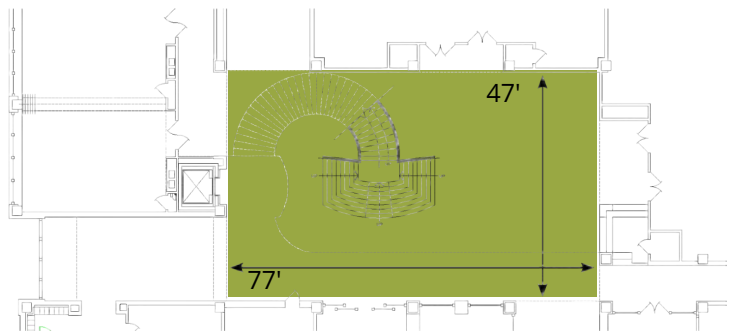
- 3,666 square feet
- Capacity:
 - 150 people seated
 - 200 standing

RENTAL RATE

- Monday only 8am - 5pm - \$110/hour
- Monday - Friday 5pm - 11pm - \$200/hour
- Saturday 10am - 11pm - \$200/hour

TERMS

- The space will be available to set up or decorate at the agreed rental time of your event.
- Rental time must include time for set-up and tear-down.
- Renters, guests, and service providers are required to be out of the building by 11:00 pm.





JAMES C. & FRED A C. KLOTTER CLASSROOM

LOOKING FOR FLEXIBILITY AND ACCESSIBILITY?

The James C. and Freda C. Klotter Classroom is the ideal size for small meetings, seminars, or workshops. The space is located on the first floor of the History Center and can be divided into two rooms.

SPECIFICATIONS

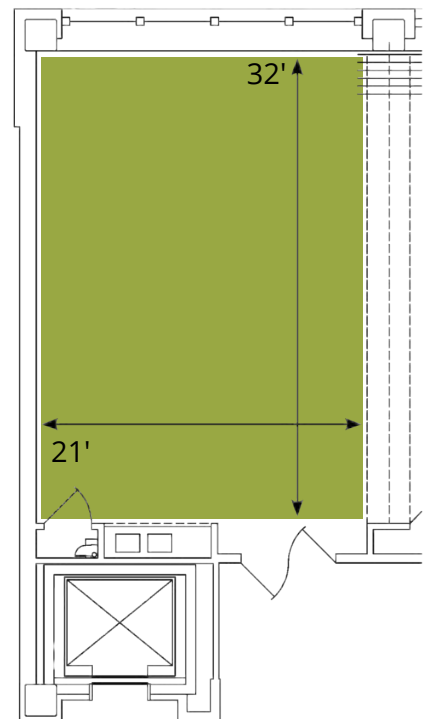
- 1,344 square feet
- Seating capacity: 50 people

RENTAL RATE

- Monday - Friday 8am - 5pm - \$60/hour
- Monday - Friday 5pm - 11pm - \$75/hour
- Saturday 10am - 11pm - \$75/hour

TERMS

- The space will be available to set up or decorate at the agreed rental time of your event.
- Rental time must include time for set-up and tear-down.
- Renters, guests, and service providers are required to be out of the building by 11:00 pm.





ELIZABETH LLOYD JONES BOARDROOM

WHEN YOU JUST NEED A PRODUCTIVE SPACE.

The Jones Boardroom is the perfect setting for small, professional meetings, and conference calls. Located on the second level of the History Center, the room has a 20-foot, boardroom-style table, perimeter seating, and a sideboard to accommodate refreshments.

SPECIFICATIONS

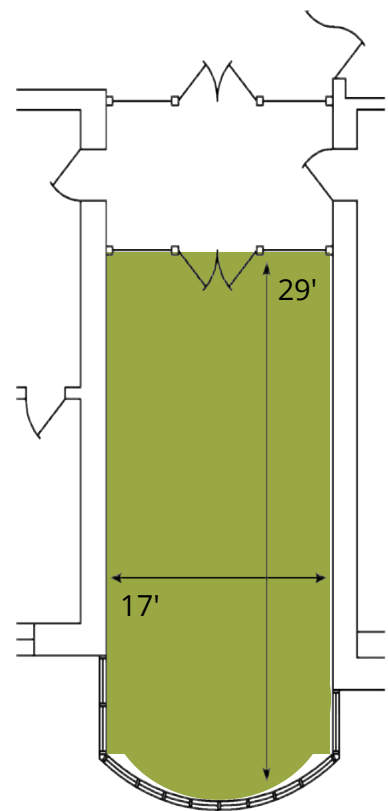
- 493 square feet
- Seating capacity: 14 around table

RENTAL RATE

- Monday - Friday 8am - 5pm - \$60/hr. or \$400/day
- Monday - Friday 5pm - 11pm \$75/hr. or \$400/evening
- Saturday 10am - 11pm - \$75/hr. or \$400/day

TERMS

- The space will be available to set up or decorate at the agreed rental time of your event.
- Rental time must include time for set-up and tear-down.
- Renters, guests, and service providers are required to be out of the building by 11:00 pm.





OLD STATE CAPITOL GROUNDS AND PUBLIC SQUARE

HISTORIC OUTDOOR ELEGANCE IN THE HEART OF IT ALL.

Picture your event with a backdrop of a stately Greek Revival building, Ionic columns, mature trees, and lush green grass in the center of historic downtown Frankfort. Built in 1830, the Old State Capitol and Public Square retains its historic elegance, inviting you to slow your pace and step back in time.

SPECIFICATIONS

- Includes grounds only -- does not include access to building or inside facilities.
- KHS does not provide tables and chairs at this venue.

RENTAL RATE

- Monday - Friday 8am - 11pm - \$500
- Saturday - 10am - 11pm - \$500

TERMS

- The space will be available to set up or decorate at the agreed rental time of your event.
- Rental time must include time for set-up and tear-down.
- Public use of the grounds must be consistent with the nature of the site and not affect daily operations.
- All events must harmonize with the Kentucky Historical Society's character and mission and KHS reserves the right to decide if the nature of an event is appropriate for our sites.
- Additional rental policies apply - please see pages 12-13.



EQUIPMENT & SERVICES

Equipment

Tables, chairs, a podium, and two microphones are included with your rental (except for outdoor spaces). The following equipment is available for an additional fee:

- Sound Package (3 - 8 microphones)
- Projector & Screen
- Projector & Screen (Commonwealth Hall)
- Moving Stage
- Black Folding Chairs
- Stanchions (2 sections)
- Atmosphere Music (Commonwealth Hall only)
- Conference Call Phone

Additional fees apply in the following conditions:

- Wedding
- Extra Labor
- Equipment Operator
- Overtime
- Damage/Cleaning

A full list and rates of KHS facility rental equipment and services is available through KHS Special Events & Rental Coordinator

RULES FOR USE OF KENTUCKY HISTORICAL SOCIETY FACILITIES & GROUNDS

The Kentucky Historical Society (KHS) permits persons, organizations, or groups to use KHS facilities for various purposes and events provided the event does not interfere with or disrupt daily operations or functions of the institution. The following rules have been developed to ensure the care and protection of KHS building, collections, and grounds, as well as a safe and orderly environment for your organization. Use of these areas must comply with all rules. All activities scheduled for the public areas must be approved through KHS. An "Application to Use KHS Facilities & Grounds" form must be completed, and a "Commonwealth of Kentucky Rental Agreement" may also be required in the event of a rental of state facilities and ground for a private function. At no time will enforcement of these rules be influenced or affected by age, race, national origin, disability, and religion, or partisan politics.

- Rentals are scheduled on a first-come, first-served basis and are not confirmed until KHS receives an executed rental agreement, deposit, and certificate of liability insurance.
- No political campaign, solicitations, or fundraising activities are permitted on KHS Facilities & Grounds.
- An event insurance policy is required for any event held at KHS Facilities & Grounds.
- Caterers must be fully licensed and insured. Proof of valid licensure must be provided by the caterer at least ten (10) business days before an event.
- Alcohol service must have STAR-certified servers.
- Food and beverages are not allowed in the exhibition galleries or Hall of Governors.
- The party shall provide all personnel needed to conduct the event. KHS does not provide staff to conduct the event for private functions.
- Visitors shall agree to be, and are, responsible for any vandalism, damage, breakage, loss, or other destruction caused by that individual or organization.
- Visitors must promptly remove items or materials owned and/or used after each event. Failure to do so may result in KHS billing the individuals or organizations with the costs of disposal, inclusive of use of staff time, which the individuals or organizations agree to be responsible for as a condition of their use of KHS Facilities.
- Visitors shall indemnify and hold harmless the Commonwealth of Kentucky, its departments, agents, employees, and contractors from and against any and all suits, damages, claims, or liabilities due to personal injury or death; damage to or loss of property; or for any other injury or damage arising out of or resulting from the use of Kentucky Historical Society Facilities or Grounds, except as provided by in KRS Chapter 49.
- Digging, excavating, or using metal detectors on grounds is strictly prohibited.
- Visitors are prohibited from posting or affixing signs, announcements, or other documents on any exterior or interior wall, ceiling, floor, door, window, or other surfaces not specifically designated for that purpose.
- Event compliance with OSHA and ADA standards, (as well as other applicable federal, state, and local regulations) is the sole responsibility of the user.

RULES FOR USE OF KENTUCKY HISTORICAL SOCIETY FACILITIES & GROUNDS

- The mass release of birds, butterflies, or other living creatures is prohibited.
- The following items are prohibited: hot-air balloons and similar lighter-than-air objects and aircraft; powered aircraft, including but not limited to drones and remotely-operated aircraft; remotely controlled toys and vehicles; rockets and similar missiles; fireworks and other explosive items.
- The following items are not permitted in any KHS Facility unless such items are owned or controlled by the state: (1) Any equipment, apparatus, or machinery that fails to conform with local fire codes; (2) Skateboards, roller skates, rollerblades, bicycles, mopeds, motor bicycles, motorcycles, and hoverboards; exclusive of mobility devices used by a disabled individual; and (3) Any personal property that interferes with any electrical or mechanical system in a KHS Facility.
- Visitors may not camp or remain overnight on KHS Grounds.
- Visitors shall not be permitted to obstruct passageways in a manner that may impair the normal conduct of business or the safe evacuation of people in the event of a fire or similar emergency.
- Visitors who cause damage to KHS Facilities or Grounds, disrupt business, or threaten other individuals may be subject to immediate removal.
- Use of open flames and candles in KHS Facilities is strictly prohibited.
- Use of glitter or confetti in KHS Facilities is strictly prohibited.
- Parking must be in designated areas; includes event organizers and service workers.



ADDITIONAL RESTRICTIONS REGARDING USE OF THE OLD STATE CAPITOL GROUNDS AND PUBLIC SQUARE

The Old State Capitol and Public Square is a National Historic Landmark operated as a historic site and museum by the Kentucky Historical Society. Public use of the surrounding grounds must be authorized by KHS and consistent with the nature of the site and not affect daily operations. Guidelines and regulations may be more stringent than those associated with non-historic public spaces. The grounds may be reserved for public events or programs of a cultural, historical, educational, or civic nature by completing an Application to Use KHS Facilities and Grounds through KHS. KHS staff will coordinate site needs with other agency offices.

Users must provide a \$500 rental fee* — must be paid no later than two weeks before the event. Rentals are not confirmed until KHS receives an executed rental agreement, deposit, and certificate of liability insurance.

Individuals, organizations, and agencies wishing to use this space must adhere to the Rules of Use of the Kentucky Historical Society Facilities and Grounds, in addition to the following regulations:

- Users must respect the property and historic objects, and users must follow any special instructions provided by KHS staff to safeguard the historic structures or grounds (whether prior to or during the event).
- Requirements for additional electrical service, lighting, water, security, portable toilets, custodial services, groundskeeping services, garbage removal, catering, audio-visual support, and similar services are the responsibility of the user, but KHS must authorize/approve these services.
- Setup and installation of any trailers, stages, tents, portable buildings, and similar items are by prior approval of the Kentucky Historical Society only.
- All activities and displays, including setup and breakdown, must not interfere with KHS operations, including guided tours, public programs, operating hours, and special events, or with operations of the Old State Capitol Annex.
- Historical presentations must be approved by the Kentucky Historical Society (for accuracy and authenticity prior to the event). KHS makes no endorsement of historical interpretation by granting use of KHS facilities or grounds.
- No vehicles may be driven or parked inside the Old State Capitol Grounds, including on the lawns and the brick walkways.
- Nothing may be taped, hung, nailed, screwed, or attached in any manner to any portion of the Old State Capitol or Old State Capitol Annex's exterior, light fixtures, or trees.
- Users accept full responsibility for any damages to structures and/or landscaping features that occur during the event or program. This includes, but is not limited to, damage to the Old State Capitol and Annex structures, lawn, trees, sidewalks, fountain, and light fixtures. Due to the nature of the site, any required repairs must be performed by approved professionals and in a manner approved by the Kentucky Historical Society.
- The Kentucky Historical Society reserves the right to refuse or limit any event or program it feels may cause undue stress or risk to the grounds or structures. Larger groups, which may pose risks to the property or artifacts, may be asked to use the rental facilities at the Thomas D. Clark Center for Kentucky History.
- Exterior activities must be confined to pre-approved areas upon the grounds.

ADDITIONAL RESTRICTIONS REGARDING USE OF THE OLD STATE CAPITOL GROUNDS AND PUBLIC SQUARE

- Nothing is to be attached to, leaned against, or draped over the fountains or Goebel statue. No one is permitted to climb on or into the fountain or climb on the statue.
- The Kentucky Historical Society reserves the right to refuse any event it judges to be in conflict with the nature and/or spirit of the site as a state and National Historic Landmark.
- User assumes full responsibility for the character, acts, and conduct of all persons admitted to the grounds during the term of the rental contract. If a violation occurs and is not immediately corrected, the Kentucky Historical Society reserves the right to terminate the event, no refund will be provided, and a fee for damages may apply.
- Users will remove all trash and leave grounds in the condition in which they found them. All trash and debris must be removed by 10 a.m. the following morning.
- Kentucky Historical Society staff may be present as necessary during events on the grounds, including setup and breakdown.
- Use of the KHS brand, logo, or name must be approved by KHS prior to publication. Kentucky Historical Society reserves the right to be listed as a co-sponsor on related printed material or announcements.
- Scheduling of authorized events and programs is subject to availability. The attached application, site layout, and affidavit must be completed, signed, and returned a minimum of two weeks prior to the event. Groups must also submit a rental fee of \$500* at the time of application. Applications for use must be returned to the Facilities Rental Coordinator Kentucky Historical Society, 100 W. Broadway, Frankfort KY, 40601. Call (502) 564-1792 for more information.

*All forms of payment accepted. Make checks payable to the Kentucky Historical Society. State government agencies may also use interagency payment system.

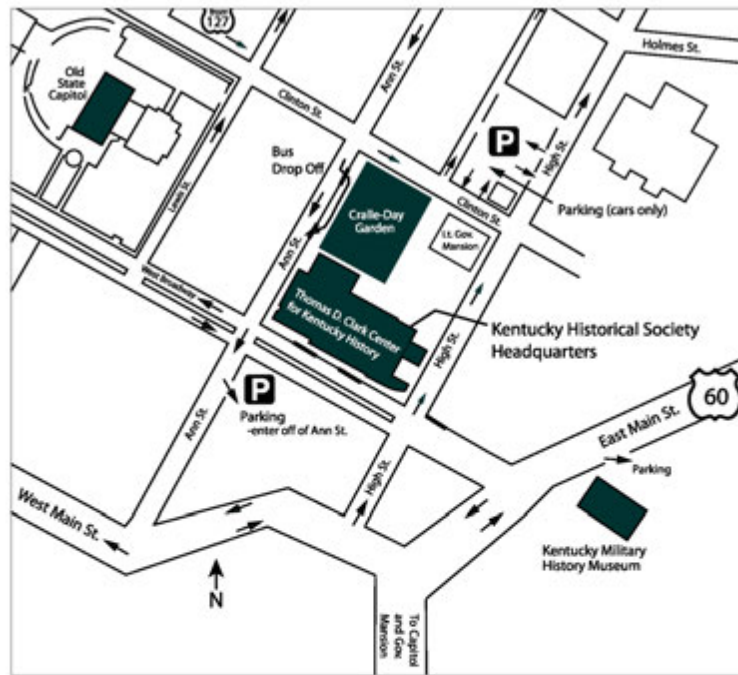
CONTACT US

Special Events and Rental Facilities Coordinator

(502) 782-8118

khsrentals@ky.gov

history.ky.gov/visit/facilities-rental



The Kentucky Historical Society accepts in principle the "Policy Statement of the Department of Finance for Use of the Commonwealth Facilities by Non-Governmental Groups." The Kentucky Historical Society does not discriminate on the basis of race, color, national origin, sex, age, religion, or disability and provides, on request, reasonable accommodation including auxiliary aids and services necessary to afford an individual with a disability an equal opportunity to participate in all services, programs, and activities.



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