



CAPITOL SQUARE
REVIEW & ADVISORY
BOARD

Ohio Statehouse – Special Events
Frequently Asked Questions: Weddings

updated 2-22-2024

How many people can the Ohio Statehouse accommodate for a wedding?

A maximum of 275.

What is the rental fee and what is included in that price?

Statehouse Wedding Package - \$10,000

Includes: Rehearsal, two wedding suites, white padded chairs, Ohio Statehouse inventory of tables and a/v equipment, parking, security, and staffing.

Is there a discount for booking an off-season date or Sunday through Friday?

The Ohio Statehouse is a government building and cannot offer any discounts, for any reason.

How much is the deposit? What's the payment plan for the remaining balance?

With the wedding permit application packet, a 10% deposit is required. Full payment is due 30 days out from the wedding date. Payments by check or card are acceptable.

What is the Cancellation Policy at the Ohio Statehouse?

- a) Up to 90 days prior to your wedding, you'll receive a 50% refund of the deposit and 100% of any additional amounts already paid.
- b) Less than 90 days prior to the event, you'll receive no refund of the deposit. 100% of any additional amounts already paid will be refunded.
- c) Less than 30 days prior to the event, no refund.

Is the Ohio Statehouse handicap accessible?

Yes

**How long will I have use of the event space(s) I reserve? Is there a minimum or maximum rental time?
Is there an overtime fee if I stay longer?**

There is no minimum or maximum rental time for weddings. 11pm is the end time to all weddings. Going past 11pm is prohibited. Lights go on at 11pm and tear down occurs from 11-12am.

Can I move things around and decorate to suit my purposes, or do I have to leave everything as is? Are there decoration guidelines/restrictions? Can I use real candles?

Any items that the couple brings for example, guest book, card box, champagne glasses, the Ohio Statehouse wedding coordinator or caterers will get the day before and set up day of. In planning meetings, it will be decided where each item goes. If the couple doesn't like the placement day of it can be moved if time allows.

Decoration guidelines/restrictions are as follows:

- 1) Adhesives, stickers, name tags or labels, cellophane pressure sensitive tape, screws, nails
- 2) Balloons, including helium filled balloons
- 3) Birdseed, rice etc.
- 4) Bubbles
- 5) Candles without glass containers
- 6) Cigars, cigarettes, e-cigarettes, vapor sticks, etc.
- 7) Confetti
- 8) Glitter
- 9) Loose fresh flower petals
- 10) Paints, chemicals or liquids that can damage the facility
- 11) Powder and any similar material
- 12) Signs on sticks, poles or stakes
- 13) Straw/hay
- 14) Sparklers, fireworks, non-insulated fires

What time can my vendors start setting up on the day of the wedding? Is it possible to start the setup the day before? How early can deliveries be made? How much time will I have for décor setup? Does the venue provide assistance getting gifts or décor back to a designated car, hotel room, etc. after the event has concluded?

Vendor set up starts anywhere between 2-3 hours before the wedding start time. The only set up that happens the day before the wedding is all Statehouse equipment, such as tables and chairs if the schedule allows. If more set up time is needed, it can be requested at the planning meetings with the Ohio Statehouse wedding coordinator. Deliveries and set up can begin after linens are on the tables.

It is asked that at least two cars are parked in the Ohio Statehouse underground parking garage during the wedding. Gifts and décor will be packed up as the night goes on. The Ohio Statehouse wedding coordinator can provide carts and help bring items down to the cars at the end of the night.

Do you provide a coat check service (especially important for winter weddings)? If not, is there an area that can be used and staffed for that purpose?

The Ohio Statehouse can provide coat racks at no cost. For coat check service, catering staff should be asked to do so.

Is there an outdoor space where my guests can mingle, and can it be heated and/or protected from the elements if necessary?

The South Porch, which is located off of the Atrium, is available for cocktail hour, only if both the ceremony and reception are being held at the Ohio Statehouse. The South Porch can also be used for guests to smoke or go in and out from throughout the reception. Heat or weather protection can be secured through one of the Ohio Statehouse approved service providers.

Do you have an in-house caterer or a list of “preferred” caterers, or do I need to provide my own? Even if there is an in-house caterer, do I have the option of using an outside caterer instead?

The Ohio Statehouse has a list of 8 “preferred” or approved caterers. The only instance that subcontracting can be done is if one of the Ohio Statehouse approved caterer agrees to provide all service and equipment for the subcontracted food. No couples are allowed to provide their own catering.

Are tables, linens, chairs, plates, silverware and glassware provided, or will I have to rent them myself or get them through my caterer?

The Ohio Statehouse provides all tables and chairs. The chosen caterer from the Ohio Statehouse approved catering list will provide linens and place settings. Upgrading can be done through the Ohio Statehouse approved service provider list.

Are you licensed to provide alcohol service?

The Ohio Statehouse liquor license is held by Milo's Catering. Milo's Catering is the only one allowed to provide alcohol and baring service.

Are there restrictions on what kind of music I can play, or a time by which the music must end? Can the venue accommodate a DJ or live band?

Lights go on at 11pm. The Ohio Statehouse allows and can accommodate live bands or DJ's.

Is there parking on site? If so, is it complimentary?

Yes, the Ohio Statehouse has an underground parking garage that offers three levels of covered parking. Guests will receive a 24 hour voucher/chaser ticket at the wedding. Parking over 24 hours will be paid at time of exit.

Do you offer on-site coordination? If so, what services are included and is there an additional charge for them? Will the coordinator supervise day-of? How much assistance can I get with the setup/décor?

Yes, the Ohio Statehouse wedding coordinator will be your main contact throughout the planning process and will be the first and last person there the day of. This cost is included in your wedding rental. There are no restrictions on hiring your own external wedding planner, if chosen.

What security services do you offer?

The Ohio Statehouse is a post of the Ohio Highway Patrol. All guests will need to go through security when entering the building. In addition, there will be two Ohio Highway Patrol Troopers at your wedding. This cost is included in the wedding rental.

Can I hire my own vendors (caterer, coordinator, DJ, etc.), or must I select from a preferred vendor list? If I can bring my own, do you have a list of recommended vendors?

The Ohio Statehouse only requires vendors from the list of approved caterers; Milo's Catering for all alcohol and bar service, and upgrades by one of the Ohio Statehouse approved service providers. There are no restrictions on choosing your own wedding planners, entertainment, photographer, florist, baker, etc.

What overnight accommodations do you provide?

There are no overnight accommodations.

What are the nearest hotels to the venue?

The Sheraton Columbus Hotel at Capitol Square and Renaissance Columbus Downtown are the closest hotels to the Ohio Statehouse. The Ohio Statehouse wedding coordinator can provide a larger list based on distance, if requested.

Do you have signage or other aids to direct guests to my event?

Yes. The Ohio Statehouse provides directional signage for all weddings from the 3rd Street entrance and Garage entrance to you wedding space.