

Use of Residence

The Governor's Residence is a historic building that has housed Pennsylvania's Governors since 1968. Please ensure that your guests treat it as you would your own home. The Residence is more than an event/meeting venue. It is the home of the people of Pennsylvania and deserves the respect and care that is necessary to provide a place for future generations to make their own history.

Capacity: In house prepared seated dinners:

up to 60 guests

In house prepared receptions:

up to 125 guests

Catered seated dinners:

80 to 100 guests

Catered receptions:

200 to 250 guests

Preparing: Events are not confirmed until a "Use of Residence Form" has been approved by the Residence Manager.

Point of contact name, number, email *and* complete mailing addresses must be provided. One point of contact only, please.

Final guest count for in-house prepared events must be submitted at least ten (10) days prior to event date. Any changes will incur additional costs.

Final guest list must be provided to the Residence 48 hours prior to event. Guest lists must include arrival times and listed by last names first in alphabetical order.

All entities must designate a gate attendant to assist security with guest admittance.

Any audiovisual equipment needs must be arranged and supplied by the event organizer. AV equipment use must be reported to the Residence event contact one week in advance.

If desired, alcohol must be purchased and provided by the organizing agency/entity. The Residence staff will chill any beverages if delivered prior to your event. Please make arrangements for delivery in advance.

Dietary restrictions based on allergies, religious beliefs or principles will be honored to the best of our ability. Once a menu has been set, please do not ask our chef to prepare special requests based on palate preferences.

Initial Consultation

The initial event consultation should take place within two weeks of confirmation of notice of use. It is in this meeting with the members of the Residence staff that initial logistical issues are discussed.

Please be prepared to answer questions including but not limited to: numbers of guests, menu needs, program details, set up, welcome tables, decorations, AV needs, responsibility for payment, staffing options, etc.

At the consultation, please include any individuals who will be closely involved with the planning of the event.

Audio Visual Needs

When AV equipment is required as part of a meeting or event, ***the agency or organization holding the event is responsible for providing all equipment and all set up.*** The Residence can provide a large screen (in the State Dining Room) and one portable screen.

Arrangements for AV set up must be made one week prior to event.

Outside Caterers

The Residence will provide a list of approved caterers. When securing an outside source, please be aware that ***the Residence does not provide linens or glassware.*** These items must be included in the contract with your caterer. We do provide china, cutlery, tables and chairs.

There are limited quantities of tables and chairs so please advise your caterer to confirm numbers with the Residence.

Outside events may be held on grounds, however tents are ***only*** permitted on the West Lawn. Please request that your caterer have a backup plan in case of inclement weather.

The Residence must receive a list of all employees and arrival times by the caterer no later than 48 hours prior to the event. ***We absolutely reserve the right to deny entrance to any individuals not included on the security list.***

Security

Security is our highest priority. The Residence is staffed by members of the PA State Police in addition to Capitol Police. ***No person shall be permitted on the Residence grounds unless scheduled through the Residence and placed on the daily security list.*** Please do not anticipate being able to stop by with supplies unless cleared and scheduled.

Please provide a list (**alphabetically by last name**) with staff names and arrival times as well as guest names and arrival times. We require a designee from your organization to be stationed at the entrance gate with the State Police during guest arrival times

****Any guests arriving by chauffeured transportation will be required to be dropped off at the South gate on Second Street.**

Parking

Parking on Residence grounds is prohibited except for those with physical disabilities. A handicapped placard is required and must be displayed.

Suggested Parking Language: *Parking is permitted along Second Street, including the Permit Parking Only section directly in front of the Governor 's Residence. Parking is also available in the private lot at the corner of Second and Maclay Streets. Please enter the Residence grounds through the Second Street gates.*

Process Overview

1. Submit the Use of Residence Form electronically **no less than 8 weeks** prior to the desired event date.
2. The Residence Manager will review all requests within two-weeks' time and notify the designated contact of its determination.
3. Final guest count must be submitted no later than 10 days prior to event date.
4. The final guest list must be submitted to the Residence no later than 48 hours before the event. For Monday events, the guest list must be provided by noon on Friday.

Invoicing

If the request for use is approved, the authorized representative of the organization is responsible for all fees incurred including food, overtime and usage fees You will discuss cost estimates during your initial consultation. Please note that you may receive two separate invoices for the same event based on food costs and use costs.

We do not have the technical ability to split bills, therefore it is up to those who partner for events to assess and charge the fees to their co-hosts.

*******Please note:** On rare occasion, it may be necessary to reschedule an event due to an unforeseen need of the Governor. The understanding and flexibility of the affected organization is requested in those infrequent instances of cancellation or postponement of a scheduled function