

WESLEYAN EVENTS AND CONFERENCES

PLANNING GUIDE



<https://www.wesleyan.edu/events-conferences/>



On behalf of Wesleyan University, we are delighted that you have chosen to consider our institution for your upcoming event.

At Wesleyan, we take pride in our versatile venues that are perfectly suited to accommodate a wide range of events from conferences and social gatherings to weddings and receptions. Our dedicated team is committed to ensuring your event is a success by providing exceptional service and support throughout your planning process.

To inquire about a space or to schedule a tour of our campus, please do not hesitate to contact a team member from our office or email us at events@wesleyan.edu. We are more than happy to answer any questions you may have and to assist you in any way possible.

We look forward to the opportunity to work with you and to help make your event a resounding success.

WELCOME



MEET OUR TEAM



Heather Fox

Director

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VENUES



Beckham Hall

Beckham Hall is a large ball room with beautiful vaulted ceilings, hardwood floors and upper and lower lobbies that are accessible to those with disabilities. Seating for dinner is just over 200



Daniel Family Commons

The DFC is a spacious dining area with windows along two walls. Enjoy cocktails by the fireplace in the lounge or on the outdoor terrace. This room seats 130 comfortably for dinner and over 300 for standing receptions



Russell House

The Russell House is a National Historical Landmark and is decorated with period antiques. Standing receptions for up to 100 people or seated dinners for 60 can be held within the house



Memorial Chapel

Wesleyan's Memorial Chapel is a Gothic revival brownstone building that seats up to 530 in traditional pews on two levels. the multi-denominational chapel welcomes all types of civil or religious wedding ceremonies



Zelnick Pavilion

Zelnick Pavilion is a beautiful glass atrium that offers a unique setting that is often used for receptions following events in the chapel. The pavilion seats 40 for dinner and 100 for a standing reception



PAC Forum

The Forum is our newest space on campus and is a beautiful open foyer that can be tailored to your event needs. Standing capacity for the Forum is 300 and seated capacity is 96

BECKHAM HALL



DANIEL FAMILY COMMONS



RUSSELL HOUSE



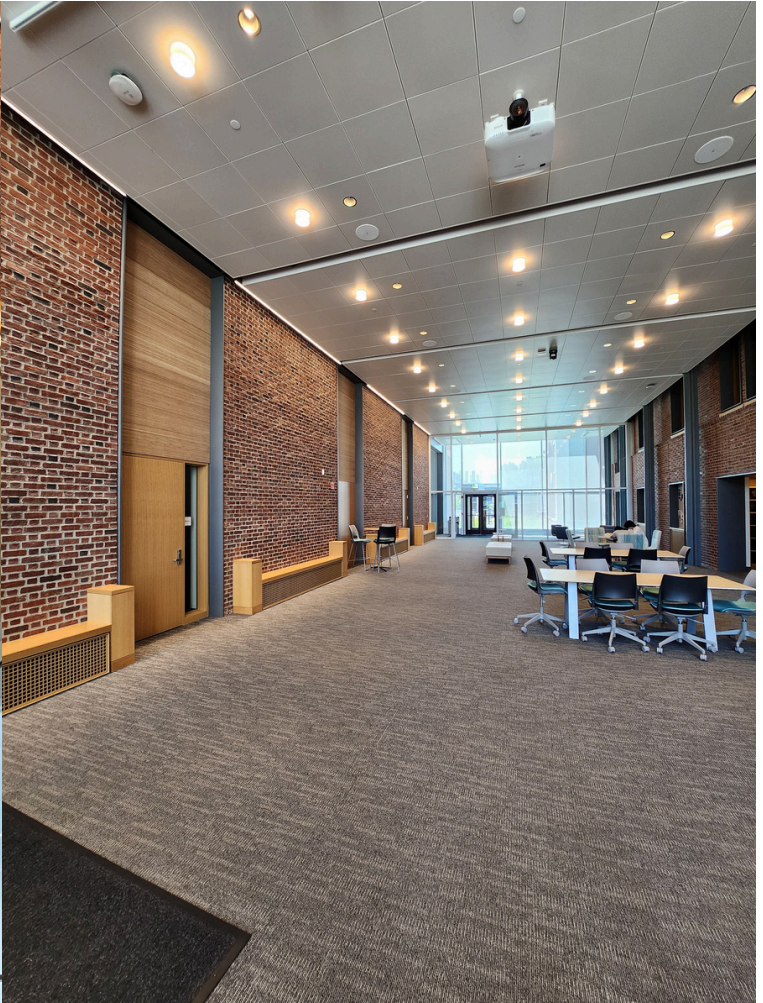
MEMORIAL CHAPEL



ZELNICK PAVILION

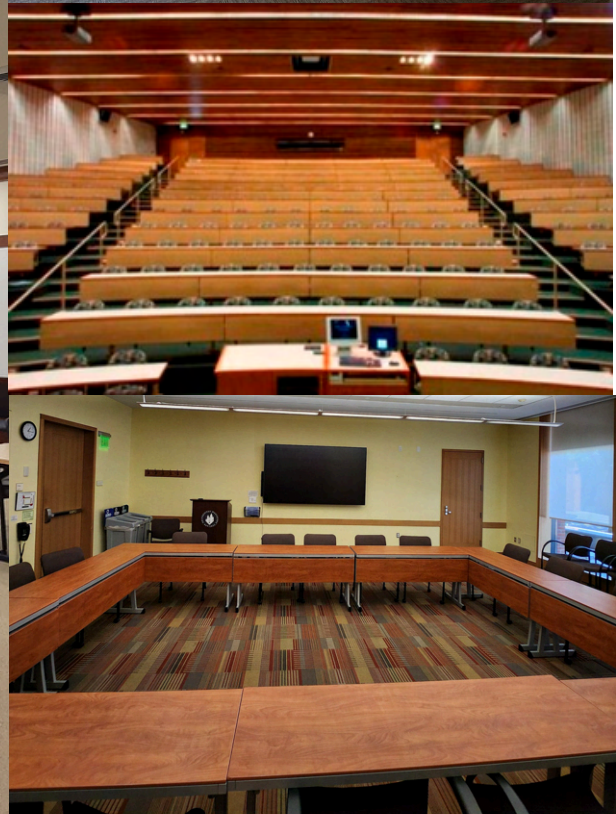


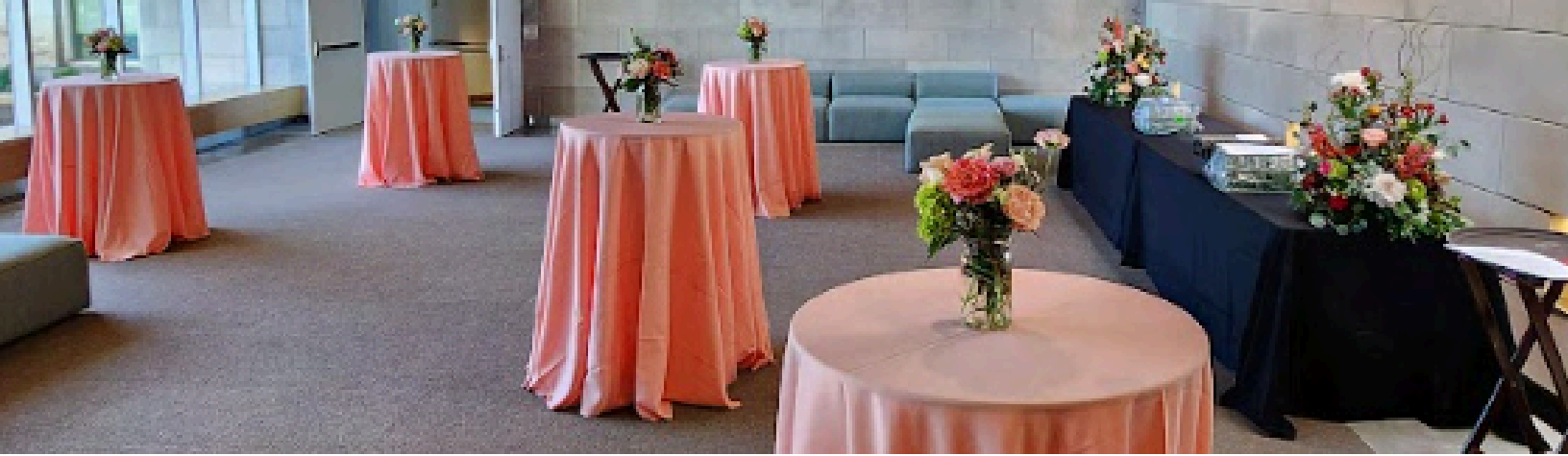
PAC FORUM



MEETING SPACES

Wesleyan offers many other spaces that can be used as meeting rooms, classrooms, or breakout spaces. Please inquire about our various options on campus





SERVICES OFFERED

We offer a wide range of services to help support your event. Some services are included in the rental costs while others are available for a fee.

- 01 Event A/V support**
- 02 On-site catering**
- 03 Tables, chairs, and event set up**
- 04 Free on-site parking**
- 05 Free Wi-Fi**
- 06 Custodial services**
- 07 Event Signage**
- 08 Comprehensive event planning oversight**

PRICING



Beckham Hall

\$2,000



Daniel Family Commons

\$1,000



Russell House and garden

\$1,000



Memorial Chapel

\$1,000



Zelnick Pavilion

\$500



PAC Forum

\$1,000



Meeting Spaces

Please inquire about various spaces and pricing

We offer Wesleyan affiliate pricing to alumni - please inquire about pricing



CATERING

We offer on-site catering through our partner, Bon Appetit.

Bon Appétit has been the food service provider for Wesleyan University since the Fall 2007. Founded in 1987, Bon Appétit Management Company is an onsite custom restaurant company that provides café and catering services to corporations, college and universities, and specialty venues. Bon Appétit is known for its culinary expertise, commitment to socially responsible food sourcing and business practices, and strong partnerships with respected conservation organizations.

<https://wesleyan.cafebonappetit.com/catering/>

Please click **[here](#)** for the 2024 catering guide.

For more information about our catering services, please contact our Catering Manager, John Kehoe. He can be reached at jkehoe@wesleyan.edu.

Clients may use external caterers if desired. We have a list of preferred vendors who we have worked with closely in the past. Other caterers not listed are permitted as well. We ask that you please request a copy of their catering license when booking. We may also ask that Wesleyan University be listed as an additional insured on the caterer's insurance.

PREFERRED VENDORS

CATERING

Bourassa Catering and Events

info@bourassacatering.com

203 269 9266

Spice Catering catering Group

info@spicecateringgroup.com

203 516 5665

Illiano's Ristorante and Pizzeria

203 269 9266

Avella's Italian Takeout

860 807 3768

David Alan Hospitality Group

info@dahospitalitygroup.com

860 357 4100

Bears Smokehouse

Catering@bearsbbq.com

860 785 8772

Small Kitchen Big Taste

info.kkcooks@gmail.com

475 238 8470

Cloud Nine Catering

info@cloudnynecatering.net

860 388 9999

The Cooking Company

thecookingco1@gmail.com

860 343 0008

Kellis Kitchen

kelliskitchen17@gmail.com

203 675 7393

LODGING

The Inn at Middletown

stay@innatmiddletown.com

860 854 6300

Courtyard by Marriott Hartford Cromwell

860 635 0684

Wesley Inn and Suites

860 346 9251

Hilton Garden Inn Wallingford/Meriden

203 284 0000

Residence Inn by Marriott Rocky Hill

860 257 7500

The White Lion Manor

thewhitelionmanor@gmail.com

860 358 9145

BARTENDERS

Approved Vendors

Bon Appetit

jkehoe@wesleyan.edu

860 685 3504

Two Pour Guys

twopourguy@yahoo.com

203 215 6701

Please note you are required to use an approved vendor for any alcohol served at an event on campus

RENTALS

Connecticut Rental center

tom@ctrentalcenter.com

860 347 4688

ENTERTAINMENT

Powered By 2 DJs

mario@Poweredby2DJs.com

718 578 9843

FLORALS

Wild Orchid

wildorchidflowers84@gmail.com

860 344 9233

Lagana Florists

orders@laganaflorist.com

860 344 0501

McInerney's Flower Shop

mcinerneysflorist@comcast.net

860 632 0789

DECORATIONS POLICY

Plans for decorations should be reviewed with the Usdan Center Operations staff prior to the purchase of materials and the actual event.

- All decorations must be non-flamable (flame retardant) as required by fire regulations.
- Per the Usdan/ Fayerweather/ Wesleyan Posting Policy – nothing is to be taped to windows or doors in either building. No tacks or nails or taping to walls, no taping to chairs. We can provide easels if available.
- If used, we require table coverings which are color-fast, and prefer cloth or plastic lined paper.
- All streamers must be colorfast
- String Lights: Must be UL approved and kept to a minimum on case by case determined by Usdan Center Personnel. Any wires must be covered by a floor cable cover or taped down with professional gaffers tape. Preferably, string lights should be plugged directly to an outlet. If that is not possible, only grounded (3 pronged) extension cords can be used.
- Paper Confetti: Yes
- Metal or Plastic Confetti: No (choking hazard)
- Helium Balloons must be tied to a balloon weight, chair, etc. If a helium tank is used it must be tethered/chained to the wall or a post.
- Candles: Must be self-extinguishing and approved beforehand by Usdan Center Operations Staff and Campus Fire Safety and noted in EMS.
- No hanging items from ceilings, sprinkler systems or any beams etc. No blocking the entrances exits with decorations. All walkways must be kept clear.

Wesleyan University Policy on Alcohol at Events

[Effective September 1, 2024]

Event hosts must take steps to ensure compliance with Connecticut State law and University policy, including ensuring that alcohol only be served to event attendees who are of legal drinking age

1. Compliance with law: Event hosts are, at all times, required to comply with Connecticut law regarding the serving of alcohol (see Title 30 of the Connecticut General Statutes).
2. Among other requirements and as a general matter, Connecticut law (and University policy) require the event host to obtain a liquor permit through the Connecticut Liquor Control Commission any time¹:
 - a. The event where the alcoholic beverages is to be served is not strictly a closed, private* event; and/or
 - b. There is any charge or compensation of any type for the alcoholic beverage
 - c. The event is hosted by an external client not affiliated with a University department
3. Events must use Bon Appetit or another licensed and fully insured caterer who holds a State of Connecticut liquor permit for alcohol service and who is also licensed to serve alcoholic beverages:
 - a. At any event that isn't strictly closed as described above;
 - b. At any event where there is a charge or compensation of any type for the alcohol served;
 - c. Any liquor beyond beer and/or wine is to be served at the event; and/or
 - d. Any attendees of the event will or could be under legal drinking age (this includes any student organization sponsored events)
 - e. At any event occurring on campus and hosted by a non University department
4. Other Considerations – Event hosts and organizers must also ensure compliance with all other applicable laws and policies, including without limitation specific University building policies including the University Open Container Policy and Policy on AOD. In addition, event hosts and organizers must adhere to the following guidelines:
 - a BYOB events are not permitted
 - b. Event host(s) must be at least 21 years old.
 - c. Organizers should plan to have an appropriate amount of alcohol based upon the number of attendees of legal drinking age.
 - d. Kegs and half kegs are not permitted in facilities; outdoor picnics/receptions that meet all other policy criteria and are managed by Bon Appetit may have kegs/half keg if the amount is appropriate to the event. (Full Keg = ~156 12 oz drinks; Pony Keg = ~82 12 oz drinks).
 - e. Whenever alcohol is to be served, the hosts must provide ample food and non-alcoholic beverages.
 - f. Alcohol may not be served 30 minute prior to the event ending.
 - g. Door monitors, designated event hosts, bartenders, and event staff cannot consume alcohol during the event. All **MUST** be 21 years or older.
 - h. Events hosted by contract clients may not provide their own liquor/beer/wine. If Bon Appetit is not the caterer, the client caterer must be licensed and insured to provide and serve alcoholic

¹ CT law requires that caterers must be licensed to serve alcohol in any circumstance

BOOKING & PAYMENT

Each client must enter into a contract with the university to reserve space on campus. The contract will outline what spaces are being reserved, fees associated with booking and services, as well as dates, timing, and approximate guest counts.

Our office charges a 15% administration fee on top of all booking and service fees.

We require a certificate of insurance for any event held on campus. Coverages include commercial general liability insurance and excess umbrella coverage. Not to exclude sexual harassment.

For a one day COI policy, it should not cost any more than \$200 - \$300

“Wesleyan University, its officers, agents, servants and/or employees” should be listed as additional insured

We Accept checks and money orders as forms of payment. Payment is due in full 30 days prior to the event start date

Make check out to:

Wesleyan University, care of Events and Conferences

please mail to:

**Usdan University Center, care of Events and Conferences, 45 Wyllys Ave, Middletown,
CT 06459**

Q&A

Q: Is parking on campus free?

A: Yes! Parking on campus is free. We most often will direct guests attending an event to our visitor lot (V Lot) up on Vine St or the E Lot on Weekends and after 5:00pm when the lot turns into visitor parking.

Q: Is there a discount for Wesleyan Alumni?

A: Yes! Wesleyan Alumni and affiliates receive at 20% discount on our reservation fees.

Q: Does Memorial Chapel have A/C?

A: Yes! Memorial Chapel does have A/C

Q: Can I use a caterer not on the preferred vendors list?

A: Yes, we permit other caterers not on the preferred vendors list. We ask that you please request a copy of their catering license when booking. We may also ask that Wesleyan University be listed as an additional insured on the caterer's insurance.

Q: Can I use another bartending service not listed on the preferred vendor's list?

A: No, we ask that you please use either of the two bartending services listed on our preferred vendor's list.

if your caterer is fully licensed and insured for bartending services, then we will permit them to serve alcohol on campus

Q: Do you provide linens?

A: If you are working with Bon Appetit, they will be able to provide linens for your event. Otherwise, we are able to connect you with CT Rental and help you order linens for your event.

Q: Do you have tech support for my event?

A: Yes! We have an on-site A/V tech support service. The technician will be able to help you set up A/V including presentations, microphones, recordings, Zoom sessions, etc.

DIRECTIONS TO CAMPUS

From Hartford and points north

Take I-91 south to Exit 22 for Route 9 southbound. At exit 15, turn right onto Route 66 West (Washington Street), turn left onto High Street.

From New Haven, New York and points south

Take I-95 North to I-91 North. At exit 18, take Route 691/66 East. Route 66 becomes Washington Street in Middletown. Take right onto High Street.

Or, take I-95 north to the Merritt/Wilbur Cross Parkway (Route 15 North) to Route 66 Eastbound. Take right onto High Street.

From Waterbury and points west

Take I-84 East. Take exit 27 to Route 691/66 East. Route 66 becomes Washington Street in Middletown. Take right onto High Street. (Please refer to the notice above for changed traffic conditions on Route 66/Washington Street.)

From Boston and points northeast

Take the Massachusetts Turnpike (I-90) West to Exit 9 for I-84 West to Hartford. Take exit 57 over the Charter Oak Bridge and follow the signs to I-91 South. Take I-91 south to exit 22 for Route 9 Southbound, At exit 15, turn right onto Route 66 West (Washington Street), turn left onto High Street.

Or, take I-95 South through Providence, then take Exit 69 to Route 9 North (approximately 26 miles to Middletown). At exit 15, turn left.

Address

Usdan University Center
Wesleyan University
45 Wyllys Ave
Middletown, CT 06459

Parking Information

Campus Map

Transportation



NEXT STEPS



Reach out to one of our team members to inquire about availability and to set up a tour!

We would love to hear from you and answer any questions about our facilities

Thank you!



860 685 2280



<https://www.wesleyan.edu/reservationsandconferences/>



events@wesleyan.edu
