

# Application for Use of the Andrew W. Mellon Auditorium

All organizations wishing to host a function at the Andrew W. Mellon Auditorium (AWMA) must submit this application to Event Emissary (EE)/AWMA for the General Services Administration (GSA) approval. The organization hosting the event or an event manager acting on behalf of the organization may submit an application. For purposes of this application, either party may serve as the 'client' and sign the contract.

Read the terms of this application carefully, provide all requested information and return to EE/AWMA. ***This application does not guarantee use of space.*** EE/GSA will review the application and may, in its discretion, approve or disapprove the application. The function is not guaranteed until this application is approved, all parties sign the contract and the site fee payment has been received.

## Client Information

Contracting Party \_\_\_\_\_

Organizational Purpose \_\_\_\_\_

Organization's URL \_\_\_\_\_

Status      Government Agency       For-Profit   
Nonprofit       Individual       Other

(Specify)

Street Address \_\_\_\_\_

Mailing Address (if different) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Primary Contact \_\_\_\_\_

Title \_\_\_\_\_

Phone # \_\_\_\_\_ FAX \_\_\_\_\_

Cell \_\_\_\_\_ email \_\_\_\_\_

Co-Sponsoring Organizations \_\_\_\_\_

Event History \_\_\_\_\_

## Event Information - *If multiple day event, please attach preliminary schedule for all days.*

Name of Event \_\_\_\_\_

Event Date \_\_\_\_\_

Event Starting Time \_\_\_\_\_ Event Ending Time \_\_\_\_\_

Equipment Load-In Start Time \_\_\_\_\_ Equipment Load-Out End Time \_\_\_\_\_

Type of Event \_\_\_\_\_

Is this a Fundraising Event? \_\_\_\_\_

Will Alcohol be served? If yes, how and who will be managing the alcohol? \_\_\_\_\_

Purpose of Event \_\_\_\_\_

Attire \_\_\_\_\_

Estimated Maximum Attendance \_\_\_\_\_

Client Initials \_\_\_\_\_ Date \_\_\_\_\_

**Service Providers**

A service provider is any company providing services to Clients within the Mellon Auditorium. If a service provider is subcontracting any portion of their services, subcontractor contact information must be provided and the subcontractor approved. All changes to the Service Providers must be provided to EE/AWMA in writing, no later than 30 days prior to the event. All suppliers providing services must be actively participating in the AWMA approved supplier program at the time of the event. AWMA/EE may issue a contract for an event in cases where the service providers listed are not currently approved to work within the building. Execution of a building contract is not an approval to use the vendors listed. EE/AWMA has an exclusive in-house team to provide Kitchen Tentings. Outside suppliers are not permitted.

Event Management Company Information (if applicable) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Contact \_\_\_\_\_

Title \_\_\_\_\_

Phone # \_\_\_\_\_ FAX \_\_\_\_\_

Cell \_\_\_\_\_ email \_\_\_\_\_

*If multiple levels of event management companies are being utilized, attach list of all companies and contact information*

Caterer \_\_\_\_\_

Contact Name & Phone \_\_\_\_\_

Lighting Company \_\_\_\_\_

Contact Name & Phone \_\_\_\_\_

A/V Company \_\_\_\_\_

Contact Name & Phone \_\_\_\_\_

Florist \_\_\_\_\_

Contact Name & Phone \_\_\_\_\_

Production Company \_\_\_\_\_

Contact Name & Phone \_\_\_\_\_

Valet / Transportation Company \_\_\_\_\_

Contact Name & Phone \_\_\_\_\_

Decor Company \_\_\_\_\_

Contact Name & Phone \_\_\_\_\_

# Conditions Governing the Use of the Andrew W. Mellon Auditorium

## Capacity

The capacity of the AWMA is limited due to the historic nature of the building to 1000 guests. The following table provides recommended capacity information for each space. Other limits apply depending on the nature or type of event.

## Recommended Function Capacities

Area	Reception	60" Rounds Rounds of 8	66" Rounds Rounds of 10	72" Rounds Rounds of 12	Classroom*	Theatre*
Lobby	250	-	-	-	-	-
Auditorium	1000**	600	630	696	400	1000
Center Green Room	250	120	150	144	100	200
East Green Room	40	40	40	36	20	40
West Green Room	50	48	50	48	20	50
Third Floor including Outside Balcony	200	-	-	-	-	-

\* Does not include space for audio/visual equipment

\*\*No event may exceed 1000 total guests for all rooms occupied

## Authorized Uses

Use of the AMWA is subject to the Public Buildings Cooperative Use Act of 1976. The event type and purpose specified on this application must be consistent with the Cooperative Use Act. Authorized uses of AWMA are commercial, cultural, educational, and recreational activities.

## Installations

The client shall not place or construct upon, over, or under the property any installation or structure of any kind or character without advance written authorization from EE/AWMA. No posters or banners may be displayed without the advance written approval of EE/AWMA. When approved, such installations, placement and the process by which the items are installed must be approved by EE/AWMA.

## Laws and Ordinances

The client shall comply with all federal and local laws applicable to the activity proposed and to AWMA rules in respect to such activity. AWMA is a federal building under custody and control of the General Services Administration (GSA). All activities associated with this building are subject to the rules and regulations governing the public building and grounds. A copy of the rules applicable to the AWMA is attached to this application and posted in the AWMA. In the event that applicable Federal law is changed to require a revision of the guidelines, the client shall abide by such revision.

## Security Deposit

A security deposit (separate charge) is required from the client at least 30 days in advance of the event. Security deposit amounts are based on the scope of the event. This deposit may be forfeited in full due to building damage, failure to follow building guidelines or management instructions, vendor failure to remove items within the contracted time period, or because of excessive cleaning requirements after an event (including clean up of any bodily fluid). If damage occurs, EE/AWMA will retain at minimum 50% of the security deposit, no matter how minimal the damage in the opinion of EE/AWMA. EE/AWMA reserves the right, in its sole discretion, to retain more than 50%, or all of the deposit. Additional fees will be billed if damages exceed the security deposit and are payable within 15 days of billing.

Property Removal

Any property of the client or its service providers installed or located on AWMA premises shall be removed promptly at the conclusion of the proposed activity based on the contracted load-out end time. Property left on the premises after the conclusion of the proposed activity shall be disposed of by AWMA as it sees fit, and the client agrees to indemnify, defend, and hold harmless AWMA from any claim of or liability to the client's service providers and/or event guests in respect to such disposal. If property of the client or any service provider is not removed from the building by 5:00 am of the morning immediately following the event, AWMA will bill the client \$6,000 for load-out day plus any additional security guard fees. If all vendors have vacated the premises, AWMA reserves the right to discard the equipment or items, and the client will forfeit the security deposit.

Insurance

The client and each service provider of the client shall, without expense to, and to the satisfaction of EE/AWMA, obtain and carry liability insurance as follows:

- All service providers/suppliers (excluding florists and musicians) must have general liability insurance providing coverage of not less than \$1,000,000 per occurrence for injury and general liability, with Event Emissary and the United States Government named as additional insured;
- Service providers providing or serving alcohol (e.g., caterers) must have not less than an additional \$2,000,000 in specific general liability insurance pertaining to their service of alcohol, with Event Emissary and the United States Government named as additional insured; and
- The Client must have not less than \$2,000,000 of general liability insurance pertaining to the event, with Event Emissary and the United States Government named as additional insured.
- Certificates of Insurance should be faxed to 202-786-0022. Do not mail copies of certificates of insurance
- For the purposes of naming Event Emissary and the US Government as additionally insured, the following addresses should be used. All certificates of insurance should be emailed or faxed. Mailed copies will not be accepted.

United States Government / Andrew W. Mellon Auditorium  
1301 Constitution Avenue NW  
Washington, DC 20407

Event Emissary  
P.O. Box 575  
Washington, DC 20044

In no case will the facilities be available without the above stated coverage. The client shall provide insurance certificates at least 30 days prior to the event date. The building will cancel the proposed event if insurance certification is not received by this date.

Indemnification

The client shall defend, indemnify and save harmless EE/AWMA, their agents and employees against any and all loss, damage, claim, or liability whatsoever, due to bodily injury or death or damage to property of others arising directly or indirectly out of the exercise by the client of the privilege to hold the proposed activity, or arising out of any other act or omission of the client, its employees, agents, and service providers, including failure to comply with these guidelines.

Smoking

Smoking is not permitted anywhere within the AWMA or within 15 feet of the building. Any smoking by the client's guests or vendors may result in forfeiture of the client's security deposit.

Operation

The client shall adhere to the activities specified in the application for usage. Any modifications of the proposed activity must be agreed to in writing by EE/AWMA 30 days in advance of the event date. The client shall under no circumstances mar or impair the appearance of the building and its contents, obstruct access thereto, or interfere with the transaction of government or AWMA business. Nor shall the client jeopardize the safety of persons or property. The improper disposal of rubbish on the property, the throwing of articles of any kind from or at the building, or the climbing upon any part of the building is strictly prohibited. No decoration, structure, or equipment may be affixed to any portion of the building without prior written approval of EE/AWMA, which approval may be withheld at the sole discretion of EE/AWMA. The client shall keep the premises in a sanitary condition at all times.

Storage

There are no storage facilities available at the AWMA. All property and equipment belonging to the client or its service providers must be removed immediately after the event. If vendors do not load-out by the contracted load-out end time, the client will be billed for additional load-out surcharge hours and/or additional load-out days.

Nondiscrimination

The client agrees that no person will be discriminated against in connection with the use of the property on the grounds of sex, age, creed, race, religion, national origin, marital status, or disability, nor will any person be denied the benefits of or subjected to discrimination in connection with the event. The client will obtain from each person or firm, who through contractual or other arrangements with the client, provides services, benefits, or performs work on the property, a written agreement whereby the person or firm agrees to assume the same obligations with respect to nondiscrimination as those imposed upon the client by law. The breach by the client of conditions relating to nondiscrimination shall constitute sufficient cause for cancellation and revocation of the license and forfeiture of fees.

Cancellation

All cancellations by the client must be made in writing. In case of cancellation by the client, any related costs incurred in preparation for the event are the responsibility of the client. If canceled by the client, any and all deposits and payments for site fee or service charge are partially refundable once received by EE/AWMA, based on the sliding scale provided within this document. The client is hereby informed that the United States Government has the right to pre-empt use of the premises. If EE/AWMA is unable to perform any or all of its obligations under this agreement for reasons including, but not limited to, government acts, strikes, labor disputes, accidents, restrictions on travel, security requirements or emergencies, acts of war, acts of God, the issuance of Homeland Security Advisory System notice of a Severe or Code Red terrorist threat for the Metropolitan Washington, DC area that results in the closure of the United States Government Buildings or any other matter over which it has no control this agreement shall immediately terminate, the same to be void, and non-performance shall be excused by client without any obligation of any type upon either party except that EE/AWMA shall agree to reschedule the event, at no additional cost to the client, within one calendar year of the original contractual due date.

Client agrees to pay the following percentage of the Total Estimated Contract Value as cancellation fees based on the following scale:

<b>Date of Notice of Cancellation in Writing</b>	
more than 180 calendar days prior to Event	25%
between 90 days and 180 days prior to Event	50%
between 60 days and 89 days prior to Event	75%
between 30 days and 59 days prior to the Event	85%
less than 30 days prior to Event	100%

#### Payment

Payment is due in full for site fee upon signing of the agreement. Additional fees for security and the security deposit are due no later than 30 days prior to the event. If all required certification, payments, plans, and insurance are not filed 30 days before the event, the event may be canceled without refund and without penalty to EE/AWMA. Payment should be made by wire transfer or check to Event Emissary, PO Box 575, Washington, DC 20044. MasterCard, Visa, and American Express credit card payments are accepted with a handling fee of 4.5% of the total charge. Federal government clients may complete a Purchase Order or other government payment document. Charges will show on your statement as Event Emissary. Note that use of the event space is not secured until the site use fee is paid in full.

#### Disabled Access

Access for individuals with disabilities is available on both the east and west entrances of the building. Access to the stage is also available if requested at least seven days prior to the event.

#### Illegal Narcotics

Persons attending the event (including but not limited to, the client, guests and service providers) are prohibited from possessing or being under the influence of any illegal narcotic drug, hallucinogen, marijuana, barbiturate, or amphetamine.

#### Gambling

Gambling is not permitted on the premises.

#### Attire

Individuals must be fully clothed at all times inside a Federal building. Any state of undress is prohibited. Any guest refusing to adhere to this policy will be escorted from the facility by security guards, barred from later entry, and may be subject to arrest. Shoes must be worn at all times. Any guest refusing to adhere to this policy will be escorted from the facility by security guards.

#### Special Needs

All requests and special needs related to the event should be forwarded in writing to EE/AWMA no later than 10 working days in advance of the event. AWMA must know 30 days prior for ADA stage lift needs, due to scheduling service and maintenance. Such requests shall not be made to persons other than EE/AWMA staff.

#### Printed and Verbal Reference to the Site

Andrew W. Mellon Auditorium shall be listed on all printed material as the site or venue for the event. Copies of all printed and electronic material containing this reference (i.e., advertising, promotional, tickets, websites, emails, invitations, and menu cards) shall be submitted to the EE/AWMA for approval before distribution. Promotional advertising may not take place until the contract has been approved and the deposit received. Under no circumstances may interior or exterior graphic images of AWMA or its logo be used in promotional invitations or publications.

Right to Photograph

The client shall have the right to photograph and record the exterior and interior of the AWMA, subject to EE/AWMA written approval. In no event shall the images be used for advertising, promotional or commercial purposes in such a way that it suggests that the United States Government endorses the activity. The client grants to EE/AWMA the right to photograph the event for the purpose of creating media for future marketing and promotional materials.

Closing

All events must end by the contracted end time.

Ticket Sales

Sale of tickets is prohibited at the site. There are no ticket sales allowed at the door, with the exception of previously arranged sales through a will-call operation. Under no circumstances are ticketing agents permitted to sell tickets to events at the AWMA. All publicity or invitations must be through the private coordination of the sponsoring organization.

Access / Deliveries

The client acknowledges and agrees that any and all deliveries to the AWMA in connection with this event are subject to inspection and other security screening by the United States Government in accordance with such procedures as may be in effect. Deliveries must be scheduled in advance and must use existing, established entrances to the AWMA. All delivery activities must take precautions to protect the finishes and structure of the AWMA. FedEx, UPS, USPS and companies of similar nature do not deliver to the AWMA. Couriers may be used during contracted rental hours.

Street Entrances

No service providers can block access to the AWMA from the Constitution Avenue entrance with stages, curtains, or other obstacles. Access to the building from Constitution Avenue for service providers must be requested in writing and approved by EE/AWMA.

Service Providers

Any service providers providing services at the AWMA must meet the approval of the EE/AWMA. Approval of the service provider's services shall be in EE/AWMA's sole discretion.

The client shall request in writing within this application the use of any non-approved service providers for the Event. Any additions or changes to the service providers listed within this application must be submitted in writing, no later than 30 days prior to event load-in. Any sub-contractor using the AWMA must be experienced in performing similar services in large, historic properties. The client is responsible for assuring that all service providers use care in protecting all finishes, structures, and historic features of the AWMA. EE/AWMA has an exclusive in-house team to provide Kitchen Tenting, Audio Visual & Lighting services. Outside suppliers are not permitted.

Alcohol

The AMWA is federal property and generally, consumption, sale and service of alcohol are prohibited. However, a waiver for consumption, sale and service of alcohol has been granted specifically for the AWMA, provided that proof of all applicable licenses and sufficient liability insurance (see insurance paragraph) are provided to EE prior to the event. If liquor is served, the client is solely responsible for managing the responsible use of alcoholic beverages served and/or made available in connection with an event.

If liquor is to be served, either the client or alcohol service provider must obtain a retailer's Class G license from the Alcoholic Beverage Regulation Administration of the District of Columbia Government or a catering liquor license issued by ABRA, which license permits the holder to sell spirits, wines and beer for one (1) day only on the premises, provided that food is also served. A copy of this license must be submitted to AWMA at least 30 days prior to the event date. If the license is not provided 30 days prior to the event date, liquor may not be served at the event. In addition, the client must ensure that its

service providers are properly licensed in accordance with applicable District of Columbia statutory and regulatory requirements. All licenses must be available for inspection during the event for which the license was issued. Service, sale and consumption of alcoholic beverages in, at or from the AWMA shall be in accordance with applicable District of Columbia laws including, but not limited to, Title 25 of the District of Columbia Code (2001 ed.) and Federal laws. In addition to all other applicable laws and regulations, no one under 21 years of age shall be permitted to purchase, possess, or drink an alcoholic beverage in, at or from the AWMA. The client is solely responsible for verifying that anyone requesting alcoholic beverage service is of proper age and shall refuse service to any person without adequate proof of age.

Clients that are not utilizing a caterer that holds a DC Liquor License must request a letter from the Mellon Auditorium in order to receive a DC liquor license for the event. This letter should be requested at least 60 days prior to your event date.

For all evening events, alcohol service shall conclude at 1:00 a.m. Cash bars are not permitted.

Choice of Forum and Attorney's Fees

In the event that EE/AWMA shall take any action or institute any proceeding, whether judicial or otherwise, to enforce and/or collect any amounts under this agreement, the client shall pay to EE/AWMA, in addition to any amounts actually owed or recovered, any and all costs, expenses, fees, including attorneys fees and costs incurred by EE/AWMA for the same. Any and all litigation arising from, relating to or in any way resulting from this agreement shall be adjudicated in a court of competent jurisdiction in the District of Columbia and the substantive law of the District of Columbia shall apply; however, if the United States is a party Federal law and venue shall apply and the client expressly waives trial by jury in any action arising from or relating to this agreement.

Security

Security for all events will be provided by EE/AWMA. Estimated fees for security are provided at the time of contract. However, additional fees may be incurred based on the final scope of the event. Payment of the estimated security fee will be due 30 days prior to event date. Outside security companies may only be used, with written approval from the Mellon Auditorium management, for corporate security and guest liaison services. Staff from outside companies cannot wear a uniform and cannot be armed.

FPS Mobile Scanning Facility

All vehicles delivering to AWMA must go for screening prior to delivering to the Mellon Auditorium. Vehicles will be checked by security on Constitution Avenue prior to entering the loading area. Each client will be subject to a fee of \$1,500 to cover the scanning of all vendors' vehicles. This will permit a maximum number of 15 vehicles per event day based on the Rental Fee Inclusions listed in this application. Additional vehicles delivering will be billed at \$100.00 each. Vehicles not scanned will be denied access to the building. Passenger vehicles cannot drive on property at any time. No parking is permitted on property, including the end of each drive. The FPS Scanning Facility can be contacted at 202-205-5847.



Surcharge Hours for Equipment Load-In and Load-Out

Rental rates are for 14 hours of site use falling between the hours of 8:00AM and 2:00AM the following day. Hours outside the 8:00AM – 2:00AM window beyond the 14-hour min. are considered surcharge hours. Upon approval of AWMA, surcharge hours for equipment load-in / load-out may be purchased for \$1185.00 per hour plus \$265 per hour for security, a total of \$1450.00 per hour. Surcharge hours may start as early as 5:00AM the day of your event and go as late as 5:00AM the following day. If load-out for an event goes past 5:00AM, a late load-out fee will be billed at \$6,000. Clients with events scheduled to end at 2am and events that AWMA management determines may have a load-out extend past 5am will be required to have a preauthorized credit card on file or pay an additional security deposit of \$6,000.

# **Guidelines for Use of the Andrew W. Mellon Auditorium**

Subject to special authorization by the Director of Events of AWMA, the following are presented as guidelines.

## **Deliveries**

- All deliveries must be scheduled during the contracted hours of the event.
- Only box trucks and vans may drive on property to make deliveries.
- All vehicles driving on property must go to the Southeast Federal Center for inspection. On Sundays only, onsite inspections will be handled by building security at the cost of the event host.
- No passenger vehicles (cars, SUVs, trucks) may be driven on property.
- When arriving at the Mellon, the guard will check that each vehicle has been inspected and signal for them to back into the driveway.
- All trucks should be guided down the driveway when backing up by a member of their team.
- Trucks should not begin unloading until the AWMA security guard has removed the Southeast Federal Center seal.
- Security bollards (the concrete posts at the end of each drive) should not be removed unless our security personnel are present.
- Do not idle trucks in the drive.
- Once a truck is unloaded, it should be moved off property.
- When returning for pickups vehicles must be empty. The rear doors of the truck open for inspection when you drive on property.
- The FPS Scan Facility can be contacted at 202-205-5847.

## **Electricity**

*Currently five 20AMP circuits are available in the Auditorium. Each small green room has one 20 AMP circuit and the large green room offers four 20AMP circuits. The lobby has one 20 AMP circuit. There is no power available in the balcony. In addition, there is a panel with 600AMPs accessible on the East side of the stage. Tie in to the power is the responsibility of the client but may be coordinated through the AWMA for a fee. A floor plan noting the locations of all circuits is available upon request.*

- If tie in to power panels is required, the client must notify the EE/AWMA in advance.
- AWMA's electrician on duty has authority over all contractors.
- All cable lines suspended must be free of the building and are permitted only when dropped from cantilevered pipe, and are free of the structure. All cables placed on the floor must be covered with cable ramps as they are installed. Failure by vendors to follow either of these important requirements will result in forfeiture of the client's security deposit.
- All sound, light, and power service must be installed in compliance with existing District of Columbia code.
- Visitor safety and access to halls and exits must be maintained during set-up and breakdown periods.
- Generators are not permitted on property. Unless written approval is obtained.
- Cable ramps must be used in all traffic areas.
- If, in the sole discretion of the AWMA electrician, it is determined the power needs of the event cannot be met internally it is the responsibility of the client to coordinate with the AWMA electrician and receive approval from EE/AWMA for the use of alternative power sources. All financial responsibility for alternative power sources is that of the client.

### **Equipment Load-In and Equipment Load-Out**

- No item shall be rolled or placed on the floor (both wood and marble) without masonite being used as floor protection. Catering plastic and tarps are not to be used as floor protection.
- The Mellon Auditorium Floor Protection is available for an additional \$500 per event. Each vendor is responsible for moving the Masonite they need and placing it back in the storage area. Masonite damaged by water or other liquid spills must be removed by the event and will be billed at \$50.00 per sheet to the client.
- The Mellon Auditorium Masonite cart cannot be used for any purpose other than moving Masonite. It must remain in the building at all times.
- The auditorium, green rooms, lobby, 3rd floor and loading area must be clean of all debris prior to the last vendor departing.
- Floor protection is included in the support costs for each event and is provided by the Mellon Auditorium. Placement, use and storage of floor protection is the responsibility of each client.
- All vendors must be completely off property, including the side drives by the contracted end time. Surcharge hours will be incurred if items are not removed.
- The client is responsible for sweeping the venue at the end of event. The client must arrange with vendors to bring equipment. There are NO brooms available on site. Failure to leave the space in a clean and satisfactory condition will result in full forfeiture of the security deposit.
- A minimum of three hours must be contracted for load out of all events.
- If vendors leave without storing away the masonite, the security deposit will be forfeit OR vendor will be billed \$50.00 per piece of Masonite left out.

### **Schedules and Entry Points**

- Clients must provide a detailed event schedule including East/West load-in designation for all service providers.
- A preliminary schedule must be provided 30 days prior to the event with a final draft no less than 7 days prior to the event.
- Schedules should denote all proposed access points to the building (i.e. catering entrance, VIP entrance, and guest entrance). AWMA will augment access points if needed based on building capacity requirements.
- Front Entrances will be closed and locked fifteen minutes after the end of the event. If event host would like delayed closing of the front doors, a request should be included on the schedule.
- No door shall be opened without a security officer present.

### **VIP Requirements**

- AWMA must be informed of all VIPs attending events with their own security detail.
- Parking is not available on property unless VIP door & driveway access is secured through the venue.
- Motorcade vehicles may stage in front of AWMA, with prior approval, if drivers remain with vehicles.

### **Caterers and Equipment Suppliers**

- All catering plans must be reviewed in advance with the EE/AWMA.
- All caterers must be on the pre-approved, Preferred Caterer List.
- EE/AWMA must be informed of all delivery, setup and load out schedules.
- All equipment and decorations must be removed immediately following the event.
- The caterer's kitchen and EE/AWMA office are off-limits to all guests.
- No water source is available at AWMA unless for restroom purposes only.
- The caterers are responsible for removal of all debris in the catering areas and must remove all garbage and bottles when they leave. The use of AWMA or its contractors' dumpster is not permitted. The client will forfeit full security deposit if trash remains on site.
- No liquid or solid refuse of any kind is to be disposed of in the AWMA's lavatories or on AWMA property.
- All loading / unloading areas must be completely clean of all debris and trash at the conclusion of the event. Failure to do so or dumping of any type of waste around the building, by any of the client's service providers will result in full forfeiture of the security deposit.
- If full bar service is provided for cocktails, food must be served. Alcohol must not be served to anyone who is, or appears to be, intoxicated or to anyone under the legal drinking age. Open bars are limited to four hours of service.
- Only professional bartenders provided by the caterer are permitted to serve alcohol.
- The caterer must place bar runners behind each bar. Felt padding or carpeting must be placed under each bar for storage of glass crates or boxes. Masonite is prohibited for use behind bars.
- Masonite sheets must be kept dry at all times. If in any case sheets of Masonite are destroyed by water or misuse, the client or service provider will be billed \$50.00 per sheet for replacement.

### **Caterers and Equipment Suppliers**

- Only votive candles in enclosed votive holders are allowed in the building, and are to be placed only on tables with a minimum height of 30". No raised votive holders can be used. Scented candles are not permitted.
- All tables and chairs must have felt or soft rubber tips to protect the floor. Felt tips should be in place prior to arrival at AWMA.
- Tables must be carried, not rolled across the floor. To set up and breakdown tables, padding must be used to protect the floor.
- No stoves may be used inside the building. Electric stoves may be used in conjunction with a catering tent outside the building.
- Fire extinguishers must be provided in the catering area.
- When setting up coat racks, floor protection must be used. Do not drop metal poles on marble floor.
- Coat check areas cannot block stairways.
- All employees of caterers must sign in upon arrival at the AWMA and present valid state driver's license or non-driver state identification. Under no circumstances will an employee be permitted to work in the building without identification. After signing in, employee must wear day pass sticker while working in the space. AWMA reserves the right to prohibit vendor's employees dressed in an unprofessional manner from working in the building.
- Waiters must store all garment bags in catering space or room provided and not in the Assembly Room. If being stored in the green rooms carpeting or felt pads must be used to protect the floor.
- Before setup work begins, catering representatives must check-in at the EE/AWMA and provide names of event captains.
- There is no parking permitted, at any time, at AWMA. Securing the necessary parking is the responsibility of the client and contractors.
- All floor areas must be protected during load-in and load-out. Pathways shall be created, at the expense of the event host for moving equipment across the floor.
- No tape may be adhered to any wood floor or wall surfaces. Gaff tape ONLY may be used on marble floors.
- All trucks must be screened at the Washington Southwest Federal Center prior to being off-loaded at AWMA. Vehicle and driver identification must be received 3 business days prior to the event.

### **Setting Up a Kitchen in the Green Rooms**

- Determine which area will be used for kitchen equipment and storage. Place Masonite in that area.
- Cover the area you are using as a kitchen with plastic (over Masonite) Tape to the Masonite only to secure. Never tape to the floor.
- When moving items into the rooms, keep in mind that plastic protects from spills only. Use a runner to move items across the room.
- Do not place any items on the green sills under the windows
- Coffee pots must be placed on tables or masonite sheets.
- Do not lean anything against the walls.
- Do not dump liquids on the cobblestone or in drains.

### **Setting Up Bars**

- Determine which area will be used for bars. Place rubber bar runners under the bar AND covering the entire back bar area.
- Mellon Auditorium Masonite cannot be used beneath bars.
- All bar supplies must be kept on floor protection at all times

## **Set Up and Breakdown of Tables on Wood AND Marble Floors**

### **Option I**

- Create a staging area with Masonite.
- Carry tables to/from staging area.
- Set up / Breakdown tables in staging area.

### **Option II**

- Place Masonite or a felt pad on the floor.
- Place edge of table on the felt pad.
- Set Up / Breakdown table.

## **All Contractors and Vendors, Sound, Lighting, and Stage:**

- Times of all sound checks must be approved by EE/AWMA.
- Sidewalks on the sides and front of AWMA may not be obstructed at any time.
- All floor plans, decorations, sound, stage, lighting and other arrangements must be approved in advance by EE/AWMA.
- All contractors or service providers must be approved by AWMA and have a copy of their current insurance certificate on file with the EE/AWMA. AWMA reserves the right to prohibit any vendor from working in the building.
- No decoration, structure, or equipment may be affixed to any portion of the building without the prior consent of the EE/AWMA.
- No items may be hung from the ceiling of the auditorium or the beams above the ceiling. (i.e. truss, banners and lighting).
- No painting of décor may take place inside the premises or outside the entrances.
- Razor blades may not be used on the floor. All carpeting must be pre-cut.
- Fountains, Hazers and Fog Machines are not permitted on the premises.
- Helium balloons are not permitted in the building.
- All events including dancing must bring in a dance floor. Protective covering must be placed between the dance floor and the auditorium floor. The dance floor may NOT be mopped prior to the event.
- If pipe and drape are used, their use must be approved EE/AWMA and cannot block any exits.
- All equipment and decorations must be removed immediately following the event. AWMA is not responsible for the loss or damage to any equipment or decorations left overnight in the building.
- Road boxes and other equipment may not be stored in the Assembly Room.
- Any additional staging must be approved by EE/AWMA. The floor must be protected beneath any staging.
- AWMA does not have a loading dock and equipment must be loaded in/out through the side doors. Trucks must be unloaded as quickly as possible and then moved offsite. Load-in schedule must be provided to EE/AWMA at least 30 days prior to event date.
- AWMA reserves the right to require a bond or security deposit from the organization sponsoring the event or from any other contractor hired by the sponsoring organization to ensure compliance with above guidelines.
- All service providers' employees must sign in upon arrival, and show valid identification (driver's or non driver's state identification.) A day pass sticker will then be issued, which must be worn while working in the building. Employees without valid identification will not be permitted to work. AWMA reserves the right to prohibit vendor's employees dressed in an unprofessional manner from working in the building.
- Outside security companies are not permitted in the building. If additional security is required, a request must be submitted to EE/AWMA.
- All floor areas must be protected during load-in and load-out. Pathways shall be created, at the expense of the client for moving equipment across the floor. At least 300 running feet of heavy plastic runner, carpeting or floor mats must be brought in by the first vendor loading in. Catering plastic may not be used.
- No tape may be adhered to any wooden floor or wall surfaces. Gaff tape ONLY may be used on the marble floor.
- Truss work must be built up from the floor and cannot be hung from the ceiling under any circumstances.
- Access to the balcony must be requested and approved at the time of application.
- All trucks must be screened at the Washington Southwest Federal Center prior to being off-loaded at AWMA. Vehicle and driver identification must be received 6 business days prior to the event. The Southeast Federal Center is not open on Sundays. On Sundays, vehicles will be subjected to a manual search at the expense of the client.

### **Floral and Foliage**

- If flowers or plants are provided for the event, they must be completely removed immediately after the event. Failure to do so will result in forfeiture of event host's security deposit plus any additional cleaning fees.
- Candles may not be incorporated into floral centerpieces.
- Only votive candles in enclosed votive holders are allowed in the building, and are to be placed only on tables with a minimum height of 30". No raised votive holders can be used. Scented candles are not permitted.
- All centerpieces must be preconstructed before arriving at the AWMA. Florals may not be constructed inside the building. Cutting of flowers or foliage is not permitted on Mellon Auditorium property, including the exterior driveways.
- There is no water source at the AWMA.
- Buckets of water are not permitted inside the building.
- All foliage pots must have protective cork or felt bottoms adhered to them.

### **Tenting**

- The method used to secure the tent (i.e., water barrels) should remain in line with the building and should not come into contact with any light fixtures, or obstruct any portion of the stairs. Tent companies are responsible for bringing their own water for the water barrels.
- The tent should not obstruct the sidewalk.
- The tent must be secured without drilling into or in anyway damaging the property.
- Appropriate EXIT signage and Fire Extinguishers must be in the tent.
- All Federal Regulations must be followed.
- Tents must be removed from the property by the contracted end time for the event.
- Tents may not be secured to any building fixture.
- Clients wanting to install tents in front of the Mellon Auditorium must provide a schematic for management approval.

### **Valet Parking**

- Valet parking may not park cars in front of the building or in the side alleys.
- Valet companies must remove any trash from the valet area prior to departing.

### **Entertainment**

- Equipment being delivered in box trucks or vans must go to the Southwest Federal Center.
- Individual musicians may not pull on property, they should stage on Constitution Avenue to unload their vehicles and walk their instruments into the building.
- Parking is the responsibility of the musician. The closest parking garage is at the Ronald Reagan Building
- Entertainment must coordinate floor protection with the client or other vendors if they cannot supply their own. The distance from the door to the stage is approximately 60'.
- All items being placed on the stage must have protection underneath. Rubber tipped items are acceptable. Music stands must have felt tips.
- Do not apply tape to the wood. Gaff tape may be used on marble only.
- Entertainment is responsible for laying and removing their own Masonite during load in and out.
- Entertainment is expected to know and adhere to all building rules.
- Bands are NOT considered approved vendors and cannot provide sound or lighting for events. Audio and lighting services must be provided by approved vendors. Bands may provide their own backline and mixing board.

**Storing Empty Cases**

- Cases may be stored in any rented area that does not block an exit or stairway. The client is responsible for determining storage area and receiving approval from AWMA. All cases must be AT LEAST six inches from any wall.
- Protective floor covering must be used in all staging areas (both marble and wood)
- The client has access to the auditorium, green rooms and the third floor. Access to the AWMA staff office, conference room and closets is not permitted.
- If using the third floor for storage, the East side elevator may be used to access the space, but must be keyed off by AWMA management prior to moving cases.
- There is a \$2,500 fine for using the west side elevator or using the east side elevator to move supplies or equipment without having it turned to independent use.
- The elevator doors cannot be propped open for any duration of time. Cases should be moved in and out in a timely manner. These are not freight elevators.
- Do not hit the inside of the elevator doors. This will not only damage the brass but also damage the functionality of the doors.
- During event load out, the east elevator should not be used to move gear/cases until the elevator has been keyed off by AWMA management and the protective pads have been replaced.

**Internet**

- AWMA offers a variety of internet solutions for events. Fees are associated with this access and are based on the scope of the event. Access requests must be submitted at least 30 days prior to the event date.
- The client is responsible for contracting with an AWMA approved supplier for internet distribution.

Schedule of Fees

**Mellon Auditorium Standard Rental Fees**

	<b>Non-Federal Government Agency</b>	<b>Min. Hours</b>
<b>Entire Facility</b>	\$12,000	14
<b>Support Services &amp; Staffing</b>	\$4,600	14
<b>Floor Protection</b>	\$500	
<b>TOTAL BASE RENTAL*</b>	\$17,100.00	

*\*DOES NOT INCLUDE SECURITY (See price chart below)*

*Hours must fall between 8:00AM-2:00AM.*

*A minimum of three hours must be contracted for load out of all events.*

*Access outside this window will be charged as surcharge hours.*

**Security Rate Chart**

	<b>Rate</b>
<b>Under 600 guests</b>	\$3,675
<b>600 – 1000 guests</b>	\$4,200
<b>Use of 3<sup>rd</sup> Floor as Event Space</b>	\$630
<b>Catering Tent Access</b>	\$600
<b>VIP Guests</b>	Based on Scope of the Event
<b>Surcharge Hours</b>	\$265 per hour

**Additional Services and Associated Fees**

	<b>Rate</b>
<b>Surcharge Hours</b>	\$1185 per hour
<b>Late Load-Out</b>	\$6,000
<b>West Lounge Rental (3pm – 2am)</b>	\$1,000
<b>West Lounge Rental (all day access)</b>	\$1,500
<b>Kitchen tenting is an in-house service, and must come from AWMA</b>	Minimum of \$5000, but may increase depending on your caterers' requirements/weather e.g. flooring or heat.
<b>Post Event Full Cleaning, including Bulk Trash Removal</b>	\$1,250
<b>Third Floor Wing and Restroom Access</b>	\$500
<b>Security Deposit</b>	Based on the Event, minimum \$2,500
<b>Federal Protective Service (FPS) Support Rate</b>	Final cost based on the scope of the event after the security assessment performed by the FPS. Client is responsible for the payment to support their event. Client must communicate all invited/confirmed VIPs to properly assess the event.
<b>FPS Scanning Fee</b>	\$1,500 to cover up to 15 vendor vehicles. Any additional vehicles will incur a fee of \$100 post event to the client.



**Special Services**

Detailed arrangements for the proposed event must be submitted to AWMA are subject to prior approval by AWMA. Such arrangements include, but are not limited to:

- Security Arrangements
- Insurance Documentation
- Public Address Systems
- Special Electrical Needs
- Audio-Visual Equipment
- Floor Plan
- Publicity Plans (and Copy)
- Delivery Schedule of Equipment
- Access to the Building Outside Standard Hours
- Construction of Temporary Structures
- Installation of Furniture
- Decorations
- Ambient Lighting

In order to ensure safety and the smooth operations of such special plans, AWMA may, at its sole discretion, require further special arrangements. The costs for such arrangements shall be the responsibility of the client.

Contractors supplying any services for the client are subject to the approval of AWMA. All logistical plans must be carried out in consultation with AWMA to ensure that the setup, operation, and dismantling of the event does not disrupt the operation of AWMA or other organizations occupying the building.

**Signature of Authorized Official**

On behalf of the organization named below, I certify that I have read in full this application, the guidelines for site use and the conditions governing site use, and the organization agrees to abide by the AWMA’s terms, if application is approved.

Name of Applicant Organization \_\_\_\_\_

Signature of Authorized Representative \_\_\_\_\_

Type or Print Name \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_