

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.

This application must be received three months before the event and 60 days after the application has been received a signed 'Site Use Contract' should be submitted. In no case would applications be accepted later than three months prior to the event.

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

Organization: _____

Organizational Purpose: _____

Organization's URL _____

Organizational Status: Government Agency For-Profit Non-Profit
 Other (please specify): _____

Street Address: _____

Mailing Address (if different): _____

City: _____ State: _____ Zip: _____

Primary Contact: _____

Title: _____

Phone: _____ Fax: _____

Cell: _____ Email: _____

Co-Sponsoring Organizations: _____

Event History: _____

EVENT MANAGEMENT INFORMATION — *If multiple day event, please attach preliminary schedule for all days.*

Name of Event: _____

Event Date(s): _____

Event Starting Time: _____ Event Ending Time: _____

Load-In Start Time: _____ 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: _____

Specify Method of Invitation: _____

How will security be able to identify guests upon their arrival? (i.e. name badges) _____

Client Initials: _____ Date: _____

SERVICE PROVIDERS

A service provider is any company providing services to Clients within Mellon Auditorium. If a service provider is subcontracting any portion of their services, subcontractor contact information must be provided. All changes to the Service Providers must be provided to EE/AWMA in writing, no later than 30 days prior to the event

Event Management Company:

Address: _____

City: _____ State: _____ Zip: _____

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: _____

Load-In Start Time: _____ Load-Out End Time: _____

Lighting Company:

Contact Name & Phone: _____

Load-In Start Time: _____ Load-Out End Time: _____

Sound Company:

Contact Name & Phone: _____

Load-In Start Time: _____ Load-Out End Time: _____

Florist:

Contact Name & Phone: _____

Load-In Start Time: _____ Load-Out End Time: _____

Production Company:

Contact Name & Phone: _____

Load-In Start Time: _____ Load-Out End Time: _____

Valet / Transportation Company:

Contact Name & Phone: _____

Load-In Start Time: _____ Load-Out End Time: _____

Client Initials: _____ Date: _____

SERVICE PROVIDERS — Continued

Other Company:

Contact Name & Phone:

Load-In Start Time:

Load-Out End Time:

Other Company:

Contact Name & Phone:

Load-In Start Time:

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Load-Out End Time:

Other Company:

Contact Name & Phone:

Load-In Start Time:

Load-Out End Time:

Client Initials:

Date:

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	200	-	-	-	-	-
Auditorium	1000**	552	620	744	450	750
Meeting Room	225	144	120	120	150	225
Committee 1	50	40	40	40	32	50
Committee 2	72	48	50	48	50	72

** 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 or affixed without the advance written approval of EE/AWMA. When approved, such installations must be installed by the contractor listed in this application under Service Provider.

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) of \$2,500 is required from the client at least 30 days in advance of the event. EE/AWMA reserves the right to request an additional security deposit based on the nature or timing 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. If damage occurs, EE/AWMA will retain at least 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. In no instances shall this be more than four hours. 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 for a load-out day. 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.

Client Initials: _____

Date: _____

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 the above stated insurance, the following addresses should be used:

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

Event Emissary
 P.O. Box 575
 Washington, DC 20044-0575

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 displays, fountain, or 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.

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 handicapping condition, 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.

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 or additional load-out days.

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 return client's deposit and any additional amounts paid.

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

Date of Notice of Cancellation in Writing	TECV %
more than 180 calendar days prior to Event	0%
between 90 days and 180 days prior to Event	25%
between 60 days and 89 days prior to Event	50%
between 30 days and 59 days prior to the Event	75%
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. MasterCard, Visa, American Express and Discover credit card payments are accepted. Federal government clients may complete a Reimbursable Work Authorization. Charges will show on your statement as GSA Finance, Fort Worth, TX. Charges will show on your statement as GSA Finance, Fort Worth, TX. **CHECKS ARE NOT ACCEPTED BY GSA.** At their discretion, Event Emissary, the Mellon Auditorium management company may accept checks on their behalf. In this case, a check payment agreement must be executed with Event Emissary and all checks must be made payable to Event Emissary.

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.

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. Such requests shall not be made to persons other than EE/AWMA staff.

Printed and Verbal Reference to the Site

Copies of all material containing reference to the Andrew W. Mellon Auditorium (i.e., all types of advertising, promotional, tickets, invitations, and menu cards) shall be submitted to the EE/AWMA and GSA for approval before release/distribution. Promotional advertising of any kind 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, publications, websites, or other types of marketing or media materials of any kind.

Right to Photograph

The client shall have the right to photograph and record the exterior and interior of the AWMA, subject to EE/AWMA/GSA 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. None of the photographs will be resold or made available for any other uses without the client's written permission.

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.

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.

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, 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.

Alcohol (cont.)

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 must request a letter from the Mellon Auditorium in order to receive a DC liquor license. 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.

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 will be provided 45 days in advance of the event date. Payment of the estimated security fee will be due 30 days prior to event date. Unless approved in writing by EE/AWMA, outside security companies are not permitted in the building.

FPS Mobile Scanning Facility

All vehicles delivering to AWMA must go to the FPS Mobile Scanning Facility for screening prior to delivering to the Mellon Auditorium. Vehicles will be checked by security on Constitution Avenue prior to entering the loading area. All vehicles delivering on Sunday or after SE Federal Center hours must be scheduled at least 30 days in advance. These vehicles will be searched manually at the expense of the client. Each client is permitted a maximum number of vehicles per event day based on the Rental Fee Inclusions listed in this application. Additional vehicles delivering during FPS Mobile Scanning Facility hours will be billed at \$100.00 each. Vehicles not scanned at the FPS Mobile Scanning Facility will be denied access to the building. Passenger vehicles cannot drive on property at any time.

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 max are consider surcharge hours. Upon approval of AWMA, surcharge hours for equipment load-in / load-out may be purchased for \$400.00 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 load-out day will be billed at \$6,000. Clients with load-outs scheduled to end at 4:00AM or 5:00AM, at the discretion of EE/AWMA, will be requested to 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 with a maximum height of 13' 2" and vans may drive on property to make deliveries.
- A freight delivery form should be filled out by each vendor and collected by the client. All freight delivery forms for an event should be faxed at one time to 202-786-0022 three days prior to the event date. Forms faxed directly by the vendor will not be accepted.
- All vehicles driving on property must go to the FPS Mobile Scanning Facility 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.
- Trucks should not begin unloading until the AWMA security guard has removed the FPS Mobile Scanning Facility seal.
- Security bollards (the posts at the end of each drive) should not be removed unless our security personnel is 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 door of the truck must be open for inspection when you drive on property.

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 floorplan 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.
- 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.

General Load-In and Load-Out

- No item shall be rolled or placed on the floor (both wood and marble) without carpeting or felt being used as floor protection. Catering plastic and tarps are not to be used as floor protection.
- 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 the responsibility of the client. Rental floor protection is available for rental from the auditorium management company for a fee of \$500.00. Payment for this rental is due prior to the event.
- 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.

Set Up and Breakdown of Tables on Wood AND Marble Floors

- Option I**
- Create a staging area with carpet
 - Carry tables to/from staging area
 - Set up / Breakdown tables in staging area

- Option II**
- Place a felt pad on the floor
 - Place edge of table on the felt pad
 - Set Up / Breakdown table

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, 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.

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.
- 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 plastic sheeting or runners behind each bar. Felt padding or carpeting must be placed under each bar for storage of glass crates or boxes.
- Only votive candles in enclosed votive holders are allowed in the building, and are to be placed only on tabletops.
- 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 drivers 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.
- Floral Arrangements may not be constructed on site.
- All trucks must be screened at the Washington FPS Mobile Scanning Facility prior to being off-loaded at AWMA. Vehicle and driver identification must be received 3 business days prior to the event.

Client Initials:

Date:

Setting Up a Kitchen in the Green Rooms

- Determine which area will be used for kitchen equipment and storage. Place felt pads or carpet in that area.
- Cover the area you are using as a kitchen with plastic (over carpeting). Tape to the marble only using gaff tape. 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.

All Contractors and Vendors, Sound, Lighting, and Stage

- Times of all sound checks must be approved by EE/AWMA.
- Except for up-lighting of the building's exterior historic features as approved in advance by EE/AWMA, lighting displays (on the building exterior or visible from outside the building) and large banners/signs on the exterior of the building are prohibited.
- 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 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 FPS Mobile Scanning Facility prior to being off-loaded at AWMA. Vehicle and driver identification must be received 6 business days prior to the event. The FPS Mobile Scanning Facility is not open on Sundays. On Sunday, vehicles will be subjected to a manual search at the expense of the client.

VIP Requirements

- AWMA must be informed of all VIPs attending events with their own security detail.
- Parking is not available on property.
- Motorcade vehicles may stage in front of AWMA, with prior approval, if drivers remain with vehicles.

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.
- 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, elevators may be used to access the space.
- Do not scratch elevator walls. If moving pipes in the elevator, cover the end with fabric or felt before bringing them on the elevator.
- 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 damage the functionality of the doors.

Florals 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.
- Florals may not be constructed inside the building.
- All foliage pots must have protective cork or felt bottoms adhered to them.

Tenting

- Catering tents are only allowed on the west side of the building for food preparation to be served inside the Mellon. By special arrangement only, tents may be placed on the West side of the building.
- The tent should be no less than 16' wide and a maximum length of 80'. Marquees to the doorway may be added with prior approval.
- The method used to secure the tent (i.e., water barrels) should remain in line with the square columns so as not to project outside the columns and obstruct any other 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 cobblestone.
- Sidewalls of the tent must remain up overnight, if applicable for multiple day events, with a clear passageway.
- Appropriate EXIT signage and Fire Extinguishers must be in the tent prior to caterer move-in.
- All Federal Regulations must be followed.
- Tents must be removed from the property by the contracted end time for the event.
- Access must remain to at least one of the ADA ramps.

Entertainment

- Equipment being delivered in box trucks or vans must go to the FPS Mobile Scanning Facility.
- 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.
- Speakers should be properly secured.
- Do not tape to the wood. Gaff tape may be used on marble only.

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.

Schedule of Fees

Auditorium Rental Fees

	Private, Commercial & Non-Profit Organizations	Maximum Hours
Entire Facility – Weekday****	\$12,000	14
Entire Facility – Weekend****	\$12,000	14
Load-In / Load-Out Day*	\$6,000	10
Load-In / Load-Out Surcharge Hours	\$400	N/A
Security***	Based on the scope of the event	
Security Deposit	\$2,500	
Runner Rental**	\$500.00 per event	

Green Room Only Rental Fees

Reservations for Green Rooms are available 45 days prior to event only.

	Private, Commercial & Non-Profit Organizations*	Maximum Hours**
Green Rooms – Weekday	\$3,700	10
Green Rooms – Weekend	\$4,125	10
Additional Load-In/Out Day	\$2,500	10
Back Room After-Hours Surcharge	\$300	N/A
Security***	Based on the scope of the event	
Security Deposit	\$2,500	
Runner Rental**	\$500.00 per event	

**Hours must fall between 8:00AM-2:00AM. Access outside this window will be charged at \$400.00 per hour*

***Each client is responsible for protecting the floor during load-in and load-out. Protective runners must be placed prior to the first vendor moving in. If the first vendor arrives without proper floor protection, they will be required to use that provided by the facility. An additional charge of \$500.00 will be billed to the authorized credit card. This charge will show up on your credit card statement as Event Emissary. If this fee is charged back or insufficient funds are available, this fee will be withheld from your security deposit.*

****At the time of the application, GSA will perform a security assessment, to determine the level of service/cost required for the Event Host's specific event.*

*****The balcony area on the 3rd floor of the Main Auditorium is restricted from use by attendees.*

Rental Fee Inclusions

	Auditorium	Green Rooms
Trucks Screened at FPS Mobile Scanning Facility*	15 Max	2 Max
Janitorial Service	1 janitor during event	1 janitor during event
Engineer Service	1 mechanical engineer	1 mechanical engineer

**Additional Trucks will be billed at \$100.00 each. Fee will be withheld from the security deposit.*

Special Services

Detailed arrangements for the proposed event must be submitted with this application and 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: _____

Name of Authorized Representative (*Print Name*): _____

Title: _____

Signature : _____ Date: _____