

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 concrete 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.
- Circuit #39 may not be used at any time.
- 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.
- 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.

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.

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.

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.
- The caterers are responsible for sweeping the venue at the end of event. The caterer must bring equipment. There is no equipment available on site. Failure to leave the space in a clean and satisfactory condition will result in full forfeiture of the security deposit.
- 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.

Caterers and Equipment Suppliers

- 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.

Setting Up a Kitchen in the Green Rooms

- Determine which area will be used for storage of crates. Place felt pads or carpet in that area.
- Cover the area you are using as a kitchen with plastic. Tape to the marble only using gaff tape. Never tape to the floor.
- In areas where there are cresscores, place carpet runner or masonite sheets.
- 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.

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

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 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.

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.
- 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

- Tents are only allowed on the east side of the building. 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.

Valet Parking

- Valet parking may not park cars in front of the building or in the side alleys.

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.

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.

Schedule of Fees — Non-Federal

Mellon Auditorium Renter's Fees

	Private, Commercial & Non-Profit Organizations*	Maximum Hours**
Entire Facility - Weekday	\$7,500	10
Entire Facility - Weekend	\$12,000	14
Load-In / Load-Out Day	\$3,750	10
Surcharge Hours	\$400	N/A
Security Guard Service	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	\$3,250	10
Green Rooms - Weekend	\$4,125	10
Additional Load-In/Out Day	\$2,500	10
Surcharge Hours	\$300	N/A
Security Guard Service	Based on the scope of the event	
Security Deposit	\$2,500	
Runner Rental***	\$500.00 per event	

** For pricing specific to your event, please contact the Andrew W. Mellon Auditorium management office.*

*** Hours must fall between 8:00AM-2:00AM. Access outside this window or beyond the maximum hours included in the rental fee will be billed as surcharge hours.*

**** Floor Protection is required during event load-in and load-out. Rental of the building's floor protection is optional.*

Rental Fee Inclusions

	Auditorium	Green Rooms
Trucks Screened at FPS Mobile Scanning Facility*	0 Weekday (15 max on weekend when charged full rental rate)	0 Weekday (2 max on weekend when charged full rental rate)
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.*

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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 _____

Signature of Authorized Representative _____

Type or Print Name _____

Title _____ Date _____