

DECATUR HOUSE *on Lafayette Square*

2010 RENTAL GUIDELINES

- **AUDIO-VISUAL EQUIPMENT:** Decatur House offers various audio-visual amenities, including podium with microphone, wall-mounted motorized 8x10 screen, ceiling-mounted LCD projector with remote control, computer and video hook-up (DVD/VCR), DSL service (multiple data ports throughout the Carriage House), telephone line access, five-disc CD player and sound system, and Mecho shades with remote control. We request that clients provide Decatur House with all AV requests no less than 72 hours in advance of their event.
- **CANCELLATIONS:** If the Contracting Party notifies the Director of Special Events of an event cancellation, Decatur House will refund deposits and payments as follows:
 - Six (6) or more months: Full refund (less a \$500 processing fee)
 - Five (5) to six (6) months: One-half (1/2) of the rental fee deposit
 - Less than five months: No refund
- **ENDOWMENT FEE:** All contracting parties renting Decatur House will become members of the site and the National Trust for Historic Preservation by joining at the \$100 level for private or non-profit events or at the \$200 level for corporate events.
- **EVENT TIMING:** Music and dancing must end by 11:30 p.m. with all guests leaving no later than midnight. In the instance that your event were to go over the deadline, overtime will be billed at \$450/hour, or any fraction thereof. Set-up and breakdown overtime will be billed at \$100/hour, or any fraction thereof.
- **FINAL WALKTHROUGH:** Decatur House staff will schedule a required final walkthrough for each event during business hours, Monday through Friday.
- **FOOD/DRINK:** Only hosted bars are permitted on the premises.
- **HOLIDAY CHARGE:** Events on a holiday are charged at an increased rental rate. Please inquire about specific fees.
- **SECURITY DEPOSIT:** All contracting parties are required to pay a \$500 refundable security deposit. The deposit will be refunded 4-6 weeks after the event, so long as Decatur House has incurred no damage and there are no outstanding charges.
- **TENT VENDOR:** Sugarplum Tent Company is the exclusive tent provider for any event at Decatur House. Please call Barbi Richardson of Sugarplum Tent Company at 301-869-2054 to discuss tenting packages for your special event.
- **WEDDING GUIDELINES:** A ten (10) hour block allows for one (1) hour of rehearsal time, though the hour is subject to availability. The latest time slot available for a rehearsal is 4-5 p.m., Monday through Friday. Please also note that Decatur House does not allow the throwing of rice, confetti, birdseed, flower petals and bubble blowing.

NATIONAL TRUST FOR HISTORIC PRESERVATION®



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2010 RENTAL APPLICATION

CONTACT INFORMATION

Name of Contracting Party (Individual or Group): _____

Contact Representative: _____

Title: _____ Company: _____ Non-profit? No Yes

Address: _____

City: _____ State: _____ Zip: _____

Telephone (M): _____ (W): _____ (F): _____

E-Mail: _____ Referred by: _____

Have you hosted an event at Decatur House before? No Yes, When? _____

If your address will change after your wedding, please provide it below:

EVENT INFORMATION

Event Date: _____

Event Location: *(Please check all that apply)*

Carriage House/Courtyard

___ Weekday Day

___ Weekday Evening

___ Will your event include guided historic house tours?

___ Weekend 8 hour

___ Weekend 10 hour

Historic House

___ Standing

___ Seated

Event Type *(Seated dinner, reception, meeting, wedding, etc.):* _____

Event Hours: _____

Set-up Hours: _____ Event Start Time: _____

Event End Time: _____ Breakdown Hours: _____

Number of Attendees: _____

Audio-Visual Equipment: *(Please check all that apply. A flat \$100 fee will be charged.)*

Carriage House/Courtyard: ___ Podium/Microphone ___ Screen/Projector

___ DSL Service ___ DVD/Video/CD ___ Telephone Line Access

Historic House: ___ Piano ___ Podium/Microphone

My signature indicates that I have read and understand the 2010 Decatur House Rental Rates and Guidelines.

Signed _____ Date _____

To contract an event at Decatur House on Lafayette Square, please fax the completed application to 202.842.0030. For questions, please contact Arioath Harrison, Director of Special Events by phone at 202.842.0917 or by email at arioath_harrison@nthp.org.