

Guidelines for Dumbarton House Events

Appropriate Uses

Dumbarton House may be rented from *The National Society of the Colonial Dames of America* (The NSCDA) for appropriate uses by any corporation, organization, or individual. Appropriate uses may include receptions, dinners, luncheons, wedding ceremonies and receptions, teas, in addition to meetings, conferences, seminars, programs or other approved private functions.

Contracting parties may have the use of Dumbarton House event spaces, defined as follows (for a total occupancy capacity of 200 guests):

- The North Garden (exterior or tented cocktail receptions, and wedding ceremonies)
- The Upper Terrace (exterior or tented cocktail receptions, wedding ceremonies, and dinners)
- The Belle Vue Room (interior cocktail receptions, seated dinners, wedding ceremonies and receptions, lectures, concerts, programs)
- The Lower Courtyard (exterior or tented cocktail receptions, seated dinners, wedding ceremonies and receptions; ***tenting required for 81-200 guests***)

The first floor of historic Dumbarton House is open during the cocktail portion of every event, with Event Guides provided to interpret the four rooms. Appropriate use of these Museum rooms, including the first floor central hall, is only permitted with the presence of an Event Guide or Event Supervisor. To ensure the security of the collection, ceremonies or gatherings other than tours are not allowed in any part of the museum.

Restrictions

Organizations using the Dumbarton House facilities are not allowed to charge admission, conduct raffles or auctions, give door prizes, maintain cash bars, or sell articles within Dumbarton House or on Dumbarton House property during the event. Restricted uses include any event planned for the support of any partisan political organization or cause, or any use deemed harmful to the physical well-being, program or mission of Dumbarton House or The NSCDA. Dumbarton House and The NSCDA reserve the right to refuse requested activities, or event set-up.

All rental requests are subject to evaluation on the basis of intent, event plans, property, scheduling, staffing needs and availability. All potential renters are required to visit Dumbarton House by appointment before reserving a date. Dumbarton House reserves the right to refuse any prospective rental which will interfere with any NSCDA programs or policies respecting the maintenance of the property.

The Contracting Party, its guests, caterers and other participants are not permitted entrance to rooms or spaces that are roped off or marked by a “closed” sign, unless accompanied by a staff member. The second floor is not open during rental events. No furniture or decorative objects belonging to Dumbarton House may be moved or handled without permission of the Museum Curator, or their representative.

No food or beverages are permitted inside the Museum’s historic spaces, specifically the first floor. No red wine, red cranberry juice or tomato juice is permitted on any bars, but is permitted when part of a seated dinner service.

Photography is only permitted inside the front hall and front hall staircase of the Museum's historic spaces, specifically the first floor

Smoking is not allowed in any space at Dumbarton House including the Belle Vue Room, and is only permitted in specified outdoor locations designated by Smokers' Outposts.

Lighted votive and taper candles are permitted on tables in the Belle Vue Room (reception room) or on outside tables. Any outside lighting using a flame must be covered to protect against wind and weather.

Decorations on any wall or surface of Dumbarton House are prohibited, or at the discretion of a Dumbarton House Events staff member. No tape of any kind, wire, nails, screws or other fasteners, may be used in decorating Dumbarton House for an event. Ribbons must be used to attach any decoration used. Flooring or staging may not be placed on any exterior or interior location without prior permission and arrangement.

Floral arrangements are not permitted inside historic Dumbarton House, specifically the first floor Museum.

The throwing of rice, confetti, flower petals, birdseed, and use of bubbles, etc. is not permitted on the Dumbarton House grounds. Sparklers may not be used on Dumbarton House grounds

Occupancy Capacities

Strict adherence to the maximum capacities of the Dumbarton House facilities is enforced in compliance with fire regulations. **The renter is responsible for keeping the number of guests attending the event within the maximum occupancy limits (200 persons on the entire property; 75 persons in the Museum at one time).** At the renter's expense, a tent or tents may be erected to increase occupancy limits. If a party exceeds 80 persons, the renter is required to secure a tent for the Lower Courtyard, for the Contracting Party's protection, in the case of inclement weather.

Belle Vue Room: 140 Standing Reception
 100 Seated, lecture-style
 70 Seated with a band and dance floor
 80 Seated without a band and dance floor

Belle Vue Room & 200 Standing Reception
Tented Lower Courtyard: 170 Standing Reception with a band and dance floor
 150 Seated with a band and dance floor
 180 Seated

Caterers/Vendors

The Contracting Party may select a caterer from the Dumbarton House preferred list or may contract with a company of their choice; however, all caterers working at Dumbarton House must have a current certificate of insurance (aggregate \$2,000,000.00 coverage) on file at Dumbarton house prior to catering the event concerned. While caterers and other vendors may be selected at the renter's discretion, tent providers may not be (currently, only one tent vendor, Sugarplum Tent Company is approved).

The Contracting Party or caterer is responsible for securing a single DC event liquor license.

No red wine, red cranberry juice or tomato juice is permitted on any bars, but is permitted when part of a seated dinner service. No food or beverages are permitted in the museum.

Insurance/Damages/Protections

The Contracting Party must obtain liability insurance for bodily injury and property damage with a combined single limit of no less than \$1,000,000. The insurance policy must be in effect for the date of the event specified above and, if the event will not end before 11:00 p.m., for the following day to allow for take-down, cleaning, etc., and must name The National Society and Dumbarton House, 2715 Q Street, NW, Washington, D.C. 20007, as an additional insured. An appropriate certificate of insurance must be delivered to the Dumbarton House Events office no later than 21 days before the date of the event, or, if a contract is signed within 21 days of the event, at such time as may be agreed upon by the parties.

The Contracting Party will be held financially responsible for any damages caused by its guests. Children are permitted at Dumbarton House events under the supervision of a parent or guardian. While the museum is open, during the cocktail hour, children must remain within arms distance of their parent or appointed guardian.

Music

- No electronic or battery amplified music is allowed outside or in the gardens of Dumbarton House including the lower courtyard, after 8:30 pm. This applies to stereos, electronic pianos, and any other instruments or equipment that require a microphone, speaker, or batteries, or are plugged into an electrical source.
- A band or DJ may set up in the Belle Vue Room with amplification; however, all music must end at 11:30 pm. Stringed instruments may play in the museum.
- As provided in the Code of the District of Columbia, music may not exceed a decibel level of 75 dB.

Parking

On-street parking is available after hours on Que Street, and on adjacent 27th and 28th streets. Limited parking is available for vendors' vehicles in the lower parking lot, entrance off 27th street, or special needs guests. The Contracting Party is encouraged to utilize approved valet parking companies for their guests, or to provide advanced notice to their guests that taxis should be used.

ADA Access

Special arrangements for guests requiring special assistance can be made in advance. There is handicapped access into Dumbarton House from the lower parking lot (entrance is off 27th Street,) and all floors are accessible by an elevator.

CONTRACT REQUIREMENTS (SEE FEE SCHEDULE)

Security Deposit: **A Security Deposit in the amount equal to one hour of rental time is due and payable at the signing of the contract agreement.** Dumbarton House retains the right to use any or all of the security deposit toward any claim it may have for overtime, clean up, damages to or destruction of Dumbarton House or any property located in or on the premises belonging to Dumbarton House, as a result of the Contracting Party's use of the premises on the event date. Note: Events that extend 16 minutes beyond the contracted time period are charged **the amount equal to one hour of rental time** (based upon the departure of the last vendor).

Rental Fee Deposit: **One-half of the contracted amount is due within two weeks of the agreement.** If no deposit is received the contract is no longer valid. **The balance of the rental fee is then due 180 days (6 months) prior to the event.** Overtime is billed after the event is complete.

Liquor License: Renter/Caterer is responsible to ensure securing a DC single event liquor license.

Event Insurance: Contracting Party must arrange liability insurance for bodily injury and property damage with a combined single limit of no less than \$1,000,000, adding The NSCDA and Dumbarton House as additional insured.

CANCELLATION POLICY

A Contracting Party may cancel a contract by giving written notice to Dumbarton House. If such notice is received by Dumbarton House—

- More than six months (183 days) before the date of the contracted event, the security deposit and 50% of the rental fee will be retained and no final payment will be due;
- Less than six months (183 days) before the date of the contracted event, the security deposit and entire rental fee will be retained. Only if Dumbarton House is able to book an event of equal value for the date of the canceled event, 50% of the rental fee will be refunded. The security deposit will remain retained.

If the event is canceled due to events or effects that cannot be reasonably anticipated or controlled, as defined in the event rental contract, Dumbarton House will make a refund in accord with the policies explained immediately above for cancellations by a contracting party.