



Smithsonian
*Donald W. Reynolds Center for
American Art and Portraiture*
National Portrait Gallery

Guidelines for Co-Hosting Special Event
Robert and Arlene Kogod Courtyard

The Courtyard

Floor access time 3:00 p.m.

Up to 300 Guests	\$20,000
301 – 500 Guests	\$22,500
501 – 800 Guests	\$25,000
801 – 1200 Guests	\$27,500

Event Start Time

The courtyard is open to the public until 7:00 p.m. If the Courtyard needs to be closed to the public for event set-up between 11:30 a.m. and 7:00 p.m., there is an additional fee of \$10,000 per hour.

Load in of Materials

The load in of materials for vendors is allowed between 7:00-11:00 a.m. the day of the event with no additional fee.

Floor Access Time

Vendors may have access to the floor prior to the museum closing as long as they work around the public. Vendors have access to the west half of the courtyard beginning at 3:00 p.m., and the east half of the courtyard, where the museum café is located, beginning at 5:30 p.m.

If floor access to the west half of the courtyard is required prior to 3:00 p.m. or in the east half of the courtyard prior to 5:30 p.m. there is an additional administrative fee of \$5,000 per hour or portion thereof.

The Galleries

The first, second or third floor museum galleries can be open for guests at an additional fee of \$5,000 per floor, but there are restrictions on which galleries can have food and beverage in them.

Auditorium

The 346 seat auditorium is available for an additional \$5,000 plus the overtime cost for the technicians.

* security, facilities management, and administrative fees are billed to the client after the event