

FAQs

Is parking available for the venue?

There is street parking and paid garage parking locally. The gallery does not provide parking.

We have partnered with SpotHero, the nationwide leader in online parking reservations, to allow visitors to find and purchase guaranteed parking at many convenient locations within easy walking distance of Hillyer.

Is the venue accessible by public transportation?

Yes. The closest Metro station is Dupont Circle. The Dupont Circle Q Street (North) exit is less than two blocks from Hillyer.

Are there food preparation facilities at the venue?

Hillyer offers a small kitchenette area with a microwave and refrigerator/freezer. Food must be prepared offsite and brought to the venue by a licensed caterer, and must be approved by the Gallery Manager. Sternos and chafing dishes are permitted, but no open flame is allowed on the premises.

Is Hillyer accessible?

Yes, Hillyer's main entrance is ramp accessible and we also have one accessible bathroom. Service animals are welcome. Please enquire about special accommodations.

Is it possible to bring in outside art or decoration for the event?

The gallery will not remove its current exhibitions under any circumstances and outside art or decoration is not permitted on the walls.

Do 501(c)3 organizations receive a discount?

Yes. 501(c)3 organizations receive a 20% discount off the total venue rental fees.

Will an IA&A at Hillyer staff member be available during the event?

Yes. Fees include the presence of one Hillyer staff member present from setup to close to answer questions about current exhibitions and provide security for the artwork and facility.



Preferred Caterers

La Prima Catering	www.laprimacatering.com	Katie McAuliffe kmcauliffe@cateringbyseasons.com 240-297-8219
Pinstripes Catering	www.pinstripes.com	Veronica Diaz, Catering Manager veronica.d@pinstripes.com 202-316-9113
B.Lin Catering	www.blincatering.com	Kristina Garcia kristina@blincatering.com 202-838-3133 ext. 707
RSVP Catering	www.rsvpcatering.com	Maura Ward mward@rsvpcatering.com 703-573-8700
Eco Caters	www.ecocaters.com	Kristina Villavicencio, Wedding Coordinator Kristina.villavicencio@ecocaters.com 202-548-7220 Shadia Hafiz, Corporate & Special Events Coordinator Shadia.hafez@ecocaters.com 202-548-7220

Preferred Vendors

Beverages

Professional Bartenders and Servers	www.probarserv.com	301-208-0556
Ace Beverage	www.acebevdc.com	202-966-4444
Cairo Wine and Liquor	www.dcwineguy.com	202-387-1500

Furniture, Décor, and Table Settings

AFR Event Furniture	www.afrevents.com	301-362-4300
Party Rental Ltd.	www.partyrentalltd.com	301-931-4580
Perfect Settings	www.perfectsettings.com	202-722-2900
Select Event Rentals	www.selecteventgroup.com	301-604-2334
Rayne Events	www.rayneevents.com	301-744-7469

Accommodations

The Embassy Row Hotel	www.destinationhotels.com/embassy-row-hotel	855-893-1011
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Parking

SpotHero	www.spothero.com (Link on our website)	
Z Limo	www.z-limo.com	866-305-2855

Venue Rental Rates

Monday - Wednesday	\$800 for first five hours \$100 for each additional hour
Thursday and Sunday	\$1,000 for first five hours \$200 for each additional hour
Friday and Saturday	\$1,500 for first five hours \$250 for each additional hour

501(c)3 organizations receive a 20% discount on total venue rental fees.

This discount does not apply to equipment fees for certain A/V items, as indicated on the final page of this packet.

These rates include whatever set-up and clean-up time you need, including drop off and pick up of catering, outside equipment, and furniture. Purchasing additional hours for set-up/clean-up is recommended, based on the event.

If IA&A at Hillyer has to close early to the public, there are additional fees of \$75/hour.

On holidays when Hillyer is closed to the public, including Thanksgiving, Christmas, New Year's Eve, and New Year's Day, venue rental fees are double the rates indicated above.

Furniture and Equipment

EQUIPMENT INCLUDED WITH RENTAL

The items below are included free with your rental.

FURNITURE

Quantity	Item
5	Tables (2'5½" x 4'11½")
1	White gateleg table – Maximum length (2'5" x 2'7" x 4'11")
57	Chairs (37 white plastic folding chairs; 9 metal folding chairs; 11 gray plastic folding chairs)
3	White pedestals - Small (3' x 1'8" x 1'), Medium (3'6" x 1' x 1'), Large (3'8" x 2'4" x 1'2")

A/V EQUIPMENT

Quantity	Item
1	Speaker (Pyle PWMA120BM)
1	Wired microphone (12' cord)
1	Projector screen (5'10" x 5'10")

ADDITIONAL EQUIPMENT

The items below are available for an additional equipment fee, due one week in advance of event with second half of venue rental payment. Discounts do not apply to equipment fees.

**Availability contingent on use in featured exhibitions.*

Quantity	Item	Fee
2	*Television screens (Samsung 40" Class MU6300 4K UHD TV)	\$300
1	*Television screen (TCL 32" Class HD 720P Roku Smart LED TV 32S301)	\$150
1	*Projector (DBPOWER T20 1500 Lumens LCD Mini Projector)	\$150
1	Bluetooth Speaker (Bose Soundlink Color 415859)	\$50