

AAC RENTAL PACKET

information@arlingtonartscenter.org
703.248.6800



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How to use this document:

Download this document and fill in the required fields using Adobe Acrobat, or other PDF reader. Do not attempt to complete the form in an internet browser window. Once completed, save and return via email to information@arlingtonartscenter.org

Use the links above or the bookmarks to navigate within the document.

For questions or help with completing the form, please call us at 703-248-6800 or write to events@arlingtonartscenter.org

AAC RENTAL AGREEMENT

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703.248.6800



RENTER INFORMATION

First Name:	Phone:
Last Name:	Email:
Organization/Company:	
Billing Address and/or Damage Deposit Return Address:	

EVENT INFORMATION

Event Date:	Event Type:
Number of Guests:	Is this event ticketed?
Galleries / Space Rented:	Walk-Through Date: <i>*required within 30 days of event</i>
Set Up Begins:	Event Ends/ Breakdown Begins:
Event Begins:	Renter/Caterer Departs:
Will your event include dancing?	Point of Contact
Will there be live music or a DJ?	Name:
Will alcoholic beverages be served?	Phone:
<i>*An ABC License is required to serve or sell alcoholic beverages. See AAC Rental Policies for more information.</i>	Email:
	<i>*The point of contact must be named at least 72 hours before the event. See AAC Rental Policies for more information.</i>

CATERER INFORMATION

A caterer or hired event staff is **required for events of more than 75 people, or above named renter agrees to pay \$350 facility cleaning fee.
Deliveries and pick-ups may be made only on the day of the event, and must be scheduled at least 72 hours prior to the event. No equipment may be left overnight. See AAC Rental Policies for more information.

Catering/Event Planning Company:

Contact First Name:	Phone:
Contact Last Name:	Email:

Equipment Rental Company:

Contact First Name:	Phone:
Contact Last Name:	Email:

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PAYMENT & RESERVATIONS

To reserve a date for an event at Arlington Arts Center, Renter must sign this rental agreement, agree to and initial the AAC Rental Policies, and submit a security deposit in the amount of half of the rental fee.

A damage deposit in the amount of \$1,000 is required 7 days before the scheduled event, and will be returned in full (to address listed above) within 30 days after the event provided no deductions were required.

Arlington Arts Center can accept payment in the form of cash, check, MasterCard or Visa, and does not accept American Express or Discover.

Required documentation (ABC License, Insurance Certificate of Liability, etc.) is due no later than 14 days before the date of the event.

COST	PAYMENT INFORMATION
	Rental Fee
Hourly Rate:	Name on Card:
Number of Hours:	Check or Credit Card Number:
Additional Fees, if applicable: <i>(additional setup/cleanup time, staff fee, etc.)</i>	Expiration Date:
Discount %:	\$1,000 Damage Deposit (*due 14 days prior to the event. See AAC Rental Policies for more information) Same As Above
Discount \$:	
Sub- total:	Name on Card:
	Check or Credit Card Number:
Total	Expiration Date:

REFUNDS AND CANCELLATIONS

In case of cancellation by the renter, any related costs incurred in preparation for the event are the responsibility of the renter. With a 90-day cancellation notice, Arlington Arts Center will provide a 100% refund; with a 31-60-day notice, a 50% refund. **Deposits are nonrefundable 30 days or less prior to the event.**

The amount of artwork or large-scale sculptural installation does not factor into the cost of renting the Center, and cannot be used as a basis for cancellation by the renter.

Should Arlington Arts Center become unavailable on the date of the event due to fire, casualty, inclement weather, national emergencies, or any other cause beyond the control of Arlington Arts Center, the event may be terminated without penalty or other liability, despite the lack of notice, and Arlington Arts Center shall waive any unpaid fees and provide a reimbursement for 100% of paid rental dues made to date.

If all required certification and deposits are not filed 30 days prior to the event, the event may be canceled by Arlington Arts Center without refund and without penalty or liability to Arlington Arts Center.

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BEHAVIOR

I understand I **must take responsibility for my guests' actions**, and safety for the duration of this event, including during set-up and clean-up.

Initials:

I understand that this event will only take place in the designated spaces, and agree to ensure that my guests, catering and equipment personnel **will not use any undesignated spaces for event activities**.

Initials:

I acknowledge that Arlington Arts Center houses fragile artwork, and I **agree to monitor my guests** to ensure that they do not touch, move, or damage artwork.

Initials:

I understand that **some exhibitions may be considered unsuitable for all audiences** and cannot be used a basis for cancellation by the renter.

Initials:

I understand that food and drink must remain in the designated rental areas, alcoholic beverages may only be consumed indoors within designated rental areas, and **red liquids are not permitted**.

Initials:

I understand that Arlington Arts Center must be returned to the way it was found (trash removed, floors swept, furniture replaced, etc.) *See AAC Rental Policies for set-up and clean-up accommodations.*

Initials:

I have provided Arlington Arts Center staff with a **true and accurate scope of my event**, including space needed for guests, furniture, and event staff, and all planned activities.

Initials:

I understand that **Arlington Arts Center makes the final determination** regarding the amount of space required for a private event.

Initials:

I understand that the **existing artwork may affect the Fire Code capacity**, and does not factor into the cost of renting Arlington Arts Center and cannot be used a basis for cancellation by the renter.

Initials:

I have read, initialed, and understand Arlington Arts Center rental AAC Rental Policies. The designated point of contact and the catering staff for the day of the event have been provided with a copy of AAC Rental Policies and walkthrough checklist.

Initials:

AGREEMENT

I, _____ understand that failure to comply with the terms of the Rental Agreement and AAC Rental Policies will result in the immediate cancellation of my rental and loss of my deposit. I understand this contract is valid only when accompanied with the appropriate fees and signed by authorized Arlington Arts Center staff.

I know, understand, and acknowledge the risks and hazards associated with using Arlington Arts Center and hereby assume all risks and hazards associated therewith. I hereby irrevocably waive any and all claims.

I agree to indemnify, defend and hold harmless Arlington Arts Center and its officials, employees, and agents from and against any and all claims, liabilities, settlements, losses, costs or charges (including attorneys' fees) incurred by Arlington Arts Center or any of its officials, employees or agents as a result of any claim, demand, action or suit relating to any bodily injury (including death), loss or property damage caused by, arising out of, related to or associated in any way with the use of the property by the user or by the user's members, guests, employees, agents or invitees.

I have read this Rental Agreement, as well as the AAC Rental Policies, and I fully understand its meaning and implications, including the care and treatment of artwork.

RENTER: _____ DATE: _____

AAC STAFF: _____ DATE: _____

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SCHEDULE OF FEES & REQUIRED PAPERWORK

<u>FEES AND DEPOSITS</u>	Amount	Due	Received	Check Number or Transaction ID
Security Deposit				
Damage Deposit				
Rental Fee Balance				

<u>DOCUMENTATION</u>	Due	Received
Signed Agreement/ Rental Policies		
Certificate of Insurance		
ABC License		

<u>DISPOSITION OF DAMAGE DEPOSIT</u>	Amount Withheld, if any	Reason for withholding	Refund Amount	Refund Sent Date	Refund check number

AAC RENTAL POLICIES

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RENTAL GUIDELINES AND POLICIES

To complete the requirements for rental of Arlington Arts Center (**AAC**) renters must read and initial each page of this policies document presented at the point of inquiry. Renters must follow all policies set forth or be subject to cancellation without refund or deduction from damage deposit.

POINT OF CONTACT

The point of contact (**POC**) is responsible for properly and completely executing the terms of the AAC Rental Agreement and the AAC Rental Policies. He or she must complete and sign the pre- and post-event checklists. Contact information for the POC must be provided to AAC staff **at least 72 hours prior to the event**. Renter is responsible for ensuring the POC receives all necessary scheduling information, documents, and policies.

CAPACITY – does not account for sculptural installations, **actual limits may be much lower**

AAC rents space on the Main Level only. The Main Level consists of four galleries, and the venue is split between the front and back halves of the building. Depending on number of guests, the renter can choose to use half or the entirety of the space. **Fire Code Capacity details are listed on the attached AAC Rental Rates sheet.*

- Attendees are defined as anyone in the building, including party planners, caterers, and AAC staff
- Events may have no more than 250 attendees in the building at one time
- Events with more than 150 attendees must submit a guest list 48 hours prior to the event
- Events with more than 100 attendees must have professional catering/event staff
- Events without catering/event staff **must pay \$350.00 cleaning fee**, deducted from damage deposit

RENTAL FEE – Balance of rental fee is required **no later than 7 days prior** to the event date

The base rental fee is calculated based on space(s) rented, day of the week, and duration of the event. Weekend rentals incur a 30% extra charge. Weekdays are Sunday through Thursday, weekends are Friday and Saturday. The minimum rental is three hours. **See attached AAC Rental Rates sheet for pricing.*

SECURITY DEPOSIT – required **30 days prior** to the event

The security deposit is half of the total rental fee. This deposit is nonrefundable and will be applied to the total rental fee balance. **This deposit is required to secure your preferred date on the calendar.**

DAMAGE DEPOSIT – required **7 days prior** to the event

The damage deposit for a standard reception is \$1,000.00. This deposit is 100% refundable **within 30 days after the event** provided that there were no overages, the gallery or artwork took no damage, nothing is missing, and no abnormal or excessive cleaning of gallery space is required.

EVENT HOURS AND OVERTIME

Setup may begin only once AAC is closed to the public. Renter, caterer, and vendors will have access to the building **one hour before** the event is scheduled to begin and **one hour following** the conclusion of the event. Additional time beyond the two hours provided for setup or breakdown will be billed at the hourly rate. **Unscheduled overtime under one hour will be billed for a full hour, to be deducted from the damage deposit.**

RENTERS INITIALS: _____ DATE: _____

AAC RENTAL POLICIES

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STAFF CHARGE

AAC provides at least two staff members during the event to oversee use of space and perform a walkthrough of the space for setup/cleanup with the designated renter POC and/or caterer. Staffing is included in the basic rental cost. A staff charge will apply to cover direct costs related to staffing the event beyond these needs if required, such as preliminary setup duties, cleaning duties, and/or providing a tour of the exhibitions, in the amount of \$50 per person/per hour in addition to basic rental costs.

WALKTHROUGH/ LOGISTICS – required **at least 30 days prior** to the event

A logistics walkthrough must take place **at least 30 days prior to the event**. All arrangements for the event, including the placement of tables, equipment, and scheduling of installations should be approved at this time.

DELIVERIES AND PICK-UPS

All deliveries and pick-ups must be scheduled with AAC staff at least 72 hours prior to the event and may be made **only on the day of the event**. No equipment may be left overnight at AAC. All deliveries and pickups must be made only to the East Side Entrance of the building. Catering equipment and supplies must be picked up at the conclusion of the event. Food must be prepared offsite. Only warming of food is permitted.

INSURANCE – required **at least 14 days prior** to the event

The renter or catering company and all vendors must carry liability insurance in the amount of one million dollars for each occurrence (product, personal, and property damage) and include AAC as additional insured for use of the facilities and meets the following insurance limits:

- **Commercial General Liability: \$1,000,000** per occurrence, including coverage for products liability.
- **Liquor liability: \$1,000,000**

The renter agrees to assume all responsibility for any injury to persons attending the event or loss of their property and agrees to assume responsibility for damage or theft to AAC of contents by anyone attending the said renter's event, to the extent that any such occurrence is not caused by the negligence, recklessness or willful conduct of AAC staff.

ABC LICENSE & ALCOHOL SERVING POLICIES

A VA/ABC license is required for all events serving alcohol. The renter is responsible for obtaining the appropriate liquor license per the event and posting license during the event as required by the Virginia Department of Alcoholic Beverage Control. More information can be found at www.abc.virginia.gov/licensing/banquet.htm

The renter is responsible for following the regulations of their liquor license, particularly in reference to the types of alcohol which may be served and/or sold at the event. Plastic floor covering must be placed under bartending work areas.

***Red beverages of any kind are not permitted.**

ADA ACCESSIBILITY

Individuals with disabilities requiring assisted movement may access the building use the ramp at the west entrance. Additionally, there is an ADA compliant elevator accessible at ground-level from the parking lot. There is one ADA compliant restroom on each level of the building. The Men's restroom is located on the Main Level. The Women's restroom is located on the Lower Level, and there is an emergency-use only restroom on the Upper Level.

RENTERS INITIALS: _____ DATE: _____

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PRIOR TO THE EVENT

Ten minutes prior to the scheduled setup time, the POC and/or catering supervisor must accompany AAC event staff on a walkthrough of the spaces being rented. AAC event staff will make notes of any existing damage to building and artworks. **POC and catering staff will review AAC Rental Policies again at this time.**

DURING THE EVENT

Renters, event attendees, and event staff may **only use designated spaces** for event activities. The Upper Level is a studio residency area, and can **only** be entered for emergency use of the facility's third restroom. **If artwork is damaged at any point during the event, setup, or cleanup, it must be brought to the attention of AAC staff immediately.**

FOLLOWING THE EVENT

The caterer and/or POC is responsible for sweeping, mopping, and trash removal. Once cleanup has been completed, AAC event staff will conduct the same walkthrough to ensure that no artwork has been damaged, the building is fully intact, and all steps of the Renters Checklist have been completed. **Please reference Appendix B: Checklist for Caterers/Renters for details*

SET-UP, DECORATIONS, AND CLEAN-UP

AAC containers or furniture may not be moved without approval. Items may not be fastened to doors, walls, floors, glass or any other surface or structure of AAC. Works of art, exhibitions, artifacts, signage, etc. associated with AAC may not be moved or otherwise disturbed. ***Chairs, tables, and any other event items must be at least 12-18 inches from the walls.** AAC staff has the authority to make corrections and oversee catering operations. **AAC staff decisions are final.**

A/V EQUIPMENT AND TECHNOLOGY

Galleries are not equipped with a speaker system. There are two retractable projector screens, one in the Tiffany Gallery, and one in the Chairmen's Gallery. Renter is responsible for all setup, breakdown, and operation of A/V equipment and must request the use of AAC's equipment 30 days prior to the event:

- One wired microphone
- One Fender Passport PA

CANCELLATION

In case of cancellation by the renter, any costs incurred in preparation for the event are the responsibility of the renter. With a 90-day cancellation notice, AAC will provide a 100% refund; with a 31-60-day notice, a 50% refund. **Deposits are nonrefundable 30 days or less prior to the event.** Should AAC become unavailable on the date of the event due to fire, casualty, inclement weather, national emergencies, or any other cause beyond the control of AAC, the event may be terminated without penalty or other liability, despite the lack of notice, and AAC shall waive any unpaid fees used to reserve the space and provide a reimbursement for 100% of paid rental dues made to date. If all required certification and deposits are not filed 30 days prior to the event, the event may be cancelled by Arlington Arts Center without refund and without penalty or liability to Arlington Arts Center.

RENTERS INITIALS: _____ DATE: _____

AAC RENTAL POLICIES

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FAQs

Question: What am I allowed to use during my party?

Answer:

- Catering Kitchen (refrigerator, double sink, microwave, dishwasher)
- Tables (Five 5-foot rounds, Six 6-foot banquet, Two 8-foot banquet)
- Chairs (90 gray, metal folding chairs)
- Coat Rack (One metal rack with 30 plastic hangers)
- Trash bins (One large 50-gallon recycle bin, one large 40-gallon bin, three small 15-gallon bins)

Question: Are there items belonging to AAC that I'm NOT allowed to use during my party?

Answer:

- Dishes, serving ware, or catering equipment
- Linens or napkins
- Disposable cups, plates, napkins, plastic-ware, paper towels, etc.
- Coolers, coffee-makers, beverage containers, beer buckets, etc.
- Telephone, fax machines, photocopiers, or computers for event-related purposes

Question: Can I have live music or a DJ at my party?

Answer: Yes. ACC allows live bands, musicians, DJs etc., but reminds renters that AAC is located in a residential area and is subject to the Arlington County Noise Ordinance.

Question: Can I have lighted candles in AAC?

Answer: No. Open flames are not permitted anywhere on premises. Sparklers are permitted for outdoor use.

Question: Can I throw rice?

Answer: No. The throwing of rice, confetti, or birdseed is not permitted. The use of bubbles is **not allowed** indoors.

Question: Can I smoke in AAC?

Answer: No. Smoking is allowed outdoors only. Renter is responsible for providing butt receptacles and for cleaning up discarded butts at the end of the night.

Question: Can I serve red wine at my party?

Answer: No. Red beverages of all kinds are prohibited from use at AAC, including red wine, Kool-Aid, and cranberry juice.

Question: Who cleans AAC after my party?

Answer: You do. The renter is responsible for cleaning the space and removing trash at the conclusion of the event.

Question: Who monitors the art and the galleries during my party?

Answer: You do. The renter is responsible for ensuring that all guests are following AAC Rental Policies.

Question: How late can I party at AAC?

Answer: Midnight. The event must end by midnight, and cleanup must be complete by 1 A.M.

Question: What happens if our party goes past the scheduled end-time?

Answer: You pay. Overages will be deducted from the damage deposit for each hour past the scheduled end time.

Question: Can we show up early to setup the party?

Answer: No. Setup begins no more than one hour before the event is scheduled to begin, unless the renter has purchased an extra hour for setup fee beyond the complimentary one hour setup.

RENTERS INITIALS: _____ DATE: _____

AAC RENTAL POLICIES

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Appendix A: Basic Requirements for Renting AAC

- Day of the Event:
 - Caterer or POC arrive **10 minutes before the scheduled setup time** to meet with AAC staff to:
 - Conduct pre-event walkthrough
 - Go over last minute questions
 - Review AAC Rental Policies
 - Setup begins **no sooner than ONE HOUR** before event start-time
 - Cleanup ends **no later than ONE HOUR** after event end-time
 - Caterer or POC conduct post-event walkthrough with AAC staff
- Security Deposit – at least half of the total rental fee (please see attached rates)
 - Due at least 30 days prior to the event**
 - Secures your preferred date
- Signed agreement and policies
 - Due at least 30 days prior to the event**
- Refundable Damage Deposit – \$1000.00
 - Due at least 7 days prior to the event**
 - Fully refundable within 30 days of the event
- Rental Fee Balance
 - Due at least 7 days prior to the event**
- Certificate of Liability – Single day, special event coverage
 - Due at least 30 days prior to the event**
 - Often provided by caterer
 - Renters without caterers have used:
 - Company or organization's existing insurance
 - Personal homeowner's insurance
 - Private bridal or event insurance companies
- ABC License – only required if serving alcohol
 - Due at least 14 days prior to the event**
 - <http://www.abc.virginia.gov/licensing/banquet.htm>

THE RULES CONTAINED HEREIN ARE SUBJECT TO CHANGE, WITHOUT PRIOR NOTIFICATION, AT THE DISCRETION OF ARLINGTON ARTS CENTER STAFF. AAC RESERVES THE RIGHT TO DISALLOW FUTURE ACCESS TO THE BUILDING TO ANY MEMBER, CATERER, OR VENDOR WHO HAS VIOLATED THESE RULES.

RENTERS INITIALS: _____ DATE: _____

AAC RENTAL POLICIES

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Appendix B: Checklist for Caterers/Renters

Event Date _____

Renter/Event _____

Caterer/Rep _____

PRIOR TO EVENT (Arlington Arts Center Staff)

____ **KITCHEN:** check that refrigerator is emptied (except for door shelves) and wiped; counters cleared.

____ **FLOORS/WALLS** check for stains or scuffs.

Describe _____

Inspected by: _____ Time: _____

FOLLOWING EVENT

AAC provides push broom, small broom, dustpan, mop, trashcans.

Caterer and/or renter must remove all trash from premises

____ **FRONT OF BUILDING, REAR PATIO, STAIRS:** Sweep any exterior areas used during the event

____ **MAIN GALLERIES:** Remove all rental equipment, decorations, debris, and trash

____ **FLOORS:** sweep and mop all areas used during the event:

- | | |
|-----------------------|--------------------------|
| __ Tiffany Gallery | __ Flagstone corridor |
| __ Smith Gallery | __ Front entrance |
| __ Meyer Gallery | __ Kitchen |
| __ Chairmen's Gallery | __ Bathrooms |
| | __ Service area/elevator |

**If professional cleaning is required, a \$350.00 fee will be deducted from the damage deposit*

____ **TABLES AND CHAIRS:** replace in Tiffany Gallery storage area

____ **BATHROOMS:** remove rental equipment and trash, wipe counters

____ **KITCHEN:** clean sink and counter, wipe inside and outside of refrigerator

____ **SERVICE AREA/ELEVATOR:** remove rental equipment

____ **DAMAGE OR THEFT:**

Describe _____

Catering Supervisor: _____ Time: _____

AAC Staff Member: _____ Time: _____

RENTERS INITIALS: _____ DATE: _____

AAC RENTAL RATES

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	Weekday (Sunday – Thursday)	Start Times After 5 pm Monday: all day Tuesday: all day	Weekend (Friday & Saturday)	Start Times After 5 pm
Tiffany Gallery, includes rear patio Capacity: <ul style="list-style-type: none"> • Standing/Theater Seating: 80 • Seated Dinner: 50* 	\$220/hr 3 hour minimum	All events must end by midnight	\$285/hr 3 hour minimum	All events must end by midnight
Smith & Meyer Galleries Capacity: <ul style="list-style-type: none"> • Standing/Theater Seating: 130 • Seated Dinner: 65* 	\$220/hr 3 hour minimum		\$285/hr 3 hour minimum	
Entire first floor, includes rear patio and Chairmen’s Gallery Capacity: <ul style="list-style-type: none"> • Standing/Theater Seating: 225 • Seated Dinner: 145* 	\$390/hr 3 hour minimum		\$510/hr 3 hour minimum	

* **Please note the figures set forth above representing the maximum capacity for each space are approximations ONLY.** There are additional variables that affect capacity. Please contact AAC's Event Coordinator to discuss your specific needs.

Setup/cleanup time

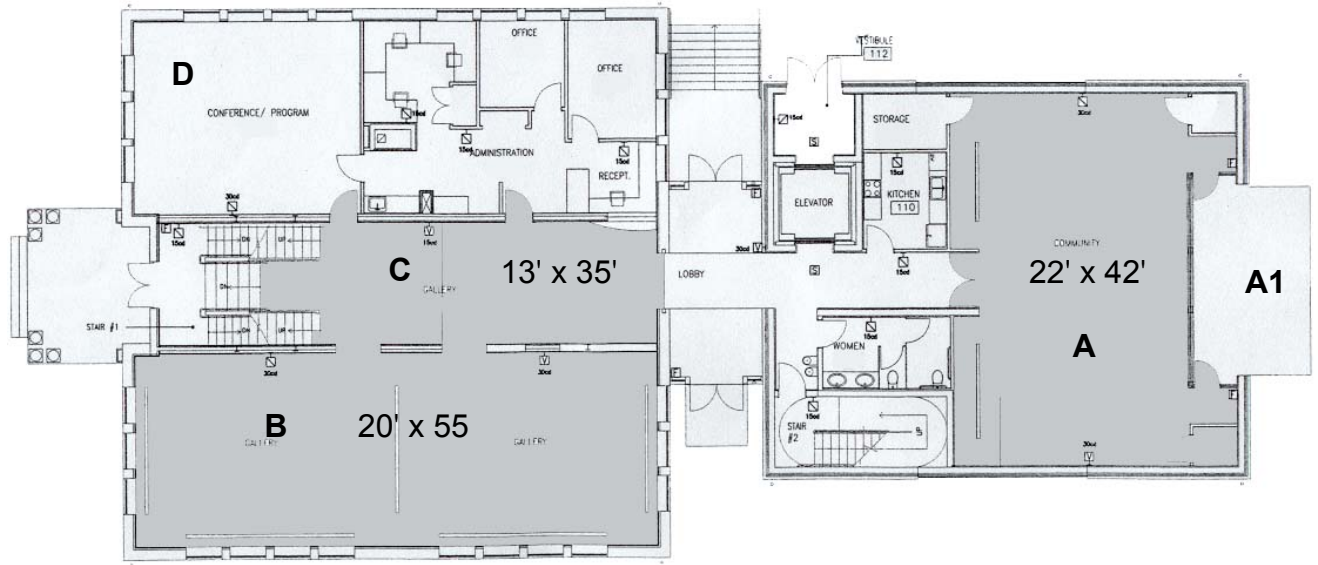
Included in the rental fee are two complimentary hours, one before and one after, for the setup and cleanup of your event. Any time beyond this is billed at the applicable hourly rate. See AAC Rental Policies for more details.

Children’s art parties

For two hours: \$235 plus instructor fees. Individual instructor’s hourly fees vary, but are reasonably priced. Thirty minutes for setup/cleanup is included in the cost of the party.

Non-profit organizations receive a 10% discount on all rental fees.

- A - Tiffany Gallery
- A1 - Patio
- B - Meyer Gallery
- C - Smith Gallery
- D- Chairmen's Gallery



MAIN LEVEL FLOOR PLAN

AAC FURNITURE COUNTS & EQUIPMENT USE

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The use of the equipment and furniture listed below is included in the rental fee:

- Catering Kitchen:
 - Refrigerator
 - Double sink
 - Microwave
 - Dishwasher
- Tables:
 - Five 5-foot rounds
 - Six 6-foot banquet (rectangle)
 - Two 8-foot banquet (rectangle)
- Chairs:
 - 90 gray, metal folding chairs
- Coat Rack:
 - One metal rack with 30 plastic hangers
- Trash bins:
 - One large 50-gallon recycle bin
 - One large 40-gallon bin
 - Three small 15-gallon bins

Renters are NOT ALLOWED the use of Arlington Arts Center's:

- Dishes, serving ware, or catering equipment
- Linens or napkins
- Disposable cups, plates, napkins, plastic-ware, paper towels, etc.
- Coolers, coffee makers, beverage containers, beer buckets, etc.
- Telephone, fax machines, photocopiers, or computers.

APPROVED VENDORS

information@arlingtonartscenter.org
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Arlington Arts Center recommends the vendors listed below for private events at our venue. These companies have completed a walkthrough with our event rental coordinator, are familiar with our regulations regarding events in our galleries, and many of them have provided us with a liquor license and insurance information. Even with these prerequisites, we cannot guarantee the quality of their services nor can we be held responsible for any problems that may occur during your experience with them.

***Caterers outside of our preferred list must complete a walkthrough with our staff and provide all necessary documentation at least 30 days prior to the event.**

A La Carte Catering - Karen Baker
703.754.2714
karen@alacartecaters.com
www.alacartecaters.com



Catering by LT - Charles Holt
703.841.1503
director@cateringbylt.com
www.cateringbylt.com



Main Event Caterers - Spencer McCormack
703.820.2028 ext. 238
spencer@maineventcaterers.com
www.maineventcaterers.com



Geppetto Catering - Kelsey MacEachern
301.927.8800
kmaceachern@geppettocatering.com
www.geppettocatering.com



Spilled Milk Catering - Amit Gulati
202.525.6455
amit@spilledmilkcatering.com
www.spilledmilkcatering.com



Relish Catering - Alison Bates
301.366.0832
abates@relishcateringdc.com
www.relishcaterdc.com



AFR Event Furnishings - Heidi Berger Brown
301.362.4300
hberger@rentfurniture.com
www.rentfurniture.com



Artisan Confections - Jason Andleman
703.524.0007
www.artisanconfections.com



aac: arlingtonartscenter

Metro : Silver & Orange Lines : Virginia Square | 3550 Wilson Blvd, Arlington VA | www.arlingtonartscenter.org

APPROVED VENDORS

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Catering by Seasons - Misty Zani
301.477.3508
mzani@cateringbyseasons.com
www.cateringbyseasons.com



Ridgewells Catering - Eileen Feldman
301.907.3718
efeldman@ridgewells.com
www.ridgewells.com



Helga's Catering - Michael Evans
703.556.0780
mevans@helgascatering.com
www.helgascatering.com



New Course Catering - Will Doscher
202.347.7035
wdoscher@aol.com
www.NewCourseCatering.com



Occasions Caterers - Megan Finnegan
202.454.7868
mfinnegan@occasionscateres.com
www.OccasionsCaterers.com



RSVP Catering - Megan Duesterhaus
571.722.1253
mduesterhaus@rsvpcatering.com
www.RSVPCatering.com



Well Dunn Catering - Ric Marino
202.543.7878
rmaino@welldunn.com
www.welldone.com



Windows Catering Company - Andrew Gerstel
703.752.9402
agerstel@catering.com
www.catering.com

