

DUMBARTON HOUSE

RENTAL EVENTS FEE SCHEDULE & CONTRACT REQUIREMENTS

RENTAL FEES

Weekend Events (Saturdays and Sundays)

\$700.00 per hour including preparation, guest time, and clean-up:

- Cocktail Party or Standing Reception \$4,200.00 = 6-hour min. including 3 hours of guest time
- Cocktails & Dinner (seated or standing) \$5,600.00 = 8-hour min. including 4 hours of guest time
- Ceremony/Program, Cocktails & Reception \$7,000.00 = 10-hour min. including 6 hours of guest time. Optional: Reserved Use of the West Wing Suite (if available): 1 room, \$150.00; 2 rooms, \$300.00

\$700 refundable security deposit required. Additional hours may be pre-purchased.

Weekday Events after Business Hours (Mondays through Fridays)

\$500.00 per hour including preparation, guest time, and clean-up:

- Cocktail Party or Standing Reception \$3,000.00 = 6-hour min. including 3 hours of guest time
- Cocktails & Dinner (seated or standing) \$3,500.00 = 7-hour min. including 4 hours of guest time
- Meeting, Lecture, Program, or Ceremony with food and beverage \$3,000.00 = 6-hour min. including 3 hours of guest time
- Meeting, Lecture, Program, or Ceremony without food or beverage \$1,500.00 = 3-hour min. including 2 hours of guest time

\$500 refundable security deposit required. Additional hours may be pre-purchased.

Weekday Events during Business Hours (Mondays through Fridays, 9:00am to 5:00pm)

\$400.00 per hour including preparation, guest time, and clean-up, for example:

- Business Lunch or Social Luncheon \$2,000.00 = 5-hour min. including 2 hours of guest time
- Meeting, Lecture, Program, or Ceremony without food or beverage \$1,200.00 = 3-hour min. including 2 hours of guest time
- Half-day Meeting, Lecture, Program, or Ceremony with food and beverage \$1,600.00 = 4-hour min. including 2 hours of guest time
- Full-day Meeting, Lecture, Program, or Ceremony with food and beverage \$4,000.00 = 10-hour min. including 8 hours of guest time

\$400 refundable security deposit required. Additional hours may be pre-purchased.

CONTRACT REQUIREMENTS ON REVERSE.

Additional Responsibilities of the Contracting Party

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.

CONTRACT REQUIREMENTS (FEE SCHEDULE ON REVERSE)

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
& Balance Due:*

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.