

Guidelines for Dumbarton House Events

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

Appropriate use of the museum rooms, including the first and second floor hallways, includes only docent-supervised tours. To ensure the security of the collection, ceremonies or gatherings other than tours are not allowed in any part of the museum.

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 during the event.

All rental requests are subject to the evaluation on the basis of property, scheduling, staffing needs and availability. All 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.

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 may be selected at the renter's discretion, tent providers may not. Please refer to the list of approved tent companies in order to select a tent provider.

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 (75 persons in the museum & 140 persons in the Belle Vue Room). At the renter's expense, a tent(s) may be erected to increase occupancy limits. If a party exceeds 75 persons, the renter is responsible for securing a tent for the lower courtyard.

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. No smoking is allowed in any rooms of Dumbarton House including the Belle Vue Room. Smoking is permitted only outdoors. Lighted votive candles and taper candles with hurricane lamps are permitted on tables in the Belle Vue Room (reception room) or on outside tables.

No red wine, red cranberry juice or tomato juice is permitted except when part of a French service (seated) dinner. No food or beverages are permitted in the museum.

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 which 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.

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

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.

Decorations in Dumbarton house are prohibited except under the discretion of a Dumbarton House 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.

No furniture or decorative objects belonging to Dumbarton House may be moved or handled without permission of the Museum Curator or Events Manager, or their representative. The catering staff must be informed of this prior to the event.

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

On-street parking is available on Que Street and on adjacent 27th and 28th streets. Limited parking is available for caterer's vehicles in the lower parking lot, entrance off 27th street. The Contracting Party will be provided with the names of approved valet parking companies if so desired for guests' cars.

Special arrangements for guests in wheelchairs 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.

Reception Capacities and Fee Schedule

CAPACITIES

Belle Vue Room:	140 Standing Reception 100 Seated 70 Seated with a band and dance floor
Belle Vue Room & Tented Courtyard:	200 Standing Reception 175 Standing Reception with a band and dance floor 180 Seated 150 Seated with a band and dance floor

TENT REQUIREMENTS

If attendance exceeds the capacities stated above for the Belle Vue Room alone, a tent must be secured in the lower courtyard at the contracting party's expense. The contracting party is required to have this tent erected in the case of inclement weather.

<u>FEES</u> <u>TIME</u>	<u>COST</u>	<u>GUEST</u>
Corporate evening or weekend event	\$3,500.00	4 hours
Corporate business lunch	\$1,500.00	3 hours
501c(3) evening or weekend event	\$2,800.00	4 hours
501c(3) business lunch	\$1,200.00	3 hours
All day business meeting	\$1,500.00	8 hours
Half-day business meeting	\$1,000.00	4 hours
Wedding reception	\$6,000.00	4 hours
Wedding ceremony and reception	\$7,500.00	6 hours
Each additional hour <i>(Overtime rate begins 15 minutes past the scheduled event end time)</i>	\$350.00	

***Fees for all rental events cover specified amount of guest time, plus caterer's set-up and breakdown time, not to exceed an additional six hours.*

CONTRACT REQUIREMENTS

Security Deposit: Security Deposit in the amount of \$500.00 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.

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 first 50% of the payment is due two weeks after receiving the contract and deposit. The balance of the rental fee is due 180 days 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.

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.

Preferred Vendor List

CATERERS

AVALON CATERERS INTERNATIONAL

KATHERINE TURNER

202.337.2000 • KATHERINE@AVALONCATERERS.COM • WWW.AVALONCATERERS.COM

CATERING BY WINDOWS

PIERRE ESCALANTE

703.519.3500 • PIERRE@CATERING.COM • WWW.CATERING.COM

THE CATERING COMPANY OF WASHINGTON

WASHINGTON, DC

202.347.8040 • ELIZABETH@THECATERINGCO.COM • WWW.THECATERINGCO.COM

EQUINOX RESTAURANT

WASHINGTON, DC

202-331-8118 • MARCO@EQUINOXRESTAURANT.COM • WWW.EQUINOXRESTAURANT.COM

DESIGN CUISINE

ARLINGTON, VIRGINIA

703.979.9400 • SARA@DESIGNCUISINE.COM • WWW.DESIGNCUISINE.COM

MAIN EVENT CATERERS

BRIAN BEALE MOORE

703.820.2028 • BRIAN@MAINEVENTCATERERS.COM • WWW.MAINEVENTCATERERS.COM

OCCASIONS

MEG PEARSON

202.546.7400 • MPEARSON@OCCASIONSCATERERS.COM • WWW.OCCASIONSCATERERS.COM

RSVP CATERING

MARSHA MELTZER

703-573-8700 • MMELTZER@RSVPCATERING.COM • WWW.RSVPCATERING.COM

SUSAN GAGE CATERERS

NANCY HIGGINS

307.839.6900 • NHIGGING@SUSANGAGE.COM • WWW.SUSANGAGE.COM

WELL DUNN CATERING

RICK MARINO

202.543.7878 • RMARINO@WELLDUNN.COM • WWW.WELLDUNN.COM

3CITRON

PHILIPPE DEMOL

202.342.3400 • PHILLIPE@3CITRON.COM • WWW.3CITRON.COM

WEDDING PLANNER/DAY OF EVENT COORDINATION

THE NATIONAL SOCIETY OF THE COLONIAL DAMES OF AMERICA
HEADQUARTERS AT DUMBARTON HOUSE, 2715 QUE STREET, NW, WASHINGTON, D.C. 20007-3071
PHONE: 202 337 2288 • WWW.DUMBARTONHOUSE.ORG • FAX: 202 337 0348

GOLDEN EVENTS
by Michelle Goldstein
301.928.2511 • GOLDEN_EVENTS@VERIZON.NET

EXCLUSIVE TENT COMPANY

SUGAR PLUM TENT COMPANY
BOYDS, MARYLAND
301.869.2054 • NICOLE@SUGARPLUMTENTS.COM • WWW.SUGARPLUMTENTS.COM

FLORISTS

JUDY JOHNSON
CHEVY CHASE, MD
301.657.4644 • WWW.THEDELIGHTEDEYE.COM

MERRYBUDS
WASHINGTON, DC
202.342.6289 • MERRYBUDS@AOL.COM

PHOTOGRAPHERS

PEPE GOMEZ PHOTOGRAPHICS LLC
202.333.8860 • PEPE@PGPHOTOGRAPHY.NET • WWW.PGPHOTOGRAPHY.NET/SAMPLEWEDD

IMIINATION PHOTOGRAPHY Tony Brown
301-230-4545 • WWW.IMIJPHOTO.COM • TONY@IMIJPOTO.COM

RODNEY BAILEY
703.440.4086 • INFO@RODNEYBAILEY.COM • WWW.PICTUREPERFECTWEDDINGS.COM

PHOTOGRAPHS BY TRACEY ATTLEE, LLC
703.920.9031 • TRACEYPIX@AOL.COM • WWW.TRACEYATTLEE.COM

MUSIC

MICHAEL KOLMSTETTER
703.536.8409 • MICHAEL@CLASSICALGUITARIST.COM

RADIO KING ORCHESTRA
301-330-8622 • INFO@RKOSWING.COM • WWW.RKOSWING.COM

WRIGHT MUSIC PRODUCTIONS
301-292-0584 • WRIGHTMUSIC@INAME.COM • WWW.WRIGHTMUSICPRODUCTIONS.COM

VALET COMPANIES

MARCPARC VALET
WASHINGTON, DC
202.223.2830
WWW.MARCPARC.COM

INSURANCE PROVIDERS

R.V. NUCCIO & ASSOCIATES
800.ENGAGED (364.2433)

WWW.RVNUCCIO.COM