



Smithsonian
Institution

SMITHSONIAN DIRECTIVE 401,
March 1, 2019

Attachment A

USE OF SMITHSONIAN CASTLE AND ENID A. HAUPT GARDEN FOR SPECIAL EVENTS, PUBLIC PROGRAMS, RENTALS AND FEDERAL USE

Smithsonian Castle and Enid A. Haupt Garden Policy

1. PURPOSE

This document establishes rental and federal use policies applicable to the use of Smithsonian Castle and Enid A. Haupt Garden facilities. This policy supplements SD 401.

2. TYPES OF RENTAL EVENTS

The following types of rental events are authorized at the Smithsonian Castle and Enid A. Haupt Garden:

- Private corporate receptions;
- Fundraising galas for organizations with 501(c)(3) tax-exempt status (including religious organizations);
- Personal social events for adults such as wedding receptions, memorials, anniversary celebrations and birthday parties.

We are unable to accommodate youth events, such as proms, dances, bar/bat mitzvahs, debuts, cotillions, quinceañeras, or birthday parties.

Weddings are limited to four per calendar year and not more than one per month.

3. RULES

The Smithsonian Castle is a grand venue to hold special events, such as receptions, luncheons, dinners, and lectures. The Castle and Haupt Garden grounds are considered as gallery spaces and should be treated accordingly. The following policies have been instituted to preserve and protect the spaces. The Smithsonian special events coordinator assigned to an event is responsible for ensuring these rules are followed.

Prohibited Activities

The following activities are prohibited at all rentals at the Smithsonian:

- a. Political activities, including solicitations for candidates; campaign kick offs, or other activities directed toward the success or failure of a partisan candidate, political party, or partisan political group;
- b. Violations of any federal or local law regarding the sale of alcoholic beverages or other restricted substances;
- c. Sales of non-Smithsonian products or services;
- d. Gambling;
- e. Religious or civil ceremonies (other than those incidental to a wedding rental); and
- f. Solicitations by for-profit entities (for example, ticketed events advertised to the general public).

Use of the Smithsonian Name

The use of the Smithsonian name, including the name “Smithsonian Castle” is prohibited, except to indicate the address of the rental event. Lessees are prohibited from using the Smithsonian logo.

Announcements and advertising concerning the event are not permitted prior to the lessee’s payment of the deposit.

Reservations

A prospective lessee may place a maximum of 2 dates on hold on the calendar. An application must be submitted and approved before the dates can be held. Once the application has been approved, the prospective lessee then has 10 business days to move to contract. At the conclusion of that time, if a contract is not already in progress, the dates will automatically be

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released. Once the client receives the contract, the signed contract is due back to the Office of Special Events and Protocol in 15 business days. In the event we receive another inquiry for the same date(s), the client will be given first right of refusal and be given 72 hours to return a signed contract. After 72 hours the hold will be released.

Payments/Cancellations/Refunds

Payments

- 30% of the rental is due as a deposit upon signing event agreement.
- The remaining balance of the rental is due at least one month out from the date of the event*.
**If the event date is 1 month or less than the date the contract is signed by the licensee, then the full rental amount is due with the signed contract.*

Cancellation/Refunds

- If the client cancels the event 1 year or more from the date of the event, 75% of the rental paid will be refunded.
- If the client cancels the event 6 months – 1 year from the date of the event, 50% of the rental paid will be refunded.
- If the client cancels the event 3 months – 6 months from the day of the event, 25% of rental paid will be refunded.
- If the client cancels the event less than 3 months or less from the day of the event, no refund will be given.

Hours of Events

The Smithsonian Castle is open to the public from 8:30 a.m.-5:30 p.m. Therefore, evening events using the Great Hall or Haupt Garden with 75 guests or less may begin at 6:30 p.m. Events using the Great Hall or Haupt Garden with more than 75 guests may begin at 7:00 p.m. If just the Commons and Schermer Hall will be used, events may begin no earlier than 6:00 p.m.

Events must end by 11:00 pm.

Set-up

Set-up in Schermer Hall and the Commons may begin at 3:00 p.m. and set-up in the Great Hall may begin at 5:00 p.m. The spaces will remain open to the public until 5:30 p.m. while set-up is taking place. All pricing includes an 8 hour package rate which includes the set-up and breakdown time. Any breakdown which requires additional time will be billed at a rate of \$1000/hour. If needed, an equipment drop-off of up to two hours prior to the opening of the Castle will be permitted.

Site Visits and Walk-throughs

Please call the Smithsonian Office of Special Events and Protocol at 202-633-2020 to schedule a site visit with one of our special events coordinators. Site visit appointments can be scheduled and accommodated Monday-Friday, 8:30 a.m.-5:00 p.m.

While the Office of Special Events and Protocol (OSEP) recognizes the importance of viewing the site during the event planning process, the office requests that such visits be kept to a minimum and that all subcontractors join in one visit, rather than several. All site visits are by appointment only and must be approved in advance by OSEP. Smithsonian event coordinators are available for up to 3 walk-throughs per event.

Once an event is confirmed, a walk-through with the Smithsonian special events coordinator, all vendors, event planners, and the client must be scheduled at least 3 weeks prior to the event. Clients must submit a list of vendors and a floor plan for approval prior to the final walk-through.

Weddings

For wedding ceremonies and wedding receptions, a wedding planner must be designated as the point of contact between the venue and client. This individual must attend all walkthroughs, oversee event vendors, and stay through completion of event load out.

Insurance

Licensee and each of its vendors and other service providers/suppliers shall obtain and carry liability insurance as follows:

- Licensee must have general liability insurance pertaining to the event in the minimum amount of two million (\$2,000,000) dollars per occurrence, with the Smithsonian Institution and the United States Government named as additionally insured. For events with an expected attendance over 2,000 people, the limit of liability shall \$5,000,000 dollars per occurrence.
- All vendors and other service providers/suppliers (excluding florists, musicians, and photographers using hand-held cameras) must have general liability insurance providing coverage of not less than \$2,000,000 per occurrence for injury and general liability, with the Smithsonian Institution and the United States named as additional insured.
- Vendors providing or serving alcohol (e.g., caterers) must have not less than an additional \$2,000,000 in specific general liability insurance pertaining to their service of

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alcohol, with the Smithsonian Institution and the United States Government named as additional insured.

- Auto Liability Coverage. If Vendor uses auto(s) on Smithsonian premises, Auto Liability in the minimum amount of \$1,000,000.00 dollars per occurrence, combined single limit.
- All vendors must carry workers compensation coverage as required by the jurisdiction where the work will be performed.
- Licensee and its vendors may meet the insurance requirements through separate, combination, or package policies if they meet the required limits and scope of coverage. Umbrella and/or excess policy limits may be accepted to meet the required limits and scope of insurance.
- Certificates of Insurance should be sent via fax or e-mail to the Museum Representative designated in Section 20. **Do not mail copies of certificates of insurance.**
- In no case will the facilities be available without the above stated coverage. **Licensee shall provide insurance certificates at least 30 days prior to the event date.** The Smithsonian will cancel the proposed event if insurance certification is not received by this date.

Vendors

The Office of Special Events maintains a list of approved vendors who have successfully operated in our spaces and are knowledgeable about our requirements. A copy of the approved vendor list is attached. If any of your proposed vendors are not on the list, they must be approved through the Office of Special Events and Protocol first. All proposed vendors must meet the building requirements and demonstrate substantial experience working in historic buildings, museums, or similar locations in the past year in order to provide services at events in the Smithsonian Castle. Food providers who are not on the approved vendor list must partner with a licensed caterer from the list.

Operational Rules for Entire Facility (Castle and Haupt Garden)

General

- Smoking of any kind is not permitted anywhere within the Smithsonian Castle or the Enid A. Haupt Garden or within 15 feet of the entrances.
- Individuals must be fully clothed at all times and shoes must be worn at all times. Any guests refusing to adhere to this policy will be escorted from the facility by security guards.

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- All events must end by the contracted end time. A fee will be incurred for events that extend beyond the contracted time.
- Events must end no later than 11:00 pm.

Deliveries, Setup and Cleanup

- No materials may be sent to the facility prior to the event. All event materials must come in the day of the event and removed at the conclusion of the event. Any materials left at the conclusion of the event will be discarded.
- There is no parking permitted at any time. Securing the necessary parking is the responsibility of the client and contractors. Once a truck is unloaded, it must be moved off property.
- Breakdown should be completed within 2 hours after the conclusion of the event. If a vendor will need additional time, this should be arranged with the Smithsonian special events coordinator prior to the event.

Press and Public Relations

- All press and photography coverage must be submitted by the lessee prior to the event.
- No implications can be made through written material or media relations that the Smithsonian or the Arts and Industries Building are sponsoring the event or have endorsed the organization sponsoring the event. Any written materials that are used to promote the event must be approved by the Office of Special Events and Protocol in advance.
- Copies of all printed and electronic material containing this reference (i.e., advertising, promotional, tickets, websites, emails, invitations, and menu cards) shall be submitted to the Office of Special Events and Protocol for approval before distribution.
- Announcements and invitations may not be issued until the Agreement has been signed and the deposit received.

Photography and Videography

- The use of selfie sticks is not permitted
- The Licensee must notify the Smithsonian special events coordinator in writing at least 2 weeks in advance of any plans to use professional photographers or videographers at the event. During the event, Licensee may photograph and record within the interior of Castle at locations specified by the Office of Special Events and Protocol, so long as (1) the images and recordings will be used only for personal, non-commercial, or internal corporate use, and (2) any appearance of Smithsonian names, logos, staff, collections, iconic Smithsonian locations, or other identifiable Smithsonian content in the images or recordings are background and incidental. In no case shall the images or recordings be used in a way that it suggests that the Smithsonian endorses Licensee or its activity.

Signage and Decorations

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- Fountains of any kind, hazers, and fog machines are not permitted on the premises.
- Helium balloons and confetti are not permitted on the premises.
- No posters or banners may be displayed without the advance written approval of the Smithsonian special events coordinator. When approved, such installations, placement and the process by which the items are installed must be approved by the Smithsonian special events coordinator.
- No signage or displays of any kind may be displayed outside of or on the building.
- Florals must be arranged offsite, no assembling of floral arrangements is permitted onsite.
- Cords must be taped down and vendors are responsible for bringing their own tape.
- A representative of Lessee must be on site during all deliveries, set-up and load-outs.
- Any approved trees and plants must be thoroughly treated with insecticide.
- All materials must be inherently fire retardant and meet OSHEM standards. Documentation should be available upon request. Any wooden elements must bear the appropriate Flame Spread and Smoke Development Factor ratings.

Catering and Alcohol

- Cash bars are permitted.
- Events where alcohol is served must have a “last call for alcohol” announcement 30 minutes prior to the conclusion of the event.
- All food and beverages must be served by a licensed caterer. A copy of the caterer’s certificate of liability must be on file with the Office of Special Events and Protocol
- No red wine, red beverages, or red food (berries, red sauces, etc.) can be served during standing receptions. Red beverages and food are allowed at seated dinners.
- Caterer and vendors provide all equipment, tables, chairs and prep area equipment, and trash cans for kitchen.
- Caterers may only warm food in crescors with sterno in the kitchen prep area; no propane or other gas is permitted in Smithsonian buildings.
- Caterers must supply all water for event; no potable water is available on-site.

Schermer Hall and the Commons Rules

- No lighting trees are allowed in the Commons. LED canned up-lighting may be used.
- The blinds in Schermer Hall and the Commons may not be raised for daytime events to protect the collections.
- Dance floors, dancing, and DJ’s are not permitted in Schermer Hall or the Commons to protect the collections. Small string ensembles are permitted.

The Great Hall Rules

- Lighting trees are permitted in the Great Hall but must be set-up in the morning before the museum opens.

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- The Smithsonian Channel Wall may be used to show slide shows (no sound). Please work with the Smithsonian special events coordinator for specifications.
- The café furniture may not be used or moved for any events.
- Column benches may not be moved.
- Some shop furniture will remain.

Haupt Garden Rules

- Smoking of any kind is not permitted anywhere within the Arts and Industries Building or within 15 feet of the entrances.
- During receptions, no red wine is permitted on premises.
- A security escort is required for photo shoots in the garden at a rate of \$200/hour. Photo shoots must work around the public as the garden is open from sunrise to sunset.
- To protect the garden and all plants and artifacts it contains, please apply the following rules for all events in the garden:
 - Tents are not to be staked in the grass or attached to/tied to/supported by any garden furnishings (benches, urns, etc.). All tents must be supported by water barrels. Water barrels should be confined to the sidewalk areas.
 - No garden furniture or containerized plantings may be moved without prior consent from Smithsonian Gardens. Any damages to the Garden and/or collection furniture will be the responsibility of the event sponsor/requesting unit.
 - All walkways must remain open to pedestrian traffic at all times. Special arrangements can be made to close secondary walkways with permission from the Smithsonian special events coordinator. Closing of secondary walkways must not impede pedestrian traffic to the Castle, African Art, Sackler Gallery, or through the garden. The Haupt Garden is open to the public from dawn to dusk.
 - Food and beverage stations must be set up on walkways or terrace areas to prevent damages to plants and furnishings. Under no circumstances are service stations to be set up on lawn areas.
 - Ply
 - wood or other approved materials should be placed under generators or other equipment that could potentially leak oil, grease, or liquids that could stain the garden walks. Equipment of this nature is not permitted on the turfgrass.
 - Vehicles are not allowed in the garden without prior approval of Smithsonian Gardens.
 - All cables and extension cords are to be properly secured during all phases of the event for safety purposes.
 - Guests are not permitted on the turfgrass or garden beds.

Contracting

This attachment may be provided at the time of inquiry to inform prospective licensees of the Castle's rules and requirements. This attachment will be incorporated into an Event Agreement

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that includes additional legal requirements. The event is not guaranteed until all parties sign an event contract, and payment has been received.