

The Congressional Club *Museum and Foundation*

2001 New Hampshire Avenue, NW Washington, DC 20009

Facility Rental Use Policy

1. Use of Facility. Lessee shall fully abide by this Facility Rental Use Policy. Lessee shall keep The Congressional Club in good order, not commit or permit waste or damage to The Congressional Club, and not use The Congressional Club for any unlawful purpose or act.
2. Compliance with Laws, Directions, Rule, and Regulations. Lessee shall use The Congressional Club in accordance with D.C. laws and in accordance with all directions, rules, and regulations of the health officer, fire marshal, building inspector, other officials of governmental agencies having jurisdiction, or The Congressional Club Executive Director, at the sole cost and expense of Lessee.
 - 2.1. Alcoholic Beverages. Should Lessee desire to serve alcoholic beverages at the Event, Lessee must comply with all laws and regulations relating to the serving of alcohol. Lessee acknowledges that Lessee is responsible for ensuring the lawful consumption of alcoholic beverages within The Congressional Club. Lessee or Lessee's representative shall not serve alcoholic beverages to anyone who is under the age of 21 or intoxicated. Alcohol must be ordered and obtained by a licensed and insured caterer from approved catering list.
 - 2.2. No Smoking Permitted. The Congressional Club is a non-smoking facility and no smoking is permitted on the premises of The Congressional Club.
 - 2.3. No Sales Permitted. No sales, such as a cash bar or the selling of tickets, or the taking of fees is permitted on the premises of The Congressional Club.
 - 2.4. No Materials Affecting Access Permitted. The throwing of rice, birdseed, confetti, rose petals, bubbles, fireworks—including sparklers, or like materials are not permitted on the premises of The Congressional club.
 - 2.5. Noise Level. Lessee must comply with all noise restrictions set by The Congressional Club.
 - 2.6. Supervision of Children. Children under the age of 14 must be under the supervision of Lessee at all times when such children are present at The Congressional Club.
 - 2.7. Expenses Incurred in Connection with Violations. Lessee shall be responsible for any expenses incurred by The Congressional Club in connection with a violation of this Section 2 resulting from the inaction or action of Lessee or Event attendees.
 - 2.8. Indemnification. To the extent permitted by applicable law, Lessee shall indemnify and hold harmless The Congressional Club and its officers, directors, employees and members from and against any and all claims, liabilities, damages, injuries, losses, liens, costs, and/or expenses (including, without limitation, reasonable attorneys'

fees) arising or incurred as a result of, or in connection with Lessee's use of The Congressional Club.

3. Maximum Event Attendees. In compliance with the D.C. fire code, there is a maximum occupancy limit of 175 Event attendees, including all representatives of Lessee (such as catering staff). The Congressional Club facility can accommodate 150 seated Event attendees with a band and dance floor and a maximum of 175 Event attendees.
4. Rental Period. Rental rates are for an up to five hour event. Catering requires two hours for set up and one hour for breakdown to total access to the venue for up to eight hours additional set up time which may be required by a florist is subject to additional hourly fees. Event attendees, including all representatives of Lessee, must vacate The Congressional Club at the end of the Rental Period to avoid additional charges, which shall be billed in full hour increments. The Congressional Club reserves the right to immediately terminate the Event to ensure that the break-down coincides with the end of the Rental Period. All events must end by 10:00 p.m.
5. Rehearsal. If a rehearsal is needed for the Event, it may be done between the hours of 10:00 a.m. and 3:00 p.m. the day preceding your event. The Congressional Club may be able to accommodate a reasonable time period associated with the rehearsal for a fee of \$100 provided that The Congressional Club is not booked. A request for a rehearsal must be made in writing to The Congressional Club Executive Director, Club@theCongressionalClub.com.
6. Furniture; Decorating.
 - 6.1. Displays; Decorations. All displays and decorations must conform to building and fire codes and should be free standing without attachment to walls, ceiling, or floors unless pre-approved by The Congressional Club Executive Director. Decorations or centerpieces incorporating candles or any device emitting a flame must be approved by The Congressional Club Executive Director and, if applicable, have a valid permit in order to be used for the Event. The signed permit must be issued for the Event, and be on file with The Congressional Club prior to the start of the Event. The Congressional Club reserves the right to remove or alter decorations or displays in order to comply with building and fire codes. No balloons permitted.
 - 6.2. Furniture and Furnishings. All furniture, furnishings, decorations, or other items belonging to The Congressional Club are not to be moved without the prior approval of The Congressional Club Executive Director, who will supervise the moving of the same. All moved items must be replaced in their original position and location by the Lessee at the end of the Event. The Lessee must take care to protect walls, floors, and rugs from damage. Waterproof matting must cover the floor behind bar(s). Ice must be in a solid (not a bag) waterproof container that will not scratch the floor. Hot pads must be placed under all chafing dishes, hotplates, and the like.
 - 6.3. Floral Arrangements. Pre-arranged floral arrangements are permitted, however, cutting and arranging flowers is not permitted on The Congressional Club premises.
7. Catering.
 - 7.1. Approved Caterers. The Congressional Club has no obligation to provide catering services for the Event. The Congressional Club's preferred caterer is Purple Onion

(Paige Bryan, paige@purpleonioncatering.com or (703) 631-0050 ext. 319). Use of other catering service must be pre-approved by The Congressional Club Executive Director.

- 7.2. Restricted areas. Red wine is not permitted on the first floor of The Congressional Club. No food or beverages may be served in or carried into the First Lady's Inaugural Ball Gown Room.
- 7.3. Equipment and Supplies. Catering equipment is to be stored in an orderly manner in the kitchen. A caterer may use The Congressional Club's coffee brewer with prior approval of The Congressional Club Executive Director. The caterer is responsible for providing, based upon the instructions and arrangements of the Lessee, all personnel, food, tableware, and additional furniture as needed for the Event.
8. Audio-Visual; Entertainment.
 - 8.1. Audio-Visual Services. The Congressional Club has no obligation to provide audio-visual services for the Event. Use of any audio-visual service, including entertainment such as a band, must be pre-approved by The Congressional Club Executive Director. The Club recommends MSE Productions (Miles Stiebel, miles@mseproductions.com (703) 787-0077).
 - 8.2. Piano Availability. The Congressional Club owns an antique Steinway grand piano, which is available for use at the Event for a tuning fee of \$175 which is in addition to the Rental Fee and due at the same time as the Rental Fee.
9. Security. Lessee must have a doorman to provide adequate security for the Event. A doorman can be arranged through The Congressional Club Executive Director for \$250 security fee. Lessee will be charged in increments at \$45/hour for extended security beyond the normal 7 hour event rental. The Congressional Club has no obligation to provide security for the Event.
10. Parking. No parking in the driveway. The Congressional Club has no obligation to provide parking for the Event. Lessee must provide valet parking services for the Event unless a shuttle service is used. The Congressional Club's recommended Valet parking service is MJ Valet, Michael Jasser, (202) 587-2745 or mjasser@mjvalet.com.
11. Representatives of Lessee.
 - 11.1. Supervision. Representatives of Lessee must supervise their personnel. Upon arrival on the Event Date and prior to unloading equipment or supplies, the representative must contact The Congressional Club Event Manager and sign in. The representative must have a supervisor-level staff member on-site, who must remain with personnel throughout the Event, including set-up and tear-down. The representative supervisor will control the movement of the representative personnel.
 - 11.2. Employment Status. All representative personnel must be employees of the representative and documented for employment in accordance with current law.
 - 11.3. Insurance. All representatives of Lessee, such as a caterer, audio-visual provider, or valet service provider, are required to have proper and adequate proper liability insurance. Lessee must provide evidence of the following limits of insurance to The Congressional Club Executive Director in advance of the Event:

- 11.3.1. Commercial general liability in the amount of \$1,000,000 combined single limit covering bodily injury, personal injury, and property damage. Such insurance shall include coverage for product liability and contractual liability. This insurance policy is required to name The Congressional Club as an additional insured.
 - 11.3.2. Liquor liability in the amount of \$1,000,000
 - 11.3.3. Workers compensation in the amount mandated by statute.
- 12. Event Set-up and Tear-down.
 - 12.1. Lessee Set-up Responsibilities.
 - 12.1.1. Lessee and Lessee's representatives involved in the Event set-up, such as a caterer, should schedule an appointment either in person or via phone, at least two weeks prior to the Event, to conduct a pre-event walk-through with The Congressional Club Executive Director. During this scheduled walk-through, detailed plans for delivery and pick up of equipment, placement of tables, and any additional services required shall be discussed.
 - 12.1.2. All Lessee supplies and personnel shall arrive at the U Street service entrance. If equipment must be brought in through the front door, it must be carried by Lessee's representatives and carpets must be covered or removed for protection.
 - 12.2. Lessee Tear-down Responsibilities.
 - 12.2.1. Lessee shall return The Congressional Club facility to The Congressional Club, broom clean, in the same order and condition as when Lessee began using The Congressional Club facility. No chemicals or soaps should be used to clean the hardwood floors.
 - 12.2.2. When Lessee or Lessee's representative(s) have cleaned The Congressional Club following the Event, Lessee will notify The Congressional Club Executive Director, who will inspect the cleanliness and condition of the facility.
 - 12.2.3. Trash must be enclosed in plastic bags and removed from The Congressional Club at the end of the Event by Lessee. Trash bags must be carried, not dragged across floors, to the U Street service entrance. The Congressional Club is not responsible for removal of trash generated by the event.
- 13. Unnecessary Costs. If The Congressional Club determines that Lessee is using The Congressional Club in a manner that unnecessarily increases the costs of The Congressional Club, such as additional cleaning above the routine cleaning provided by The Congressional Club, The Congressional Club shall give notice of such costs to Lessee and Lessee shall promptly cease such use. If Lessee fails to cease such use, Lessee shall reimburse The Congressional Club for any associated additional costs.
- 14. Termination of the Event by The Congressional Club. The Congressional Club Executive Director has the right to immediately terminate the Event should The Congressional Club Executive Director determine, in his / her sole determination, that Lessee, Lessee

representative(s), or Event attendees have failed to comply or will fail to comply with any part of this Policy.

15. Policy Questions. Any questions regarding this Policy can be directed to The Congressional Club Executive Director, Beth Harvey at (202) 332-1155.