

# DECATUR HOUSE *on Lafayette Square*

## 2012 RENTAL GUIDELINES

### CARRIAGE HOUSE AND COURTYARD RATES

#### WEEKDAY

- **Daytime**

Monday–Friday, up to 10 hour block Carriage House and Courtyard -OR- Parlors \$3,000  
Carriage House, Courtyard and Parlors \$4,500

*Rental available 6 a.m. - 4 p.m. only and includes guided tours of the historic house if scheduled in advance. Load-out must be completed by 4 p.m. or the evening rental rate will apply.*

- **Evening**

Monday–Thursday, 7 hour block \$5,000 (private/corporate)  
\$4,000 (non-profit)

*Rental includes guided house tours and a minimum of three (3) hours for set-up and breakdown.*

#### WEEKEND

- **Friday–Sunday, 8 hour block** \$7,300 (private/corporate)  
\$5,400 (non-profit)

*Rental includes guided house tours and a minimum of three (3) hours for set-up and breakdown.*

- **Friday–Sunday, 10 hour block** \$8,400 (private/corporate)  
\$6,300 (non-profit)

*Rental includes guided house tours and a minimum of three (3) hours for set-up and breakdown and one (1) hour for ceremony rehearsal.*

#### WEEKEND EXCLUSIVE

- **Friday–Sunday, 12 hour block** \$11,000 (private/corporate)  
\$8,250 (non-profit)

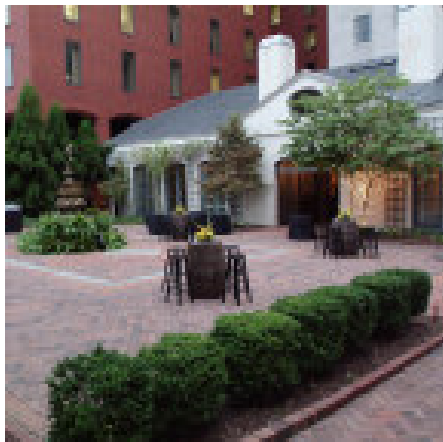
*Rental includes guided house tours and a minimum of four (4) hours for set-up and breakdown. Includes use of Carriage House, Courtyard and Parlors and one (1) hour for ceremony rehearsal.*

### HISTORIC HOUSE RATES

- **Weekly, 7 hour block** \$6,200 (private/corporate)  
\$4,650 (non-profit)

*Rental includes a minimum of three (3) hours for set-up and breakdown.*

**Note:** In addition to use of the carriage house and courtyard, clients may rent the Historic House for an additional \$2,800.



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- **AUDIO-VISUAL EQUIPMENT:** For a list of available AV equipment, please contact the Director of Special Events.
- **CANCELLATIONS:** If the Contracting Party notifies the Director of Special Events of an event cancellation, Decatur House will refund deposits and payments as follows:
  - 180 days prior to event: Full refund (less a \$500 processing fee)
  - 150 days, but less than 180 days, prior to event: One-half (1/2) of the rental fee deposit
  - Less than 150 days prior to event: No refund
- **ENDOWMENT FEE:** All contracting parties give a contribution that will ensure the future maintenance and upkeep of the Decatur House historic site and event spaces. Contracting parties will give a \$100 level contribution if they are renting the space for a private or non-profit event and a \$200 contribution if they are renting the space for a corporate event.
- **EVENT TIMING:** Music and bars must end by 11:30 p.m. with all guests leaving no later than midnight. If your event goes longer than the contracted time, overtime will be billed at \$600/hour, or any fraction thereof. Set-up and breakdown overtime will be billed at \$200/hour, or any fraction thereof.
- **FINAL WALKTHROUGH:** Decatur House staff will schedule a required final walkthrough for each event during business hours, Monday through Friday.
- **FOOD/DRINK:** Only hosted bars are permitted on the premises.
- **HOLIDAY CHARGE:** Events on a holiday are charged at an increased rental rate. Please inquire about specific fees.
- **SECURITY DEPOSIT:** All contracting parties are required to pay a \$600 refundable security deposit. The deposit will be refunded 4-6 weeks after the event, so long as Decatur House has incurred no damage and there are no outstanding charges.
- **TENT VENDOR:** Sugarplum Tent Company is the exclusive tent provider for any event at Decatur House. Please call Sugarplum Tent Company at 301-869-2054 to discuss tenting packages for your special event.
- **WEDDING GUIDELINES:** The ten (10) and twelve (12) hour blocks allow for one (1) hour of rehearsal time, though the hour is subject to availability. The latest time slot available for a rehearsal is 4-5 p.m., Monday through Friday. Please also note that Decatur House does not allow the throwing of rice, confetti, birdseed, sparklers, flower petals and bubble blowing.



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## 2012 RENTAL APPLICATION

### CONTACT INFORMATION

Name of Contracting Party (Individual or Group): \_\_\_\_\_

Contact Representative: \_\_\_\_\_

Title: \_\_\_\_\_ Company: \_\_\_\_\_ Non-profit?  No  Yes

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone (M): \_\_\_\_\_ (W): \_\_\_\_\_ (F): \_\_\_\_\_

E-Mail: \_\_\_\_\_ Referred by: \_\_\_\_\_

Have you hosted an event at Decatur House before?  No  Yes, When? \_\_\_\_\_

If your address will change after your wedding/event, please provide it below:

\_\_\_\_\_

### EVENT INFORMATION

Event Date: \_\_\_\_\_

Weekday Day (6a - 4p)  Weekend 8 hour (3 hour load-in/out minimum)

Weekday Evening  Weekend 10 hour (3 hour load-in/out minimum)

Weekend 12 hour (4 hour load-in/out minimum)

Event Location: *(Please check all that apply)*

Carriage House/Courtyard  Historic House

Will your event include guided historic house tours?

Event Type *(Seated dinner, reception, meeting, wedding ceremony and reception):* \_\_\_\_\_

Number of Attendees: \_\_\_\_\_

Event Hours:

Set-up Hours: \_\_\_\_\_ Event Start Time: \_\_\_\_\_

Event End Time: \_\_\_\_\_ Breakdown Hours: \_\_\_\_\_

Audio-Visual Equipment: *(Please check all that apply.)*

Carriage House/Courtyard:  Screen/Projector  Podium/w. attached microphone

DSL Service  DVD/Video/CD  Telephone Line Access

Historic House:  Podium/Microphone  Piano

My signature indicates that I have read and understand the 2012 Decatur House Rental Rates and Guidelines.

Signed \_\_\_\_\_ Date \_\_\_\_\_

To contract an event at Decatur House on Lafayette Square, please fax the completed application to 202.842.0030. For questions, please contact Arioth Harrison, Director of Special Events by phone at 202.842.0917 or by email at [aharrison@whha.org](mailto:aharrison@whha.org).