

VENUE RENTAL CONTRACT TERMS SHEET

# Andrew W. Mellon Auditorium

<b>Venue Rental Rate*</b> <ul style="list-style-type: none"> <li>12-hour rental period (14-hours for weddings) for use of the Main Auditorium, three (3) Green Rooms, 1<sup>st</sup> and 3<sup>rd</sup> floor Lobbies, 3<sup>rd</sup> floor Portico, and Restrooms</li> <li>Four (4) Private Security Officers</li> <li>Two (2) Restroom Porters during the event</li> <li>Post-Event Cleaning</li> </ul>	\$35,000
<b>Extra Load-In and/or Load-Out Day</b> <ul style="list-style-type: none"> <li>12-hour use of the Main Auditorium, three (3) Green Rooms, 1<sup>st</sup> and 3<sup>rd</sup> floor Lobbies, 3<sup>rd</sup> floor Portico, and Restrooms</li> <li>Two (2) Private Security Officers</li> </ul>	\$15,000
<b>Additional Rental Hours Outside the Rental Period</b>	\$1,500/hour
<b>Due at Signing of Contract</b>	50% deposit of the Venue Rental Rate, based on event schedule
An event date is not confirmed until the Application is approved, the Venue Rental Contract is fully executed, and a deposit of the 50% Venue Rental Rate is received.	
For all events contracted less than thirty (30) days prior to the event date, 100% payment is required at the time of signing the Contract to secure your event date.	
<b>Security Deposit</b>	\$5,000
<b>Due (30) Days Prior to Event Date</b>	Remaining balance of the Venue Rental Rate Security Deposit, refunded within seven (7) business days after the event date
<b>Remaining Items Left Behind by Client or Vendor</b>	\$1,500/hour + security & cleaning costs
<b>Kitchen Tent (16' x 66'), Contingent on Event Design</b>	Starting at \$11,000
<b>Additional Security Protocols</b>	Federal Protective Services will conduct a Security Risk Assessment, based on the scope of the event, and may require additional security protocols. The Client is required to pay the full cost of the additional security thirty (30) days prior to the event date.

<b>Payment Methods</b>	Wire transfer, check, or major credit card (Visa, MasterCard, American Express, and Discover)
<b>Credit Card Processing Fee</b>	3.5%
<b>Sales Tax</b>	The Venue Rental Fee is nontaxable. However, all other costs are subject to the District of Columbia's 6% Sales Tax, which is to be paid by the Client.
<b>Insurance Policy Requirement for Vendors/Suppliers</b>	<p>General liability insurance providing coverage of not less than \$1,000,000 per occurrence for injury and general liability, with "Ridgewells, Inc." and "the United States Government acting by and through the U.S. General Services Administration" named as additional insured.</p> <p>All vendors with employees at the event must have worker's compensation insurance in the amounts as required by Law.</p>
<b>Insurance Policy for Client</b>	<p>The Client must have special event liability insurance for not less than \$500,000, with "Ridgewells, Inc." and "the United States Government acting by and through the U.S. General Services Administration" named as additional insured.</p> <p>Wedding Clients may be required to carry liability insurance during the event.</p>
<b>Cancellation Policy:</b>	<b>Client Pays:</b>
More than 180 calendar days prior to Event	25%
Between 90 days and 180 days prior to Event	50%
Between 60 days and 89 days prior to Event	75%
Between 30 days and 59 days prior to Event	85%
Less than 30 days prior to Event	100%

*\*Please ask us about our non-profit rate.*