

## **RENTAL OF THE SMITHSONIAN NATIONAL MUSEUM OF AFRICAN AMERICAN HISTORY AND CULTURE**

### **NMAAHC Policy**

#### **1. PURPOSE**

This document establishes rental and federal use policies applicable to the use of Smithsonian name and the National Museum of African American History and Culture. This policy supplements SD 401.

#### **2. TYPES OF RENTAL EVENTS**

The following types of rental events are authorized at the National Museum of African American History and Culture:

- Private corporate and non-profit events such as receptions, dinners, screenings, and business meetings.

#### **3. RULES**

The following policies have been instituted to preserve and protect the spaces and collections. 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 kickoffs, 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; and
- f. Solicitations by for-profit entities (for example, ticketed events advertised to the general public).

### **3. RULES (continued)**

#### **Use of the Smithsonian Name**

The use of the Smithsonian name and the National Museum of African American History and Culture name is prohibited, except to indicate the address of the rental event. Licensees are prohibited from using the Smithsonian or National Museum of African American History and Culture logo.

#### **Reservations**

Please complete the Application for Use of the National Museum of African American History and Culture for review and approval. Completing this application is not a guarantee of your preferred date or event. Upon approval the National Museum of African American History and Culture Special Events Office will prepare an event agreement that confirms the event date, the rental fee, number of guests expected, event scope, etc.

Events will be confirmed upon receipt of the countersigned documents and non-refundable rental deposit. The remainder of the event rental fee, must be received in full at least three weeks prior to the event date. If the event is canceled by Licensee any and all deposits and payments are non-refundable once received by the Museum.

You may place a maximum of 3 dates on hold on the calendar. The Application for Use must be submitted and approved before the date(s) can be held. In the event we receive another inquiry for the same date(s), you will be given first right of refusal and be given 3 days to return a signed agreement.

#### **Hours of Events**

The National Museum of African American History and Culture is open to the public from 10:00 am-5:30 p.m. Therefore, evening events may begin at 6:30 p.m.

Events should be designed for up to a four-hour time period.

Requests for morning or daytime events and or adjustments to the timing specified above will be handled on a case-by-case basis.

#### **Set-Up**

Set-up and vendor load in is approved and scheduled by NMAAHC Special Events Coordinators based on the needs of each event. Load in is permitted the evening before the scheduled event, the morning of the scheduled event, and the afternoon of the scheduled event. Vendors must follow instructions and policies provided by the NMAAHC Special Events Coordinator and the NMAAHC Office of Protective Services team to utilize the Museum's loading dock and storage spaces.

### 3. RULES (continued)

The Smithsonian may assess additional charges to cover support and direct costs it incurred resulting from renter's extended use, damages, or abuse. Extended use is an event lasting

more than four hours, an unusually long or complex set-up or breakdown, or use of extra galleries or exhibits beyond what safety regulations indicate for an event of this size, or actual attendance or time beyond what was agreed.

#### Site Visits and Walk-Throughs

Please email [NMAAHCSpecialEvents@si.edu](mailto:NMAAHCSpecialEvents@si.edu) to schedule an appointment with one of our special events coordinators. Site visit appointments can be scheduled and accommodated Monday-Friday, 9:00 a.m. - 5:30 p.m.

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 two weeks prior to the event. Licensees must submit a list of vendors and a floor plan for approval prior to the final walk-through.

#### 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 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.

### 3. RULES (continued)

- 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. 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.
- Certificates of Insurance should be sent via fax or e-mail to the Museum Representative designated. **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 National Museum of African American History and Culture maintains a list of approved vendors who have successfully operated in our spaces and are knowledgeable about our requirements. A copy of the approved vendors is attached. If any of your proposed vendors are not on the list, they must be approved by National Museum of African American History and Culture 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 National Museum of African American History and Culture. Food providers who are not on the approved vendor list must partner with a licensed caterer from the list.

The Smithsonian has final approval in the selection of the catering firm. The selected catering firm or other vendor is responsible for operating under the Museum's direction. The catering firm or other vendor must coordinate all arrangements and access to the Museum through the Special Events Coordinator.

All food and beverages must be served by a licensed caterer.

The Licensee is fully responsible for the actions and compliance of all vendors and service personnel to the Smithsonian's special events operational procedures. Red wine and red beverages are not permitted.

### **3. RULES (continued)**

#### **Operational Rules for Entire Facility**

No Smoking. Smoking is not permitted in any Smithsonian Institution building at any time. The Porch, Terrace, and landscape areas that surround the National Museum of African American History and Culture are included in the no smoking areas of the Museum.

National Museum of African American History and Culture exhibition objects and public art may not be moved, touched, draped or covered. Any tables, chairs, bars, or other equipment used during an event must be placed at least 4 feet from any objects or cases (including frames and pedestals). Nothing should lean against any wall, column, or railing in any part of the museum, regardless of whether it is an event space, or a space being used by a vendor (i.e. catering prep area, equipment storage area, freight elevator and loading dock areas).

All electrical cords must be taped to the floor with Gaffer's tape which is designed for sensitive surfaces. This tape will not leave a residue when removed from surfaces. Absolutely no duct tape may be used on flooring, walls, or architectural features. Security personnel are equipped with manual counters.

The security staff will limit admittance to the event if the number of guests exceeds the number of guests confirmed for the museum 72 hours prior to the event and the stated guarantee to the caterer by 15 percent.

No food or drink is permitted in The Oprah Winfrey Theater or exhibition galleries.

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.

Most forms of entertainment and dancing are permissible in Smithsonian museums, with prior approval from the Special Events Coordinator. Sound levels must be below 90 decibels.

The Smithsonian has final approval in the selection of all event décor. The type, dimensions, location, and materials of all décor must be submitted for review and approval. Proper protections must be included on all décor to ensure the Museum's surfaces are not damaged.

Designated storage areas will be identified for all décor items. No items may be affixed to the wall or flooring.

No balloons are permitted. No confetti is permitted.

There is no guest parking available, please request information regarding nearby parking facilities.

### 3. RULES (continued)

#### Press and Public Relations

- Licensee must notify the Special Events Coordinator in advance of all invited press and photography coverage. This information must be included on the Application for Use for review and approval. Last minute notifications about press will be handled on a case-by-case basis.
- The museum may be listed on printed material as the site or venue for the event only.
- The names of the Smithsonian and the museum may not otherwise be used in any advertising, promotions, or publications.
- 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 Special Events Coordinator for approval before distribution.
- Announcements and invitations may not be issued until the Agreement has been signed and the deposit received.
- The use of signage and banners inside Smithsonian museums must be approved by the museum's special events office. No signs, banners, logos, or projections may be used outside of the museum. No signage may be affixed to any walls or surfaces.
- All printed materials and objects to be distributed, or visual presentations to be made, at special events must receive prior approval from the museum's special events office.
- No logos will be permitted for rental events.

#### Photography and Videography

- The use of selfie sticks is not permitted.
- The use of drones 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 the museum at locations specified by the museum, 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.

#### Contracting

This attachment may be provided at the time of inquiry to inform prospective licensees of the museum's rules and requirements. This attachment will be incorporated into an Event Agreement that includes additional legal requirements. The event is not guaranteed until all parties sign an event contract, and payment has been received.