



## CARNEGIE LIBRARY AT MT. VERNON SQUARE

### FREQUENTLY ASKED QUESTIONS

**Q. What are my sales and licensing agreements?**

A. Complete an event application for consideration of booking. If your booking is accepted, we will issue a license agreement that outlines the space usage, deposit schedule, payment process and other information relating to the Carnegie Library. Please note that if you have an outstanding balance from a previous Washington Convention Center, RFK Stadium or DC Armory event, you must pay the balance in full before licensing can begin.

The deposit schedule for all Carnegie Library events is:

- A 50% reservation deposit of the minimum rental, along with a signed license agreement, which must be returned within ten days of receipt.
- The remainder of the minimum rental is due thirty days prior to the first day of occupancy.

The rent for events booked and scheduled within thirty days of the first day of occupancy must be paid in full at the time of licensing.

Your license agreement specifies required insurance coverage for your event. Please submit a certificate of insurance that complies with our insurance requirements with your signed license agreement. Insurance coverage must be in effect during all dates specified in the license agreement (move-in, event days, and move-out). Contact sales department for additional information regarding insurance requirements.

Insurance coverage may be purchased through Events DC. Please consult your sales manager for additional information.

**You may not occupy the Carnegie Library until we have received your valid certificate of insurance.**

**Q. What is the total cost to host an event, including vendors?**

A. There are many ways to plan your event, and your cost is determined by several factors including, but not limited to: the specific rooms you select to rent, the look you are trying to create, the menu you choose, the length of your event, and the number of guests at your event. The following is a list of your potential costs:

- Room rental
- Catering
- Event security
- Lighting
- Décor and furniture
- Entertainment (DJ/band, etc.)
- Valet parking
- Coat check
- Audio visual, video, presentation and production equipment
- Changeovers of furniture during events
- Stages and other special furniture configurations
- Additional utilities including telecommunications/internet services beyond standard complimentary Wi-Fi, and electrical and plumbing connections beyond standard wall power and plumbing

**Q. What services are included with the building rental fee?**

A. Several services are included with the rental fee:

- An on-site event manager to oversee all logistics required to successfully complete your event
- Limited event furniture (round and rectangular tables, cocktail tables, banquet chairs, risers, easels) for indoor events (Events DC's furniture is not permitted outside)
- A one-time standard setup of Events DC's furniture for each indoor licensed space
- Complimentary Wi-Fi access
- Housekeeping services before and during your license period, including thorough cleaning of banquet and meeting rooms, public areas, and restrooms



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- Standard light, heating, and ventilation throughout your license period
- Complimentary listing of your event on our online calendar of events with a link to your website (if desired)

**Q. How late can my event go?**

A. Your event can go as late as 2:00 a.m.

**Q. Can my guests throw flower petals, glitter or rice?**

A. No.

**Q. Is smoking permitted inside the building?**

A. No.

**Q. Can I sell tickets?**

A. Yes.

**Q. Can I bring in my own alcohol?**

A. No. All alcohol must be brought in by a caterer from our preferred list or a licensed distributor.

**Q. Can I have candles?**

A. You may use candles that meet our facility protection guidelines with pre-approval from your event manager. We do not permit certain kinds of candles, including candles or sparklers on cakes or desserts, inside the building.

**Q. What are my public safety requirements?**

A. Basic security is provided by Events DC and is mandatory for all events. Additional security may also be required.

**Q. Do you provide a lost and found area for my event?**

A. We do not handle lost and found items for your event. We require that you designate a specific lost and found area.

**Q. Who will be servicing my event?**

A. Your service team will include the following:

**Event Manager.** After your event is licensed, you will be assigned an event manager who will work closely with you, your team, vendors, and contractors from the initial planning stages through your final move-out.

**Housekeeping.** Our housekeeping staff cleans and maintains the event space, all restrooms, and the building exterior at all times. They place trash receptacles at appropriate locations, empty the trash during event hours, and clean the building before and after events.

**Security Services.** (required for all events) Our security services department provides general building security, including building access, building perimeter patrols, securing of the interior spaces, and coordination with DC and federal law enforcement agencies.

**Our supplier partners:**

Should you require electrical, telecommunications/internet, plumbing, or audio/visual equipment, these items are assessed/billed separately and are an addition to the rental fees. Only our exclusive contractors may provide electrical and telecommunications/internet services. For rate quotes pertaining to these services, please contact the suppliers listed below.

**Telecommunications/Internet:** *Smart City is the **EXCLUSIVE** provider of telecommunications and internet for Carnegie Library*

SeKisha D. Brown, 202 249-3800

[sbrown@smartcity.com](mailto:sbrown@smartcity.com)

**Electrical Services:** *Hi-Tech is the **EXCLUSIVE** provider of installed electrical, plumbing services for Carnegie Library*

Kathy Simon, 202-249-3636

[kathys@hi-techelectric.com](mailto:kathys@hi-techelectric.com)



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### Frequently Asked Questions

**Q. What are the different modes of transportation to get to the Carnegie Library?**

A. The Carnegie Library is located near both the Gallery Place-Chinatown and Mt. Vernon Square 7<sup>th</sup> Street Convention Center Metrorail (subway) stations. Metro buses and the DC Circulator buses stop near the venue. For more information on Metrorail and bus routes, rates and schedules please visit [www.metroopensdoors.com](http://www.metroopensdoors.com) and [www.dccirculator.com](http://www.dccirculator.com). There is no public parking at the Carnegie Library, but there are ample parking spaces on surface lots and garages within walking distance.

**Q. Do you comply with ADA requirements?**

A. Yes. The Carnegie Library is committed to accommodating the needs of guests with disabilities in compliance with the Americans with Disabilities Act.

**Q. How do you handle protests and demonstrations during events?**

A. Please let your event manager know if you anticipate protestors, demonstrations or other potentially disruptive activity during your event. Events DC's security services maintains relationships with local and federal law enforcement and emergency response agencies, and will coordinate with the appropriate agencies to work with you and your security staff to create a plan to manage the protest or demonstration.

**Q. How do I protect a historic facility?**

A. To maintain and protect the Carnegie Library, the following rules and procedures have been established:

**Animals.** We do not permit animals in the building except as service animals for persons with disabilities, or to assist law enforcement personnel.

**Pre- and Post-Event Inspections.** We conduct an inspection of all leased space to record existing conditions on the first day of your move-in. We schedule a final inspection of your leased space on the last day of your move-out. You will be charged for any damages to the Carnegie Library building or grounds.

**Carpet, Floor and Surface Protection.** Contractor equipment must be transported by standard furniture dollies, manual carts or pallet jacks and a "roadway" of appropriate protection covering is required for the floor. Equipment may not be pushed through wood doors or through any exterior entrance other than the loading dock. Wooden skids and crates may not be placed directly on the Carnegie Library's floor surfaces; appropriate protection, such as visqueen (for carpet) or carpet scraps (for all other floor surfaces) must be placed under wooden skids and skids and crates must be removed from public space as soon as possible. Carpet must be placed under any installation placed on hard floor surfaces. No items are permitted to contact or lean against any wall surface and structures must be placed no closer than 6" from walls. You may not use adhesives other than gaffer's tape on floor surfaces. You may not fasten items to doors, walls, floors, glass or any other part of the building.

**Decorations.** You may not tape, nail or fasten decorations to any permanent surface. Events DC must approve in advance all adhesive-backed décor and window-cling material and placement. Glitter is not allowed anywhere in the building. Confetti may not be used without your event manager's prior approval; we will charge additional cleaning fees for the use of confetti.

**Helium Balloons.** Helium balloons used for decoration must be pre-approved by your event manager; we will charge for removal of helium-filled balloons. We do not allow helium tanks inside the building.

**Water Features.** Appropriate protection must be placed on the floor before fountains, ponds, hot tubs or other water features are installed. Installations must be performed and monitored by Events DC.

**Food Preparation.** Caterers must prepare food off site; only warming of food is allowed in the designated food preparation areas. Caterers must put down protective floor covering such as visqueen under all food service work areas, including bar areas.

**Removal of Equipment.** Vendors must remove all equipment from the property following the close of the event and not later than the end of the license period.

**Exterior Signage.** If you wish to hang temporary exterior signage or décor on the Carnegie Library façade, contact your event manager for instructions and approval. Charges apply for exterior signage or décor.