

National Portrait Gallery
Donald W. Reynolds Center for American Art and Portraiture
Guidelines for Special Events



The Donald W. Reynolds Center has final approval in the selection of all vendors hired for special events that are held in its spaces. All vendors must coordinate arrangements and access to the building through their Reynolds Center Special Events Coordinator.

Every event held in the Building must be preceded by a comprehensive walkthrough. At the walkthrough, the flow of the event, including deliveries, set-up, program, and clean-up will be discussed. The walkthrough will be conducted by your Reynolds Center events coordinator and will include but is not limited to the catering staff, other vendors, Office of Facilities Management and Reliability, and Office of Protective Services.

The Reynolds Center is not responsible to Licensee or its vendors or suppliers for any missing items.

Hours: The Museums are open to the public seven days a week from 11:30 am until 7:00 pm. Events may be hosted from 7:00-10:00 pm.

Elevators: During deliveries a Security Officer will be assigned to operate the elevator and escort vendors to designated locations. A security escort is required for all vendor deliveries.

Electricity: All electrical needs must be furnished to the Special Events Coordinator at least two weeks in advance of the event for approval.

Deliveries: All equipment and materials must be loaded into and out of the building in a manner that ensures the safety and security of the collections and the building. No equipment may be stacked over five feet (60 inches), and equipment may not stick over the edges of carts or bins.

Delivery trucks may park on the loading dock ONLY when loading or unloading. No trucks may remain on site during the event. All staff should make their own parking arrangements in the area surrounding the museum. No parking is available on site at the museum.

Deliveries shall be made to the Museum loading dock only on the day and at the hour approved in advance by the Smithsonian special events coordinator. Only one vendor is allowed on the dock at a time. Deliveries can be made between 6:00 am and 10:00 am. The floor must be clear, and equipment must be set, by 11:00 am.

No materials may be sent to the Museum prior to the event. All event materials must come in the day-of the event and must be removed at the conclusion of the event.

Any unapproved use of the loading dock, including storage of items on or near the loading dock is prohibited. The Museum does not provide lifts, ladders or other equipment for the set-up of décor, and does not provide dollies, carts, or other items for the loading and unloading of equipment or supplies.

Site-Visits: Site-Visits and walkthroughs must be scheduled in advance with a Special Events Coordinator. Appointments can be scheduled Monday – Friday, 10:00 am – 4:00 pm. Please contact the National Portrait Gallery's Special Event Office at 202.633.8111 or by email at NPGHostAnEvent@si.edu.

The Great Hall & Luce Foundation Center

- Storage: All equipment and other items delivered in the morning must be brought in via the loading dock and the freight elevator. It will be stored in the Luce catering kitchen or the Great Hall closets. All equipment must be screened from the view of our daytime guests by 11:00 am. All equipment, trash, and supplies must be removed at the conclusion of the event.
- Galleries: Food and beverages may not be taken into the galleries of the Great Hall. Caterer must place drop tables at each gallery door.
- Timing:
- The Great Hall and Luce Center are open to the public from 11:30 am until 7:00 pm.
 - Equipment deliveries must be made prior to the opening of the museums, and vendors may set equipment until 11:00 am.
 - Vendors may return to set equipment and work around the public starting at 3:00 pm as long as they are considerate of the general public's need to view the artwork.

Robert and Arlene Kogod Courtyard

- Storage: All equipment and other items delivered in the morning must be brought into the building via the loading dock and freight elevator, through the first floor G Street lobby and into the courtyard. All equipment and other items will be stored behind pipe and drape in corners designated during the vendor walkthrough until afternoon set-up begins. All equipment must be screened from view of daytime guests by 11:00 am. All equipment, trash, and supplies must be removed at the conclusion of the event.
- Timing:
- The Courtyard is open to the public from 11:30 am until 7:00 pm.
 - Equipment deliveries must be made prior to the opening of the museums, between 6:00-10:00 am. Vendors may set equipment until 11:00 am.
 - Vendors may return to set equipment and work around the public starting at 3:00 pm
- Café
- Break Down: Starting at 5:00 pm the café tables, chairs, and trash cans will be broken down and stored for the event. This breakdown will be concluded by 6:30 pm.

Caterers

1. Open flame is not allowed in the building at anytime. All heating must be done with Sterno in enclosed racks & stands and electricity only.
2. Votive candles are not allowed in the Building. Battery operated candles must be used in all locations.
3. Please provide two 10lb-fire extinguishers for each caterer's kitchen space.
4. Objects cannot be hung or rigged in any areas of the Building. All objects must be ground supported.
5. Any equipment (bar, lounge groupings, high boys, café tables, etc.) in the Luce Center must be at least five feet away from any artwork.
6. Furniture in the museum's galleries may not be repositioned or moved. Additional furniture may not be placed in the art galleries with the exception of the Luce Center (please see #5).
7. No shots, kegs, or ice luges are permitted.

8. Alcohol not provided by the client, catering company, or outside distributor is strictly prohibited. Guests may not bring their own alcohol to the event. Only the catering company approved by the events coordinator is permitted to serve alcohol.
9. A menu must be submitted in advance to the Special Events Coordinator for approval. Anything that could drip, spill, or be a hazard to the galleries or the artwork is not allowed.
10. No red juices (cranberry, tomato, grape, etc...) may be served on the second or third floor galleries at any time. Red wine is not allowed at a cocktail reception on the second or third floor, but prior arrangements can be made to serve red wine at a seated dinner. Red wine is allowed at cocktail receptions in the Courtyard.
11. Food and beverage are limited to certain spaces in the Building. Please consult with your Special Events Coordinator for galleries where food and beverage are not allowed during an event.
12. The Museum requires that drop tables be placed at the entrances to all galleries where food and beverage is not allowed during an event. A minimum of two drop tables for every 50 guests in attendance will be placed at gallery doors and stairs in the Great Hall, and in the F and G Street lobbies by the Courtyard. For each event please consult with the Special Events Coordinator to determine how many tables will be needed and their placement.
13. Bars may be set-up prior to the building closing, but no beverages may be displayed until the museum closes to the public. The caterer is solely responsible for all alcoholic beverages from the time of delivery until it is removed from the building immediately following an event.
14. All trash must be removed at the conclusion of an event.
15. Do not pour any water into the Museum's plants as they are carefully monitored by the Smithsonian Horticulture Department. Water and other liquids should be disposed of outside the building.
16. All liquids must be disposed of outside of the museums or taken with the vendor. The museums will not accept liquids in sinks or toilets.
17. Smoking and electronic cigarettes are NOT permitted anywhere in the building.
18. Equipment must be stacked no higher than 5' upon delivery to the building, and carts must not be wheeled over the water scrims in the Courtyard.

Audio Visual/Lighting/Décor

1. Vendors are required to do their work in a safe manner, adherence to OSHA rules and regulations are required.
2. If an outside company is required for additional lighting needs, all arrangements and technical requests must be approved and coordinated through the Special Events Coordinator. The museum has an approved list of vendors who are qualified to plug into and take control of our lighting system. Please consult your Special Events Coordinator for that list.
3. All electrical needs must be furnished to the Special Events Coordinator at least two weeks in advance of an event for approval.

4. All equipment must be removed from the museum at the conclusion of the event unless the vendor receives prior authorization from the Special Events Coordinator.
5. Objects cannot be hung or rigged in any areas of the Building. All objects must be ground supported.
6. Access to the canopy in the Robert and Arlene Kogod Courtyard is not permitted. The existing lighting fixtures around the parapet cannot be re-focused, moved or otherwise manipulated by an outside vendor. Rigging from the canopy is also not permitted.
7. Equipment must be stacked no higher than 5' upon delivery to the building, and carts must not be wheeled over the water scrims in the Courtyard.
8. Artifacts, display cases and display stands may not be moved, touched, draped or covered.
9. No décor may be affixed to the Museums walls.
10. Bands or DJs performing inside the Museum are required to control their volume levels. Volume levels may not exceed 90 decibels. Museum staff have the right to ask that the volume and bass levels be turned down at any time.
11. The Museums may require that onsite modifications be made to the decorations to ensure compliance with policies and to protect the Museums' facilities.
12. All materials must be inherently fire retardant and meet OSHEM standards. Documentation should be available upon request. Any wooden elements must bear the appropriate Flame Spread and Smoke Development Factor ratings.
13. If pipe and drape is used, the equipment must be secured with sandbags. If pipe and drape obstruct an exit sign, a battery lit exit sign must be provided and placed on the pipe and drape to denote emergency egress.

Cable Safety:

1. Cables that cross public areas should be minimized and must be secured.
 - a. Cables should be run through the cable tunnels along the perimeter of the Kogod Courtyard. Cables should not be sandwiched in the metal grates.
 - b. Single small microphone or speaker cable should be taped to the floor using high visibility gaff tape in a continuous manner.
 - c. Large bundles of cables must use cable ramps and must provide ADA compliant wheelchair access.

Florists

1. Please arrange for pick-up of florals and equipment at the conclusion of the event.
2. Floral arrangements must come intact, no designing of arrangements on site.
3. Equipment must be stacked no higher than 5' upon delivery to the building, and carts must not be wheeled over the water scrims in the Courtyard.
4. Any approved trees and plants must be thoroughly treated with insecticide.

Additional Regulations

1. Balloons, birdseed, rose petals, smoke machines, bubbles, glitter, sparklers, confetti, and ice sculptures are prohibited in all spaces of the building.
2. Objects such as footballs, baseballs, blow up beach balls, or other items that involve throwing in the air are strictly prohibited.
3. All equipment, including flowers, alcohol, vases, printed materials should be picked up the night of the event, unless the Director of Special Events has approved another time, in advance of the event.
4. The security staff will limit admittance to the event if the number of guests exceeds the number of guests confirmed for the museums 72 hours prior to the event and the stated guarantee to the caterer by 15 percent.
5. 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.
6. Licensees must notify the Museums in advance of inviting any current or former President, Vice President, First Lady, or Members of Congress to attend or speak at an event. Licensee is fully responsible to pay for additional security, facilities, and building fees incurred due to Secret Service requests.

Internet/WiFi

1. All WiFi needs must be furnished to the Special Events Coordinator at least two weeks in advance of an event.

National Portrait Gallery Special Events Contact Information

Phone: 202-633-8111

Email: NPGHostAnEvent@si.edu

Revised: January 2023



NATIONAL PORTRAIT GALLERY
SPACE USE POLICY

1. Purpose

This document establishes policies applicable to the use of the National Portrait Gallery's facilities for special events, public programs, rentals, and use by federal entities. This policy supplements SD 401.

2. Types of Events

The following types of rental events are authorized at the Donald W. Reynolds Center.

- Private corporate receptions;
- Fundraising galas for organizations with 501(c)(3) tax-exempt status (including religious organizations)
- Personal social events for adults (exclusions apply)

3. Types of Prohibited Events

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 kick offs, 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 (other than those incidental to a wedding reception rental)
- f. Solicitations by for-profit entities (for example, ticketed events advertised to the general public).

4. Reservations, Payments and Cancellations

Reservations

A prospective Licensee may place a maximum of 2 dates on hold on the calendar. An inquiry must be submitted and approved before the date(s) can be held. In the event we receive another inquiry for the same date(s), the prospective Licensee will be given first right of refusal and be given 2 days to return a signed contract.

In all other cases, once the inquiry has been approved, the prospective lessee then has 10 business days to return a signed contract to the Special Events Department. At the conclusion of that time, if a contract is not finalized, the dates will automatically be released

Payments

Payment must be made by check, wire transfer or credit card.

A non-refundable security deposit of \$5,000 is required along with a signed contract. The remaining amount, less the deposit will be due 60 days before the event date.

Should the Licensee fail to make this deposit on the date requested, the museum will attempt to contact the Licensee during the first business day following the deposit due date. If the museum is unable to contact the Licensee, the museum may make available the event date to other interested parties.

Cancellation by Licensee

All cancellations by Licensee must be made in writing. In case of cancellation by Licensee, any related costs incurred in preparation for the event are the responsibility of Licensee. **If canceled by Licensee, any and all deposits and payments are non-refundable once received by the Smithsonian.**

5. Hours of Events, Site-Visits and Walk-throughs

Donald W. Reynolds Center Museum Hours

The Donald W. Reynolds Center for American Art and Portraiture is open to the public from 11:30 am - 7:00 pm. Events can start at 7:00 pm without any additional costs. All galleries will remain open to the public during set-up and breakdown. Non-event spaces will close at 7:00 pm when the museum closes to the public.

Site-Visits and Walk-throughs

Site-visits and walk-throughs must be scheduled in advance with a Special Event Coordinator. Site visit appointments can be scheduled Monday-Friday, 10:00 am — 4:00 pm. Please contact the National Portrait Gallery's Special Event office at 202.633.8111 or by email at NPGHostAnEvent@si.edu.

Attachment A

While the Museum recognizes the importance of viewing the site during the event planning process, the Museum requests that such visits be kept to a minimum and that all subcontractors join in one visit, rather than several. All site visits are by appointment only and must be approved in advance by the Museum in accordance with the Special Event Coordinator's availability. Smithsonian Event Coordinators are available for up to 2 walk-throughs per event.

Once an event is confirmed, a vendor walk-through to confirm logistics must be scheduled and conducted at least 3 weeks prior to the event. Licensee must submit a list of vendors and a floor plan for approval prior to the final walk-through.

6. 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.
- 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 e-mail to the designated Museum Representative. **Do not mail copies of certificates of insurance.**

Attachment A

- 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.

7. Preferred Vendors

The National Portrait Gallery maintains a preferred vendor list. If any of your vendors are not on the list, they must be approved through the Office of Special Events. All vendors must meet the building requirements and conduct a complete walk-through prior to working in the museum. **Please see attached Guidelines.**

All Vendors must acquire the appropriate insurance to work in the museum (see insurance requirements).

8. Spaces and Fees

Please review attached fee structure.

9. Facilities Maintenance and Security

Security and facility maintenance staff will be provided by the Smithsonian. Based on the type of event and expected attendance, the Smithsonian will assign as many security or other personnel as necessary to maintain the required degree of safety and protection of the facility during the event.

10. Printed and Verbal Reference of the Museum

The Museum may be listed on printed material as the site or venue for the event only. 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 Museum's Representative designated in Section 3 of the Event Agreement for approval before distribution. Announcements and invitations may not be issued until the Agreement has been signed and the deposit received. Except as provided herein, the name of the Smithsonian and the name of the Museum shall not be used in any advertising, promotions, or publications. Under no circumstances may interior or exterior images of the Museum or the Smithsonian logos be used. In no event shall any reference be made to the Museum in a manner that is likely to create the impression that the Licensee sponsored an exhibition at the Museum or the Smithsonian.

Attachment A

11. Filming and Photography

During the event, Licensee may photograph and record within the interior of the Museum at locations specified by 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 Museum or the Smithsonian endorses Licensee or its activity.

12. Ticket Sales

With the exception of events hosted by a 501(c)(3) organization, sales of tickets to events is prohibited. Subject to Section 10, all publicity or invitations to non-profit fundraisers must be coordinated solely by Licensee prior to the event. No ticket sales are permitted on-site.

13. Extended Use

The National Portrait Gallery may assess additional charges to cover support and direct costs it incurred resulting from Licensee's extended use, damages, or abuse. Extended use is an event lasting more than four hours, an unusually long or complex set-up or break-down, 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.

14. 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.

National Portrait Gallery Special Events Contact Information

Phone: 202-633-8111

Email: NPGHostAnEvent@si.edu

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