# SMITHSONIAN DIRECTIVE

Attachment A

xxxxx xx, xxxx

#### National Portrait Gallery

#### space use policy

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| **1. PURPOSE** |

This document establishes rental and federal use policies applicable to the use of the

National Portrait Gallery. This policy supplements SD 401.

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| **2. TYPES OF RENTAL EVENTS** |

The following types of rental events are authorized at the National Portrait Gallery:

* Private corporate receptions;
* Fundraising galas for organizations with 501(c)(3) tax-exempt status (including religious organizations)
* Personal social events (exclusions apply). Wedding ceremonies will be permitted if in conjunction with a reception, during the allotted times for after hour events.

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| **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:

* 1. 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;
  2. Violations of any federal or local law regarding the sale of alcoholic beverages or other restricted substances;
  3. Sales of non-Smithsonian products or services;
  4. Gambling;
  5. Religious or civil ceremonies (other than those incidental to a wedding reception rental); and
  6. Solicitations by for-profit entities (for example, ticketed events advertised to the general public).

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| **Use of the Smithsonian Name** |

The use of the Smithsonian name and the National Portrait Gallery name is prohibited, except to indicate the address of the rental event. Licensees are prohibited from using the Smithsonian or National Portrait Gallery logo.

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| **4. 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.

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| **5. HOURS OF EVENTS, SITE VISITS, WALK-THROUGHS** |

**National Portrait Gallery Hours**

The National Portrait Gallery is open to the public from 11:30am-7:00pm. Events can start at 7:00pm without any additional costs.

All galleries will remain open to the public during set-up and breakdown. Non-event spaces will close at 7:00pm 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. Please contact the National Portrait Gallery Special Event’s office at 202.633.8111 or by email at [NPGHostAnEvent@si.edu](mailto:NPGHostAnEvent@si.edu).

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.

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| **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 fax or e-mail to the designated Museum Representative. 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.

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| **7**. **PREFERRED VENDORS** |

The National Portrait Gallery 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 Portrait Gallery 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 Portrait Gallery. Food providers who are not on the approved vendor list must partner with a licensed caterer from the list.

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| **8. SPACES AND FEES** |

Please review attached fee structure.

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| **9. PRESS AND PUBLIC RELATIONS** |

* Licensee must notify the Special Events Coordinator in advance of all invited press and photography coverage.
* 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.

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| **10. PHOTOGRAPHY AND VIDEO** |

* The use of selfie sticks 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.

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| **11. 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

Revised: February 2019