NATIONAL PORTRAIT GALLERY

Donald W. Reynolds Center for American Art and Portraiture

Guidelines for Special Events

The National Portrait Gallery 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 the National Portrait Gallery Special Events Coordinator.

In compliance with Smithsonian Directive 401, 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 the National Portrait Gallery Events Coordinator and will include but is not limited to the catering staff, other vendors, Office of Facilities Management, and Office of Protective Services.

The National Portrait Gallery is not responsible to Licensee, or its vendors or suppliers for any missing items.

Hours: The Museums are open to the public 7 days a week from 11:30am until 7:00pm.

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 stacked over five feet (60 inches), and equipment may not stick over the edges of carts or bins.

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

The Great Hall and 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 11:00am. 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 11:30am until 7:00pm.

Equipment deliveries must be made prior to the opening of the museums, and vendors may set equipment until 11:00am.

Vendors may return to set equipment and work around the public starting at 3:00pm as long as they are considerate of the general publics’ need to view the artwork.

After hours events must be between the times of 7:00-10:00pm. An event may last longer if approved by the Special Events Coordinator.

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 11:00am. All equipment, trash, and supplies must be removed at the conclusion of the event.

Timing: The Courtyard is open to the public from 11:30am until 7:00pm. Equipment deliveries must be made prior to the opening of the museums, and vendors may set equipment until 11:00am.

Vendors may return to set equipment and work around the public starting at 3:00pm.

After hours events must be between the times of 7:00-10:00pm. An event may last longer if approved by the Special Events Coordinator.

Café

Break Down: Starting at 5:00pm the café tables, chairs, and trash cans will be broken down and stored for the event. This breakdown will be concluded by 6:30pm.

Caterers

1. Open flame is not allowed in the building at anytime. All heating must be done with Sterno in enclosed racks and 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 5 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 companies listed on the Approved Caterers List are permitted to serve alcohol.
9. Cash bars and service of alcohol is permitted, provided that proof of all applicable licenses and sufficient liability insurance are provided to the Museum prior to the event. If alcoholic beverages are served, Licensee is solely responsible for managing the responsible use of alcoholic beverages served or made available in connection with an event.
10. 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.
11. 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.
12. 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 events in the Courtyard.
13. Food and beverage is limited to certain spaces in the building. Please consult with your Special Events Coordinator for areas where food and beverage is not allowed during an event.
14. 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.
15. All trash must be removed at the conclusion of an event.
16. 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.
17. 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.
18. Smoking and electronic cigarettes are NOT permitted anywhere in the building.
19. 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

1. 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.
2. All electrical needs must be furnished to the Special Events Coordinator at least two weeks in advance of an event for approval.
3. 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.
4. Objects cannot be hung or rigged in any areas of the Building. All objects must be ground supported.
5. 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.
6. 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.

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.

Additional Regulations

1. Balloons, birdseed, rose petals, smoke machines, bubbles, glitter, sparklers, confetti, and ice sculptures at 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. 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 companies listed on the Approved Caterers List are permitted to serve alcohol.
4. No shots, kegs, or ice luges are permitted.
5. All equipment, including flowers, alcohol, vases, printed materials should be picked up the night of the event, unless the Special Events Coordinator has approved another time, in advance of the event.

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](mailto:NPGHostAnEvent@si.edu)

Agreed to by:

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_/\_\_\_/\_\_\_\_

Revised: February 2019