

The Perry Belmont House Inquiry Application and Event Policies

The following policies (pertain to) the Users and Vendors prior to, during, and after all events.

Site Visits and Vendor Walk-Through:

If you are interested in scheduling an appointment to visit The Perry Belmont House, please contact:

Lawrence von Weigel

International Headquarters Administrator / Events Coordinator

The Perry Belmont House

Phone: 202.667.4737

FAX: 202.667.3747

Email: Lvonweigel@easternstar.org

All individuals and organizations wishing to host a function at the Perry Belmont House must submit this inquiry application for approval. The individual representing the organization hosting the event or an event manager acting on behalf of the organization may submit the application.

Client Information

Contracting Party _____

Organizational Purpose _____

Organization's URL _____

Status:

Government Agency _____ Non-Profit _____ For-Profit _____ Individual _____ Other _____

Street Address _____

Mailing Address (if different) _____

City _____ State _____ Zip _____

Primary Contact _____ Title _____

Phone # _____ FAX _____

Cell _____ Email _____

Co-Sponsoring Organization _____

Event Information

Name of Event _____

Event Date _____

Event Start Time _____ Event Ending Time _____

Equipment Load-In Start Time _____ Equipment Load-Out End Time _____

Guest Arrival Time _____ Guest Departure Time _____

Type of Event _____

Is this a Fundraising Event? _____

Will Alcohol be served? If yes who will be managing the alcohol? _____

Purpose of Event _____

Estimated Maximum Attendance _____

Attire _____

Client Initials _____ Date _____



Vendor/Service Providers

Event Management Company Information

Address _____
_____ City _____ State _____
_____ Zip _____
Contact _____ Title _____
Phone# _____ FAX _____
Cell _____ Email _____

A/V Company _____
Contact Name and Phone _____

Catering Company _____
Contact Name and Phone _____

Florist _____
Contact Name and Phone _____

Valet/Transportation Company _____
Contact Name and Phone _____

Décor Company _____
Contact Name and Phone _____

How did you hear of the Perry Belmont
House? _____

What is the name of the personal referral? _____

Reservations:

Clients can place a hold on a date for a total of 8 (eight) business days and will be given a notice 48 hours prior to releasing the date. If a contract is not in progress or signed by the date, we will automatically release the date.

Insurance Client/Service Providers:

Each Client and each service provider of the client will, without expense to, and to the satisfaction of the General Grand Chapter Order of the Eastern Star, obtain and carry liability insurance as follows:
All service providers (excluding florists and musicians) must have general liability insurance providing coverage of not less than \$2,000,000 per occurrence for injury and general liability.

All service providers, providing or serving alcohol must have no less than \$2,000,000 in general liability insurance pertaining to the service of alcohol.

Client Initials _____ Date _____



Contractors or sub-contractors must provide the General Grand Chapter Order of the Eastern Star a certificate of insurance evidencing premise property damage liability insurance coverage in the amount of \$2,000,000 which must also witness bodily injury.

All certificates of Insurance must be emailed or faxed. Mailed copies will not be accepted. General Grand Chapter Order of the Eastern Star Fax is 202-462-5162. The facility will not be available without the above coverage.

The client must provide insurance certificates at least 30 days prior to the event date. The building will cancel the proposed event if insurance certification is not received by this date.

SECURITY:

Security staff for all events is not included in the rental agreement. Client is responsible for securing a front door entrance attendant and restroom attendant for an additional charge through the selected catering vendor.

THE EVENT:

Loading and unloading will be a particular challenge due to The Perry Belmont House being a historic property and private residence. The Perry Belmont House can provide handicap ramps which are portable.

The marble floors must be covered with protective Masonite by vendors in all walk areas where equipment carts will be in use. Tables are not permitted to be rolled on the marble.

Each event utilizing the entire 2nd floor will require a minimum of (22) 8ft. sheets of Masonite. The 2nd floor 18th Street side hallway will be used as storage and will require pipe and drape and screens to block area from guest view. The stair hall length is 18ft and the hallway width is 9 ft.

All rental equipment delivery and pick up times must be exact times. The loading and unloading times must be approved by Larry von Weigel or a Belmont House representative and may be 2-3 hours prior to the event. The load in and breakdown time is included in the rental time and will not exceed 10 hours in total.

The only entrance is the main entrance in the front of the building to be used for load-in and load-outs from the New Hampshire Ave. side.

Room set up/breakdown: There is an additional \$250.00 room set up fee for any furniture that is requested to be moved.

2nd Floor Accessibility:

There are three steps at the front door and eight steps from foyer to first floor level. You may reach the 2nd floor space by using the small elevator or the grand staircase.

Carts, brooms, and mops must be supplied by all vendors. All equipment made of metal, plastic, or wood must be placed on Masonite or other protective materials and not placed directly on the floors. All chairs and tables must have protective rubber or felt caps.

The Perry Belmont House does not provide any tables or chairs and all rental items must be procured through a preferred vendor.

Duct tape is absolutely prohibited and may not be used on marble, wood, or silk surfaces. Gaff tape is permitted but any damage to gold gilding, plaster finishes, marble, silk, or wood will be charged to the

Client Initials _____ Date _____



appropriate vendor or vendors. All chords must be taped to floor with appropriate tape such as Gaff tape for sensitive surfaces. No equipment is allowed to lean or touch any of the walls at the Belmont house.

Kitchen Accessibility:

There is a butler's kitchen on the second floor off of the State Dining room which can be used by Caterers for food production. Other rooms of the Perry Belmont House can be used if approved by a Belmont House representative.

Absolutely no open flame candles are permitted on the property. Battery operated candles are permitted. Gas such as propane or butane is prohibited on the property. Sterno is permitted and must be supervised continuously during the course of the event.

No type of decorations or equipment may be hung from the chandeliers at the Belmont.

No items are allowed to be thrown within any room of the Belmont. Rice, bird seed, balloons, confetti or glitter are prohibited.

Fireworks or pyrotechnics of any sort are explicitly prohibited.

Any table or portable bars must be at least 5 feet away from the walls. No storage containers are allowed to be pushed against the walls.

Any red or colored beverages such as: cranberry juice, red wine, Bloody Mary mix, Sweet Vermouth, Campari, orange or blue sodas, or any other colored beverages are prohibited (except: diet Coke, Coke, Bourbon, Rum, and Whiskey. In addition, any food items such as red sauce, cocktail sauce are not permitted. Orange juice, grapefruit juice, white cranberry juices are permitted.

POST EVENT CLEAN UP:

All event spaces used, including kitchens and restrooms must be cleaned and left in the condition they were prior to the event. There will be a final walk through with Vendors and a Perry Belmont House representative at the end of the event prior to all leaving.

IMPORTANT: All trash and debris must be removed from event space and from the premises by Caterer/vendors and may not be placed in trash barrels owned by the Perry Belmont House. Kitchen and Staging areas must be swept and mopped by Caterer and Vendors using the space. All kitchen surfaces and sinks must be cleaned and dried. All kitchen equipment must be checked and shut off prior to leaving.

Please note the Belmont house will be decorated for the Christmas Holiday beginning prior to Thanksgiving until New Year's Day. There are two 20 ft. Christmas Trees in the Grand Ballroom which cannot be moved.

ADDITIONAL NOTES:

Right to Photograph

The client shall have the right to photograph and record the exterior and interior of The Perry Belmont House, subject to written approval. The client grants The Perry Belmont House the right to photograph the event for the purpose of creating media for future marketing and promotional materials.

Client Initials _____ Date _____



Printed and Verbal Reference to the Site:

The Perry Belmont House shall be listed on all printed material as the site or venue for the event. Copies of all printed and electronic material containing this reference shall be submitted to the Perry Belmont House for approval before distribution.

There is a touch sensitive alarmed display case in the Grand Salon that cannot be disarmed. Please refrain from placing any items on the case. The **Police department is automatically summoned if any items are placed on the display case.**

Storage:

There are no storage facilities available at the Perry Belmont House. All property and equipment belonging to the client or vendor must be removed immediately after the event. If vendors do not load-out by the contracted load-out end time, the client will be billed for additional load-out surcharge hours and/or additional load out days.

SMOKING:

The Perry Belmont House is a smoke free facility and smoking is not permitted anywhere within 15 feet of the building. No electronic cigarettes are permitted. Any smoking by the client's guests or vendors may result in forfeiture of the client's security deposit.

No mop water or florist water is permitted to be dumped in toilets on the property. They must be emptied into the pot sink in the butler's kitchen on the second floor.

All equipment and decorations brought into the event space must be removed from the property within the agreed upon event time frame that day or evening.

Children must be under the direct supervision of adults at all times.

ALCOHOL/BEVERAGES:

If alcohol is served, the client is solely responsible for managing the responsible use of alcoholic beverages served or made available in connection with event. All Alcohol must be provided by the catering company or a Washington DC-based retailer or distributor.

Only the catering company is permitted to serve alcohol and must be purchased in the District of Columbia with proof of sale. The General Grand Chapter Order of the Eastern Star must be provided valid liquor license two weeks prior to event date. In addition, no one under 21 years of age will be permitted to possess or drink an alcoholic beverage on the premises. The client is solely responsible for verifying that anyone requesting alcoholic beverages is of proper ages and she refuse service to any person without adequate proof of age.

ALL PAYMENTS MUST BE MADE PAYABLE TO THE 'GENERAL GRAND CHAPTER OES'.

Ice luges, shots, and kegs are not permitted.

Rules are subject to change; however, they will be updated promptly.

Thank you for your interest in the Perry Belmont House.

Client Initials _____ Date _____

