



Smithsonian  
Institution

SMITHSONIAN DIRECTIVE 401,  
March 1, 2019

Attachment A

## RENTAL OF THE SMITHSONIAN'S NATIONAL POSTAL MUSEUM

### NPM Policy

#### 1. PURPOSE

This document establishes rental and federal use policies applicable to the use of National Postal Museum (NPM). This policy supplements SD 401.

#### 2. TYPES OF RENTAL EVENTS

The following types of rental events are authorized at the NPM:

- Private corporate and non-profit receptions;
- Fundraising galas for organizations with 501(c)(3) tax-exempt status
- Personal social events for adults such as wedding receptions, memorials, anniversary celebrations and birthday parties.

We are unable to accommodate youth events, such as proms, dances, bar/bat mitzvahs, debuts, cotillions, quinceañeras, or birthday parties

Weddings are limited to four per calendar year and not more than one per month and only on Saturdays.

Cash bars are allowed at events as long as the vendor has the appropriate licenses.

### **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:

- 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 Rental); and
- f. Solicitations by for-profit entities (for example, ticketed events advertised to the general public).

#### **Use of the Smithsonian Name**

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

#### **Reservations**

A prospective licensee may place a maximum of 2 dates on hold on the calendar. An application must be submitted and approved before the dates can be held. Once the application has been approved, the prospective licensee then has 10 business days to move to contract or site visit. At the conclusion of that time, if a contract is not already in progress, the dates will automatically be released. Once the licensee receives the contract, the signed contract is due back to the Office of Special Events and Protocol in 15 business days. In the event we receive another inquiry for the same date(s), the client will be given first right of refusal and be given 72 hours to return a signed contract. After 72 hours the hold will be released.

**Payments**

Payments can be made by credit card by calling 202.633.7910 or sending a check made out to the National Postal Museum to:

Smithsonian Institution National Postal Museum  
Attn: Special Events  
2 Massachusetts Ave., NE  
MRC 570 PO Box 37012  
Washington, DC 20013-7012

30% of the rental is due as a deposit upon signing event agreement and is not refundable. Final payment is due 30 days before the event. If the event is canceled by Licensee, any and all deposits and payments are non- refundable once received by the Smithsonian.

Payments for security and custodial costs will be invoiced up to 30 days after to the event. Payment for these costs must be paid Licensee within 20 days.

**Hours of Events**

The NPM is open to the public from 10:00 a.m. – 5:30 p.m. Therefore, events may begin at 6:00 p.m.

Events must end at 11:00 p.m.

For inquiries regarding daytime events, please call 202.633.7910 or send e-mail to NPMEvents@si.edu.

**Set-up**

Set-up at the Museum may begin at the earliest 2:30 p.m. The spaces will remain open to the public until 5:30 p.m. while set-up is taking place. All pricing includes the set-up time and an hour and a half breakdown time. Any breakdown which requires additional time will be billed at a rate of \$500/hour. If a vendor will need additional time, this should be arranged with the Smithsonian special events coordinator prior to the event.

**Site Visits and Walk-throughs**

Please call 202.633.7910 or send an e-mail to NPMEvents@si.edu to schedule an appointment with one of our special events coordinators. Site visit appointments can be scheduled and accommodated Monday-Friday, 10:00 a.m.-4:30 p.m.

Once an event is confirmed, a walk-through with the Smithsonian special events coordinator, all vendors, event planners, and the client must be scheduled at least 2 weeks prior to the event. Licensees must submit a list of vendors and a floor plan for approval prior to the final walk-through.

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While the Special Events staff recognizes the importance of viewing the site during the event planning process, the office 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.

**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 Museum Representative designated. 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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**Vendors**

The NPM 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 NPM 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 Postal Museum. Food providers who are not on the approved vendor list must partner with a licensed caterer from the list.

**Operational Rules for Entire Facility**

**General Rules**

- Florals must be arranged offsite; no assembling of floral arrangements is permitted onsite. They must be removed from the premises after the event.
- Smoking of any kind is not permitted anywhere within the Arts and Industries Building or within 15 feet of the entrances.
- 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.
- Events must end no later than 11:00 pm. A fee will be incurred for events that extend beyond the contracted time.

**Deliveries, Setup and Cleanup**

- No materials may be sent to the facility prior to the event. All event materials, including florals, must come in the day of the event and removed at the conclusion of the event. Any materials left at the conclusion of the event will be discarded.
- All deliveries and load-ins for Atrium events are via the loading dock on North Capitol, while load-ins for Historic Lobby events are via the 1<sup>st</sup> NE and Massachusetts Ave. NE public entrance. When unloading, trucks must not block any parking spaces or vehicles. Only one truck can pull in at a time. Trucks waiting to access the loading dock must remain on the street. If load-in will occur at the 1<sup>st</sup> NE and Massachusetts Ave. NE entrance, the museum must be notified 2 weeks in advance to secure a K-9 security team.
- There is no parking permitted at any time. Securing the necessary parking is the responsibility of the client and contractors. Once a truck is unloaded, it must be moved off property.
- The client, the client's DMC, or the client's event planner must be on site during all deliveries, set-up and load-outs.
- Cords must be taped down, and vendors are responsible for bringing their own tape.
- All floor plans, materials specs, build information must be submitted two to three weeks in advance to receive approval.

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- For safety and egress in an emergency, all set-ups must abide by the minimum unobstructed exit access width for aisles or corridors serving as the primary egress path shall not be less than 44 inches.
- For any pipe-and-drape that obstructs the existing EXIT signs in the building, vendors must supply illuminated EXIT signs to be placed at the top of the pipe-and-drape. Please provide sandbags at base of pipe and drape.
- All table legs need to have rubber feet and all chairs need felt tips to prevent scratching the marble floors.
- Breakdown may not begin until all guests have departed.
- Vendors must remove all trash at the conclusion of each day they are in the building. No dumpster is provided for use, and trash must be taken away when departing. Vendor supervisors are required to ensure no trash is left prior to departure.
- Breakdown should be completed within 1 1/2 hours after the conclusion of the event. If a vendor will need additional time, this should be arranged with the Smithsonian special events coordinator prior to the event.

**Press and Public Relations**

- Licensee must notify the special events coordinator in advance of all invited press and photography coverage.
- NPM may be listed on printed material as the site or venue for the event only. The names of the Smithsonian, its museums, and the NPM 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 advertising concerning the event are not permitted prior to the Licensee's payment of the deposit.

**Photography and Videography**

- 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 NPM 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 Smithsonian endorses Licensee or its activity.

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### **Signage and Decorations**

- Fountains, hazers, and fog machines are not permitted on the premises.
- Helium balloons and confetti are not permitted on the premises.
- No posters or banners may be displayed without the advance written approval of the Smithsonian special events coordinator. When approved, such installations, placement and the process by which the items are installed must be approved by the Smithsonian special events coordinator.
- 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.

### **Catering and Alcohol**

- Events where alcohol is served must have a “last call for alcohol” announcement 30 minutes prior to the conclusion of the event.
- All food and beverages must be served by a licensed caterer. A copy of the caterer’s certificate of liability must be on file with the special events coordinator.
- No red wine, red beverages, or red food (berries, red sauces, etc.) can be served during standing receptions. Red beverages and food are allowed at seated dinners.
- Caterer and vendors provide all equipment, tables, chairs and prep area equipment, and trash cans for kitchen. The kitchen must have plastic placed underneath food prep areas.
- Caterers may only warm food in crescors with sterno in the kitchen prep area; no propane or other gas is permitted in Smithsonian buildings.
- Caterers must supply all water for event; no potable water is available on-site.

### **Contracting**

This attachment may be provided at the time of inquiry to inform prospective licensees of the NPM’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.