

Venue Rental

EVENT NAME	Sample
GUEST COUNT	Sample
LOCATION	ANDREW W. MELLON AUDITORIUM 1301 Constitution Avenue, NW Washington, DC 20240
EVENT DATE	Sample
TIME	Sample
PRESENTED TO	Sample Client Name Sample Address Sample Address Sample Email Sample Phone
PRESENTED BY	Joseph Pompili <i>jpompili@ridgewells.com</i>

Mellon
Auditorium
— EVENT VENUE —

A Ridgewells Catering Venue | (301) 652-1515
www.eventsatmellon.com | IG @eventsatmellon

PRICING DETAILS

VENUE RENTAL FEE **\$ 35,000.00**

Includes a 12-hour rental period for use of the Main Auditorium, three (3) Green Rooms, 1st and 3rd floor Lobbies, 3rd floor Portico, Restrooms, two (2) basic Security Guards as needed, two (2) Restroom Porters during the event time, and Post-Event Cleaning.

Doors Open Time:

Doors Close Time:

Load-In Start Time:

Load-Out End Time:

ADDITIONAL RENTAL HOURS **\$ 1,500.00**

X hours @ \$1,500 per hour.

ADDITIONAL LOAD-IN or OUT DAY **\$ 15,000.00**

Includes a 12-hour rental period for use of the Main Auditorium, three (3) Green Rooms, 1st and 3rd floor Lobbies, 3rd floor Portico, Restrooms, two (2) basic Security Guards as needed.

Load-In or Out Day Start Time:

Load-In or Out Day End Time:

ADDITIONAL FEDERAL PROTECTIVE SERVICES SECURITY **TBD**

TBD additional security costs, if needed, based on VIP attendees.

SECURITY DEPOSIT **\$ 5,000.00**

PRICING TOTAL

VENUE RENTAL PRICING

Based on XXX Guests

Venue Rental Fee	\$ 35,000.00
Additional Rental Hours	\$ 1,500.00
Additional Load-In or Out Day	\$ 15,000.00
Additional Federal Protective Services Security	TBD
Security Deposit	<u>\$ 5,000.00</u>
Subtotal	\$ 00,000.00
Sales Tax (Additional Services Only)	<u>\$ 00,000.00</u>
Total	\$ 00,000.00
Payments	<u>\$ 00,000.00</u>
Balance Due	\$ 00,000.00

CONTRACT

Client	Event Name: Sample
Sample Client Name	Event Location: Andrew W. Mellon Auditorium
Sample Address	Event Date: Sample
Sample Address	Event Time: Sample
Sample Email	Guests: Sample

AGREEMENT

This Site Use Contract, together with the Venue Rental Pricing Details and Pricing Total, as described above, and the Application for Use of the Andrew W. Mellon Auditorium (AWMA), (collectively, the "Contract"), comprise all of the terms of the agreement between the parties, Client (also referred to as "you" or "your" herein) and Ridgewells, Inc. ("Ridgewells" and together with the Client, the "Parties"). In the event of any conflict between this Site Use Contract and the Application, this Site Use Contract shall control. It is understood and agreed that all applicable laws and regulations and all policies and procedures set forth in this Contract, including, but not limited to, the Application, the Conditions, and the Guidelines the Pricing Details, the Pricing Total, are required to be followed by the Client and guests of the Client. The Parties agree that the Client or any of its guests' failure to comply with all the terms and conditions of this Contract are grounds for either or both event cancellation or forfeiture of all fees paid to Ridgewells.

In addition, the Client acknowledges and agrees that the Federal Protective Service (FPS), in its sole discretion, reserves the right to terminate the event, at any time, it determines in its sole discretion guests are engaging in conduct deemed to jeopardize the safety and security of the event. If the Federal Protective Service makes such a determination, (i) the event will terminate immediately; (ii) the Client will assist law enforcement personnel in ensuring that guests are orderly dismissed; (iii) fees collected by Ridgewells will be retained.

PAYMENT OF FEES

The fees listed above are estimated and may need to be adjusted upward based on actual usage. Any later changes to the scope or attendance of the event may affect fees. If attendance is reduced, no refunds will be made. Capacity is limited as indicated on the Application and this Contract.

A deposit of 50% of the Venue Rental Fee, based on the event schedule, is required at the time of signing this Contract to secure the Event Rental. The remaining Venue Rental Fee balance is due thirty (30) days prior to the event date. For all events contracted less than thirty (30) days prior to the event date, 100% payment is due to secure the AWMA for your event date. Payment should be made to Ridgewells, Inc. via wire transfer, check, or credit card. Payment may be made by major credit card (Visa, MasterCard, American Express, and Discover) with an additional 3.5% credit card processing fee. The event date is not confirmed until the payment of the Venue Rental deposit, based on the event schedule, is received, your Application is approved, and the Contract is fully executed. A separate charge for your Security Deposit of \$5,000 must be made thirty (30) days prior to the event. The Security Deposit can be paid via wire transfer, check, or credit card. Refunds from your Security Deposit, if not retained by Ridgewells in accordance with this Contract, will be returned within seven (7) business days after your event date.

For each event, FPS will conduct a security risk assessment based on your event scope, additional rental hours, load-in/load-out schedule, and guest attendance. If additional security protocols are required by FPS, the Client is responsible for payment of all FPS fees thirty (30) days prior to the event date.

By execution of this Contract, the Client is responsible for the payment of all fees incurred in connection with their use of the AWMA. The Client further agrees that Ridgewells may take such collection actions as may be required to recover any such fees, including its attorney fees, incurred in connection therewith that may remain due and owing following completion of the Client's event.

The prices and conditions of this contract are guaranteed for 90 days from the date this contract is presented to the Client, or from the date on which the contract is materially changed, whichever is later.

CANCELLATION

All cancellations by the Client must be in writing. In case of cancellation by the Client, any related costs incurred in preparation for the event are the responsibility of the Client. If canceled by the Client, a percentage of the deposits and payments for the Venue Rental Fee or service charges are partially refundable (once received by Ridgewells), based on the Date of Notice of Cancellation as provided in this Contract.

Client agrees to pay the following percentage of the Total Estimated Contract Value as cancellation fees based on the Date of Notice of Cancellation:

Date of Notice of Cancellation in Writing:	
More than 180 calendar days prior to the event	25%
Between 90 days and 180 days prior to the event	50%
Between 60 days and 89 days prior to the event	75%
Between 30 days and 59 days prior to the event	85%
Less than 30 days prior to the Event	100%

GOVERNMENT PRE-EMPTION; FORCE MAJEURE

The Client is hereby informed that the United States Government has the right to pre-empt use of the premises. In the event of such pre-emption or if Ridgewells is unable to perform any or all of its obligations under this agreement due to government acts, strikes, labor disputes, accidents, restrictions on travel, security requirements or emergencies, acts of war, acts of God, natural disasters, the issuance of Homeland Security Advisory System notice of a Severe or Code Red terrorist threat for the Metropolitan Washington, DC area that results in the closure of the United States Government Buildings or any other matter over which Ridgewells has no control, this Agreement shall immediately terminate, and of no force or effect, and non-performance shall be excused by the Client without any obligation of any type upon either party except that Ridgewells shall return the Client's deposit and any additional amounts paid. In no such event shall Ridgewells be liable to the Client for any damages of whatever nature as a result of the client's inability to use the premises by reasons set forth in this section.

INSURANCE

All vendors/suppliers must have general liability insurance providing coverage of not less than \$1,000,000 per occurrence for injury and general liability, with "Ridgewells, Inc." and "the United States Government acting by and through the U.S. General Services Administration" named as additional insured. All vendors with employees at the event must have workers compensation insurance in the amounts as required by Law.

The Client must have special event liability insurance for not less than \$500,000 with "Ridgewells, Inc." and "the US Government acting by and through the U.S. General Services Administration" named as additional insured.

Certificates of Insurance should be emailed to mellonevents@ridgewells.com no more than thirty (30) days prior to the event. Mailed copies will not be accepted.

INDEMNIFICATION

The Client agrees to defend, indemnify and save harmless the United States Government and its employees against any and all loss, damage, claim, or liability whatsoever, resulting from bodily injury or death or damage to the Premises or property of others arising directly or indirectly out of any acts or omissions of the client, client's employees, client's agents, client's vendors, or clients' invitees.

The Client agrees to defend, indemnify and hold harmless Ridgewells and the Ridgewells agents and employees against any and all loss, damage, claim, or liability (collectively "Claims") due to bodily injury or death or damage to property of others arising directly or indirectly out of the exercise by the Client of the privilege to hold the event or arising out of any other act or omission of the Client, its employees, agents, and vendors, including but not limited to the failure to comply with these guidelines, except in the event of Ridgewells gross negligence or willful misconduct. Ridgewells agrees to defend, indemnify and hold harmless the Client and the Client's agents, employees against all Claims arising directly or indirectly from the negligence of Ridgewells except in the event of the Client's gross negligence or willful misconduct.

LAWS & ORDINANCES

The Client shall comply with all federal and local laws applicable to the activity proposed and to AWMA rules in respect to such activity. AWMA is a federal building under custody and control of the General Services Administration (GSA). All activities associated with this building are subject to the rules and regulations governing the public building and grounds. A copy of the rules applicable to the AWMA is attached to this Contract and posted in the AWMA. In the event that applicable Federal law is changed to require a revision of the guidelines, the Client shall abide by such revision.

PROPERTY REMOVAL

Any property of the Client or its vendors installed or located on AWMA premises shall be removed at the conclusion of the proposed event schedule based on the contracted load-out end time. Property left on the premises after the conclusion of the proposed activity shall be disposed of by Ridgewells as it sees fit, and the Client agrees to indemnify, defend, and hold harmless Ridgewells and/or AWMA from any claim of or liability to the Client's vendors and/or event guests in respect to such disposal. If property of the Client or any vendor is not removed from the building at the conclusion of the load-out period, Ridgewells will bill the Client \$1,500 per hour outside of the agreed upon rental period plus any additional security guard and/or cleaning fees. If all vendors have vacated the premises, Ridgewells reserves the right to discard any remaining equipment or items, and the Client will forfeit the security deposit.

OPERATION

The Client shall adhere to the activities specified in the Application for usage. The capacity of the AWMA is limited due to the historic nature of the building to 1000 guests. Any modifications to the proposed event must be agreed to in writing by Ridgewells thirty (30) days in advance of the event date. The Client shall under no circumstances mar or impair the appearance of the building and its contents, obstruct access thereto, or interfere with the transaction of government or AWMA business. Nor shall the Client jeopardize the safety of persons or property. The improper disposal of rubbish on the property, the throwing of articles of any kind from or at the building, or the climbing upon any part of the building is strictly prohibited. No decoration, structure, or equipment may be affixed to any portion of the building without prior written approval of Ridgewells, which approval may be withheld at the sole discretion of Ridgewells. The Client shall keep the premises in a sanitary condition at all times. The AWMA building will be delivered in an as is condition.

NONDISCRIMINATION

The Client agrees that no person will be discriminated against in connection with the use of the property on the grounds of sex, age, creed, race, religion, sexual orientation, national origin, marital status, or disability, nor will any person be denied the benefits of or subjected to discrimination in connection with the event. The breach by the Client of conditions relating to nondiscrimination shall constitute sufficient cause for cancellation and revocation of the license and forfeiture of fees.

DISABLED ACCESS & SPECIAL NEEDS

Access for individuals with disabilities is available on both the East and West entrances of the building. Access to the stage is also available if requested at least ten (10) days prior to the event, due to scheduling service and maintenance. Any other special needs requests must be made to Ridgewells at least ten (10) days prior to the event.

VENDORS

Any vendors providing services at the AWMA must meet the approval of Ridgewells. Approval of the vendor's services shall be at Ridgewells' sole discretion. Any additions or changes to the Preferred Vendor List must be submitted in writing, no later than thirty (30) days prior to event load-in. Any vendor working at the AWMA must be experienced in performing similar services in large, historic properties. The Client is responsible for assuring that all vendors use care in protecting all finishes, structures, and historic features of the AWMA. Vendors supplying any services for the Client are subject to the approval of Ridgewells. All logistical plans must be carried out in consultation with Ridgewells to ensure that the setup, operation, and dismantling of the event does not disrupt the operation of AWMA or other organizations occupying the building.

ALCOHOL

Ridgewells as the alcohol beverage license holder for the premises, shall be the sole alcohol provider at the Event. The Client must purchase all alcohol from Ridgewells. No other vendor shall be permitted to sell or provide alcohol at the Event unless given prior written approval by Ridgewells. In addition to all other applicable laws and regulations, no one under 21 years of age shall be permitted to purchase, possess, or drink an alcoholic beverage in, at or from the AWMA. The Client is solely responsible for verifying that anyone requesting alcoholic beverage service is of proper age and shall refuse service to any person without adequate proof of age. If alcohol is served, the Client is responsible for assisting intoxicated individuals in obtaining taxis or other sober transport. The Client shall ensure that attendees are aware of the availability of such assistance. For all evening events, alcohol service shall conclude at 1:00 a.m., unless given prior written approval by Ridgewells. Cash bars are not permitted.

SMOKING

Smoking is not permitted anywhere within the AWMA or within 15 feet of the building. Any smoking by the Client's guests or vendors will result in forfeiture of the Client's security deposit.

SECURITY

Security for all events will be provided by Ridgewells. Outside security companies are not allowed. The Client must promptly notify Ridgewells of all invited and confirmed VIPs to properly assess the event's security requirements. For each event, FPS will conduct a security risk assessment based on your event scope, event schedule, and guest attendance. If additional security protocols are required by FPS, the Client is responsible for payment of the final costs thirty (30) days prior to the event date.

ATTIRE

Individuals must be fully clothed at all times inside a Federal building. Any state of undress is prohibited. Any guest refusing to adhere to this policy will be escorted from the facility by security guards, barred from later entry, and may be subject to arrest. Shoes must be worn at all times. Any guest refusing to adhere to this policy will be escorted from the facility by security guards.

TICKET SALES

Sale of tickets is prohibited at the site. There are no ticket sales allowed at the door, with the exception of previously arranged sales through a will-call operation. Under no circumstances are ticketing agents permitted to sell tickets to events at the AWMA. All publicity or invitations must be through the private coordination of the sponsoring organization.

PRINTED & VERBAL REFERENCE TO THE SITE

"Andrew W. Mellon Auditorium" 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 (i.e., advertising, promotional, tickets, websites, emails, invitations, and menu cards) shall be submitted to Ridgewells for approval before distribution. Promotional advertising may not take place until the contract has been approved and the deposit received. Under no circumstances may interior or exterior graphic images of AWMA or its logo be used in promotional invitations or publications.

RIGHT TO PHOTOGRAPH

The Client shall have the right to photograph and record the exterior and interior of the AWMA, subject to Ridgewells' written approval. In no event shall the images be used for advertising, promotional or commercial purposes in such a way that it suggests that the United States Government endorses the activity. The Client grants Ridgewells the right to photograph the event for the purpose of creating media for future marketing and promotional materials.

CHOICE OF FORUM & ATTORNEY FEES

In the event either party shall take any action or institute any proceeding, whether judicial or otherwise, to enforce, and/or collect any amounts under, this agreement, the non-prevailing party shall pay to the prevailing party any and all costs, expenses, fees, including attorney's fees incurred by the prevailing party for such action or proceeding. Any and all litigation arising from, relating to or in any way resulting from this agreement shall be adjudicated in a court of competent jurisdiction in the District of Columbia and the substantive law of the District of Columbia shall apply; however, if the United States is a party Federal law and venue shall apply and the Client expressly waives trial by jury in any action arising from or relating to this agreement.

DELIVERIES, LOAD-IN & LOAD OUT

The Client acknowledges and agrees that any and all deliveries to the AWMA in connection with an event are subject to inspection and other security screening by the United States Government in accordance with such procedures as may be in effect. Deliveries must be scheduled in advance with Ridgewells and must use existing, established East and West driveway entrances to the AWMA. Deliveries on Constitution Avenue directly in front of the AWMA are strictly prohibited. No delivery vehicles can block access to the AWMA from the Constitution Avenue entrance with their vehicles or items being delivered to the AWMA. AWMA does not have a loading dock and equipment must be loaded in/out through the side doors. Vehicles must be unloaded as quickly as possible and then moved offsite. No parking is permitted on the premises, including at the end of each driveways. Client's vendors shall submit a preliminary load-in and load-out floorplan and schedule thirty (30) days prior to the event. A finalized load-in and load-out plan and schedule must be provided to Ridgewells ten (10) business days prior to the event date. It must include load-in and load-out schedule times, number of deliveries and vehicles, duration of vehicles onsite, specify East or West loading door access points, staging area and set up plan inside the AWMA, vendor and delivery person points of contact name, title, email, cell phone number, vehicle, and driver identification information. AWMA will augment access points if needed based on building capacity requirements. No door shall be opened without a security officer present.

FEDERAL PROTECTIVE SERVICES MOBILE SCANNING FACILITY

All vehicles delivering to the AWMA must first go to the Federal Protective Services (FPS) Mobile Scanning Facility for screening prior to delivering to the AWMA. FPS will place a security seal on the vehicle after passing inspection. All vehicles must drive directly to the AWMA from the FPS Mobile Scanning Facility for offload. All vehicles will be checked by FPS security on Constitution Avenue, prior to entering the AWMA loading area, in order to verify that the security seal has not been tampered with. Vehicles not scanned will be denied access to the AWMA premises. Passenger vehicles cannot drive on the AWMA premises at any time. Vehicles returning for load-out do not have to be rescanned, however the cargo door must be open and ready for inspection by FPS security upon arrival at the AWMA. The offsite Mobile Screening Facility is not open on Sundays. On Sundays, vehicles will be subjected to a manual search at the expense of the Client.

FPS LOCATION
1880 2nd St. SW
Washington, DC
(202) 525-4787

Hours: Monday to Friday from 5:00am – 5:00pm and Saturday from 5:00am – 1:00pm

PROTOCOL FOR PROTECTION OF HISTORIC FINISHES DURING LOAD-IN & LOAD OUT

The AWMA is listed in the National Register of Historic Places and recently completed an exhaustive two-year restoration. In order to protect the newly restored and historic finishes of the AWMA national landmark, Client vendors are required to make this vital point known to their delivery crews for every event, so that they take extreme precautions during all load-in and load-out activities. Vendors, in coordination with and at the direction of Ridgewells, are required to install all the necessary protections to finishes and follow the load-in and load-out protocols as described in this section.

Protection of all interior and exterior stairs, ramps, doors, walls, columns, floors, and finishes must be in place before any vendor supplied items enter the building. Nothing can ever touch the new wood or marble floors without Masonite floor protection in place underneath any vendor supplied item. Masonite floor protection must be carried and never dragged across the floor. Dragging will scratch the floor. While setting up and breaking down, vendor must do so on a Masonite staging area and not on an unprotected floor surface. All items must have rubber feet or mats underneath them and be installed prior to entering the AWMA. All items must be kept at least one foot away from all walls, columns, doors, finishes. All hand trucks, dollies, or other means of conveyance can only be rolled on Masonite and never on an unprotected floor and must be equipped with non-marking rubber tire and rubber side guards. Moving any heavy items or scissor lifts may only be done after approval from and under the supervision of Ridgewells.

Failure to follow these explicit directions will for certain cause damage to the AWMA finishes and will result in the Client being billed the full cost to repair any damage caused by their vendor's negligence and may result in a termination of the vendor's status as a Preferred Vendor for Ridgewells and the AWMA. By signing this Contract the Client certifies that they have carefully read, fully understand, and will abide by the all the AWMA and Ridgewells' terms, conditions, and protocols for delivery load-in and load-out, FPS Mobile Screening, and Protection of Historical Finishes, which are subject to change.

SCHEDULES & ENTRY POINTS

Client shall submit a preliminary load-in and load-out floorplan and schedule thirty (30) days prior to the event. A finalized load-in and load-out plan and schedule must be provided to Ridgewells ten (10) business days prior to the event date. Schedules should denote all proposed access points to the building (i.e., catering entrance, VIP entrance, and guest entrance). Ridgewells will augment access points if needed based on building capacity requirements. Front entrances will be closed and locked fifteen (15) minutes after the end of the event. If the Client would like delayed closing of the front doors, a request should be included on the schedule. No door shall be opened without a security officer present.

VIP REQUIREMENTS

Ridgewells must be informed of all VIPs attending events with their own security details as soon as possible in order to coordinate with FPS. Parking is not available on the property. Motorcade vehicles may stage in front of AWMA, with prior approval from Ridgewells, if drivers remain with vehicles.

ALL CONTRACTORS & VENDORS- SOUND LIGHT & STAGE

No speakers, sound amplifiers, or other sound producing devices shall be installed on the roof or on the interior or exterior walls of the AWMA. Sound produced within the AWMA shall not be audible beyond the confines of the AWMA and shall not interfere with the operations of any occupants of the Federal Triangle Complex and any surrounding buildings. Times of all sound checks must be approved by Ridgewells and the GSA. Any satellite dishes, communication equipment, or antennas shall not be constructed without prior written consent from Ridgewells and the GSA. Sidewalks on the sides and front of AWMA may not be obstructed at any time. All floor plans, decorations, sound, stage, lighting, and other arrangements must be approved in advance by Ridgewells. All contractors or vendors must be approved by Ridgewells and have a copy of their current certificate of insurance on file with Ridgewells. Ridgewells reserves the right to prohibit any vendor from working in the building. No decoration, structure, or equipment may be affixed to any portion of the building without prior written approval of Ridgewells. No items may be hung from the ceiling of the auditorium or the beams above the ceiling (i.e., truss, banners, and lighting). No painting of decor may take place inside the premises or outside the entrances. Razor blades may not be used on the floor. Plastic sheeting or runners must be placed underneath any bar. Fountains, Flammable or Explosive Hazards and Fog Machines are not permitted on the premises without prior written approval from Ridgewells and the GSA. Helium balloons are not permitted in the building. Vendors must supply their own ladders/lifts. Existing furnishings and fixtures may not be used for support. All events including dancing must bring in a dance floor. Protective covering must be placed between the dance floor and the auditorium floor. If pipe and drape are used, their use must be approved Ridgewells and cannot block any exits. Any additional staging must be approved by Ridgewells. The floor must be protected beneath any staging.

Ridgewells reserves the right to require a bond or security deposit from the organization sponsoring the event or from any other contractor hired by the sponsoring organization to ensure compliance with the above guidelines. Ridgewells reserves the right to prohibit vendor's employees dressed in an unprofessional manner from working in the building. No tape may be adhered to any floor or wall surfaces. Taping catering plastic directly to Masonite is only allowed. Truss work must be built up from the floor and cannot be hung from the ceiling under any circumstances. No drapes, blinds, shades, or screens shall be attached to, hung in or used in connection with any window or door of the AWMA without prior written consent of Ridgewells and the GSA. No awning or other projections shall be attached to the wall of the AWMA without prior written consent of Ridgewells and the GSA. No marks, drill into, cuts, nor string wires shall be made to any part of the AWMA without prior written consent of Ridgewells and the GSA. No hand-drawn or inscribed signs, painted, affixed, bright, changing, flashing, flickering, moving, or excessively bright lights or lighting devices or equipment outside the AWMA shall be permitted. All exterior signs, advertisements, and notices shall be submitted in advance for approval by Ridgewells and the GSA. Plumbing fixtures shall not be used to dispose of sweeping debris, organic waste/garbage, rubbish, rags, coffee grounds, or any substance for which such fixtures were not designed. Vendors must clean up any debris caused by their load-in prior to event start time, as well as, cleanup any debris caused by their load-out. There are no debris bins at the AWMA. Vendors must remove all of their debris offsite themselves. Any debris left onsite will be removed by Ridgewells at the expense of the Client.

FLORAL & FOLIAGE

If flowers or plants are provided for the event, they must be completely removed immediately after the event. Failure to do so will result in forfeiture of Client's security deposit plus any additional cleaning fees. Only votive candles in enclosed votive holders are allowed in the building. All centerpieces must be preconstructed before arriving at the AWMA. Florals may not be constructed inside the building. Cutting flowers or foliage is not permitted on AWMA property, including the exterior driveways. Buckets of water are not permitted inside the building. Any water spills, dirt or floral debris must be cleaned immediately to avoid damaging the new floor. All foliage pots must have protective cork or felt bottoms adhered to them.

VALET PARKING

Valet parking may not park cars in front of the building or in the side alleys. Valet companies must remove any trash from the valet area prior to departing.

ENTERTAINMENT

Individual musicians may not drive on property. They should stage on Constitution Avenue to unload their vehicles and walk their instruments into the building. Parking is the responsibility of the musician. The closest parking garage is at the Ronald Reagan Building. Entertainment must coordinate floor protection with the Client or other vendors if they cannot supply their own. The distance from the door to the stage is approximately 60'. All items being placed on the stage must have floor protection underneath, rubber tips, and/or felt tips. Entertainment is responsible for laying and removing their own Masonite during load-in and load-out. Entertainment and band are expected to know and adhere to all building rules. Entertainment must provide a certificate of insurance as with all other vendors.

STORING EMPTY CASES

Cases may be stored in any rented area that does not block an exit or stairway. The Client is responsible for determining storage area and receiving approval from Ridgewells. All cases must be at least one foot from any wall. Protective floor covering must be used in all staging areas, both on marble and wood floors. The Client has access to the Auditorium, Green Rooms, and the Third Floor. Access to the AWMA staff offices, conference room, storage rooms, and closets is not permitted.

INTERNET

Ridgewells offers a variety of internet solutions for events. Fees are associated with this access and are based on the scope of the event. Access requests must be submitted at least thirty (30) days prior to the event date. The Client is responsible for contracting with a Ridgewells approved supplier for internet distribution.

OTHER GUIDELINES

Bicycles, other vehicles, animals, birds, or pets of any kind are not permitted in the AWMA, except as may be permitted under the Rule and Regulations Governing Conduct On Federal Property. No outside food or beverages are allowed.

SPECIAL SERVICES

Detailed arrangements for the proposed event must be submitted to and approved by Ridgewells. Such arrangements include, but are not limited to:

- Security Arrangements
- Insurance Documentation
- Public Address Systems
- Special Electrical & HVAC Needs
- Audio-Visual Equipment
- Floor Plans
- Publicity Plans (and Copy)
- Delivery Schedule of Equipment
- Access to the Building Outside Standard Hours
- Construction of Temporary Structures
- Installation of Furniture
- Decorations
- Ambient Lighting

In order to ensure safety and smooth operations of such special plans, Ridgewells may, at its sole discretion, require further special arrangements. The costs for such arrangements shall be the responsibility of the Client.

Signatures

On behalf of the **CLIENT** named below, I certify that I have read in full and agree to the terms & conditions of this Contract.

CLIENT:	Sample		
AUTHORIZED REPRESENTATIVE:	Sample	TITLE:	Sample
SIGNATURE:	Sample	DATE:	Sample

On behalf of **RIDGEWELLS, INC.**

REPRESENTATIVE:	Joseph Pompili	TITLE:	Venue Operations Manager
SIGNATURE:	Sample	DATE:	Sample



Rules and Regulations Governing Conduct on Federal Property

November, 2005

Federal Management Regulation Title 41, Code of Federal Regulations, Part 102-74, Subpart C

Applicability (41 CFR 102-74.365). The rules in this subpart apply to all property under the authority of GSA and to all persons entering in or on such property. Each occupant agency shall be responsible for the observance of these rules and regulations. Federal agencies must post the notice in the Appendix to this part at each public entrance to each Federal facility.

Inspection (41 CFR 102-74.370). Federal agencies may, at their discretion, inspect packages, briefcases and other containers in the immediate possession of visitors, employees or other persons arriving on, working at, visiting, or departing from Federal property. Federal agencies may conduct a full search of a person and the vehicle the person is driving or occupying upon his or her arrest.

Admission to Property (41 CFR 102-74.375). Federal agencies must:

- (a) Except as otherwise permitted, close property to the public during other than normal working hours. In those instances where a Federal agency has approved the after-normal-working hours use of buildings or portions thereof for activities authorized by subpart D of this part, Federal agencies must not close the property (or affected portions thereof) to the public;
- (b) Close property to the public during working hours only when situations require this action to ensure the orderly conduct of Government business. The designated official under the Occupant Emergency Program may make such decision only after consultation with the buildings manager and the highest ranking representative of the law enforcement organization responsible for protection of the property or the area. The designated official is defined in Sec. 102-71.20 of this chapter as the highest ranking official of the primary occupant agency, or the alternate highest ranking official or designee selected by mutual agreement with other occupant agency officials; and
- (c) When property or a portion thereof is closed to the public, restrict admission to the property, or the affected portion, to authorized persons who must register upon entry to the property and must, when requested, display other identifying credentials to Federal police officers or other authorized individuals when entering, leaving or while on the property. Failure to comply with any of the applicable provisions is a violation of these regulations.

Preservation of Property (41 CFR 102-74.380). All persons entering in or on Federal property are prohibited from:

- (a) Improperly disposing of rubbish on property;
- (b) Willfully destroying or damaging property;
- (c) Stealing property;
- (d) Creating any hazard on property to persons or things; or
- (e) Throwing articles of any kind from or at a building or climbing upon statues, fountains or any part of the building.

Conformity with Signs and Directions (41 CFR 102-74.385). Persons in and on property must at all times comply with official signs of a prohibitory, regulatory or directory nature and with the lawful direction of Federal police officers and other authorized individuals.

Disturbances (41 CFR 102-74.390). All persons entering in or on Federal property are prohibited from loitering, exhibiting disorderly conduct or exhibiting other conduct on other purposes as authorized by 5 CFR part 950, entitled "Solicitation of Federal Civilian and Uniformed Service Personnel for Contributions to Private Voluntary Organizations," and sponsored or approved by the occupant agency;

- (a) Creates loud or unusual noise or a nuisance; or
- (b) Unreasonably obstructs the usual use of entrances, foyers, lobbies, corridors, offices, elevators, stairways, or pant agencies;
- (c) Otherwise impedes or disrupts the performance of official duties by Government employees; or
- (d) Prevents the general public from obtaining the administrative services provided on the property in a timely manner.

Gambling (41 CFR 102-74.395). (a) Except for the vending or exchange of chances by licensed blind operators of vending facilities for any lottery set forth in a State law and authorized by section 2(a)(5) of the Randolph-Sheppard Act (20 U.S.C. 107 et seq.), all persons entering in or on Federal property are prohibited from:

- (1) Participating in games for money or other personal property;
- (2) Operating gambling devices;
- (3) Conducting a lottery or pool; or
- (4) Selling or purchasing numbers tickets.

(b) This provision is not intended to prohibit prize drawings around Federal buildings, as mandated by Section 636 of Public Law 104-52;

(b) Posting or affixing materials, such as pamphlets, handbills, or flyers, on bulletin boards or elsewhere on GSA-controlled property, except as authorized in Sec. 102-74.410, or when these displays are conducted as part of authorized Government activities; and

(c) Distributing materials, such as pamphlets, handbills or flyers, unless conducted as part of authorized Government activities. This prohibition does not apply to public areas of the property as defined in Sec. 102-71.20 of this chapter. However, any person or organization proposing to distribute materials in a public area under this section must first obtain a permit from the building manager as specified in subpart D of this part. Any such person or organization must distribute materials only in accordance with the provisions of subpart D of this part. Failure to comply with those provisions is a violation of these regulations.

Alcoholic Beverages (41 CFR 102-74.405). Except where the head of the responsible agency or his or her designee has granted an exemption in writing for the appropriate official use of alcoholic beverages, all persons entering in or on Federal property are prohibited from being under the influence or using alcoholic beverages. The head of the responsible agency or his or her designee must provide a copy of all exemptions granted to the buildings manager and the highest ranking representative of the law enforcement organization, or other authorized officials, responsible for the security of the property.

Soliciting, Vending and Debt Collection (41 CFR 102-74.410). All persons entering in or on Federal property are prohibited from soliciting alms (including monetary items) or commercial or political donations, vending merchandise of all kinds, displaying or distributing commercial advertising, or collecting private debts, except for:

- (a) National or local drives for funds for welfare, health or other purposes as authorized by 5 CFR part 950, entitled "Solicitation of Federal Civilian and Uniformed Service Personnel for Contributions to Private Voluntary Organizations," and sponsored or approved by the occupant agency;
- (b) Concessions or personal notices posted by employees on authorized bulletin boards;
- (c) Solicitation of labor organization membership or dues authorized by occupant agencies under the Civil Service Reform Act of 1978 (Pub. L. 95-454);
- (d) Lessee, or its agents and employees, with respect to space leased for commercial, cultural, educational, or recreational use under 40 U.S.C. 581(h). Public areas of GSA-controlled property may be used for other activities in accordance with subpart D of this part;
- (e) Collection of non-monetary items that are sponsored or approved by the occupant agencies; and
- (f) Commercial activities sponsored by recognized Federal employee associations and on-site child care centers.

Posting and Distributing Materials (41 CFR 102-74.415). All persons entering in or on Federal property are prohibited from:

- (a) Distributing free samples of tobacco products in or around Federal buildings, as mandated by Section 636 of Public Law 104-52;
- (b) Posting or affixing materials, such as pamphlets, handbills, or flyers, on bulletin boards or elsewhere on GSA-controlled property, except as authorized in Sec. 102-74.410, or when these displays are conducted as part of authorized Government activities; and
- (c) Distributing materials, such as pamphlets, handbills or flyers, unless conducted as part of authorized Government activities. This prohibition does not apply to public areas of the property as defined in Sec. 102-71.20 of this chapter. However, any person or organization proposing to distribute materials in a public area under this section must first obtain a permit from the building manager as specified in subpart D of this part. Any such person or organization must distribute materials only in accordance with the provisions of subpart D of this part. Failure to comply with those provisions is a violation of these regulations.

Photographs for News, Advertising, or Commercial Purposes (41 CFR 102-74.420). Except where security regulations, rules, orders, or directives apply or a Federal court order or rule prohibits it, persons entering in or on Federal property may take photographs of:

- (a) Space occupied by a tenant agency for non-commercial purposes only with the permission of the occupying agency concerned;
- (b) Space occupied by a tenant agency for commercial purposes only with written permission of an authorized official of the occupying agency concerned; and
- (c) Building entrances, lobbies, foyers, corridors, or auditoriums for news purposes.

Dogs and Other Animals (41 CFR 102-74.425). No person may bring dogs or other animals on Federal property for other than official purposes. However, a disabled person may bring a seeing-eye dog, a guide dog, or other animal assisting or being trained to assist that individual.

Breastfeeding (41 CFR 102-74.426). Public Law 108-199, Section 629, Division F, Title VI (January 23, 2004), provides that a woman may breastfeed her child at any location in a Federal building or on Federal property, if the woman and her child are otherwise authorized to be present at the location.

Vehicular and Pedestrian Traffic (41 CFR 102-74.430). All vehicle drivers entering or while on Federal property:

- (a) Must drive in a careful and safe manner at all times;
- (b) Must comply with the signals and directions of Federal police officers or other authorized individuals;
- (c) Must comply with all posted traffic signs;
- (d) Must comply with any additional posted traffic directives approved by the GSA Regional Administrator, which will have the same force and effect as these regulations;
- (e) Are prohibited from blocking entrances, driveways, walks, loading platforms, or fire hydrants; and
- (f) Are prohibited from parking on Federal property without a permit. Parking without authority, parking in unauthorized locations or in locations reserved for other persons, or parking contrary to the direction of posted signs is prohibited. Vehicles parked in violation, where warning signs are posted, are subject to removal at the owner's risk and expense. Federal agencies may take as proof that a motor vehicle was parked in violation of these regulations or directives as prima facie evidence that the registered owner was responsible for the violation.

Explosives (41 CFR 102-74.435). No person entering or while on Federal property may carry or possess explosives, or items intended to be used to fabricate an explosive or incendiary device, either openly or concealed, except for official purposes.

Weapons (41 CFR 102-74.440). Federal law prohibits the possession of firearms or other dangerous weapons in Federal facilities and Federal court facilities by all persons not specifically authorized by 18 U.S.C. 930. Violators will be subject to fine and/or imprisonment for periods up to five (5) years.

Nondiscrimination (41 CFR 102-74.445). Federal agencies must not discriminate by segregation or otherwise against any person or persons because of race, creed, religion, age, sex, color, disability, or national origin in furnishing or by refusing to furnish to such person or persons the use of any facility of a public nature, including all services, privileges, accommodations, and activities provided on the property.

Penalties (41 CFR 102-74.450). A person found guilty of violating any rule or regulation in this subpart while on any property under the charge and control of GSA shall be fined under title 18 of the United States Code, imprisoned for not more than 30 days, or both.

Impact on Other Laws or Regulations (41 CFR 102-74.455). No rule or regulation in this subpart may be construed to nullify any other Federal laws or regulations or any State and local laws and regulations applicable to any area in which the property is situated (40 U.S.C. 121(c)).

WARNING

WEAPONS PROHIBITED

Federal law prohibits the possession of firearms or other dangerous weapons in Federal facilities and Federal court facilities by all persons not specifically authorized by Title 18, United States Code, Section 930. Violators will be subject to fine and/or imprisonment for periods up to five (5) years.

DEPOSIT INVOICE

INVOICE DATE: Thursday, May 23, 2024

INVOICE Number: 2024-000

Sample Client Name

Sample Contact Name

Sample Address

Sample Address

Sample Email

Payment due upon receipt

DEPOSIT AMOUNT: \$ Sample

This deposit invoice amount reflects 50% of the current estimated total price and is required to secure the venue rental. Additional deposits may be requested.

Next Deposit/Payment Date: Sample

Any remaining balances and the security deposit will be due thirty (30) days prior to the event date. For all events contracted less than thirty (30) days prior to the event date full payment is required to secure the venue rental.

PAYMENT INSTRUCTIONS

- **By Check** – Make checks payable to Ridgewells Inc. Please reference the invoice number and AWMA when submitting payment. Remit to Ridgewells Inc. 5522 Dorsey Lane, Bethesda, MD, 20816.
- **Wire Payment** – Please see the Payment Instructions provided by the venue manager for bank information & other details.
- **Credit Card** – Contact the venue manager to receive an electronic link to make a secure Credit Card payment. A 3.5% processing fee will be applied to all payments made by credit card.

TERMS

- Unpaid invoices over 30 days are subject to a service charge of 1.5% per month, plus costs of collection including reasonable attorney fees not to exceed 20%.

For billing inquiries, please call 301.907.3719