

VENUE RENTAL CONTRACT TERMS SHEET

Andrew W. Mellon Auditorium

Venue Rental Rate* <ul style="list-style-type: none"> 12-hour rental period (14-hours for weddings) for use of the Main Auditorium, three (3) Green Rooms, 1st and 3rd floor Lobbies, 3rd floor Portico, and Restrooms Two (2) Private Security Officers Two (2) Restroom Porters during the event Post-Event Cleaning 	\$35,000
Extra Load-In and/or Load-Out Day <ul style="list-style-type: none"> 12-hour use of the Main Auditorium, three (3) Green Rooms, 1st and 3rd floor Lobbies, 3rd floor Portico, and Restrooms Two (2) Private Security Officers 	\$15,000
Additional Rental Hours Outside the Rental Period	\$1,500/hour
Due at Signing of Contract	100% deposit of the Venue Rental Rate, based on event schedule, and Security Deposit.
<p>To secure an event date the Client must have an approved Application, sign the Venue Rental Contract, and deposit 100% of the Venue Rental Rate and the Security Deposit. Only once all is received, Ridgewells/the Andrew W. Mellon Auditorium will countersign to fully execute the Contract and officially confirm the event date.</p>	
Security Deposit	\$5,000 Refunded within seven (7) business days after the event date.
Due (30) Days Prior to Event Date	All remaining balances of the additional venue rental hours, security services, and any additional venue services.
Remaining Items Left Behind by Client or Vendor	\$1,500/hour + security & cleaning costs
Kitchen Tent (16' x 66'), Contingent on Event Design	Starting at \$11,000
Additional Security Protocols	Federal Protective Services will conduct a Security Risk Assessment, based on the scope of the event, and may require additional security protocols. The Client is required to pay the full cost of the additional security thirty (30) days prior to the event date.

Payment Methods	Wire transfer, check, or major credit card (Visa, MasterCard, American Express, and Discover)
Credit Card Processing Fee	3.5%
Sales Tax	The Venue Rental Fee is nontaxable. However, all other costs are subject to the District of Columbia's 6% Sales Tax, which is to be paid by the Client.
Insurance Policy Requirement for Vendors/Suppliers	<p>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.</p> <p>All vendors with employees at the event must have worker's compensation insurance in the amounts as required by Law.</p>
Insurance Policy for Client	<p>The Client must have special event liability insurance for not less than \$500,000, with "Ridgewells, Inc." and "the United States Government acting by and through the U.S. General Services Administration" named as additional insured.</p> <p>Wedding Clients may be required to carry liability insurance during the event.</p>
Cancellation Policy:	Client Pays:
More than 180 calendar days prior to Event	25%
Between 90 days and 180 days prior to Event	50%
Between 60 days and 89 days prior to Event	75%
Between 30 days and 59 days prior to Event	85%
Less than 30 days prior to Event	100%

**Please ask us about our non-profit rate.*