

The following rules and guidelines governing events in Capitol Hall have been established by the Property Management Office and are intended to be the procedures within which Tenant events must operate. Please note that terms and conditions are subject to change at the discretion of Management and will be communicated in advance.

Capitol Hall and the associated break out rooms are exclusively located on the 4 North. Conference rooms and areas on 5 North are for the sole use of the tenants on 4 North and 5 North, their guests and visitors and should not be accessed by users of Capitol Hall.

- Alcohol – If alcohol is served by tenant and/or caterer, the tenant and caterer should include host liquor liability on their certificate of insurance. If alcohol be served during an event, a security officer MUST always be present with a 4-hour minimum. This is mandatory and non-negotiable. Tenants who disregard the alcohol policy are subject to additional restrictions for future use of the Capitol Hall.
- Animals – No animals are permitted in the building except those assisting the disabled.
- Break out and support areas – Break out areas and the support facilities are included in the Capitol Hall reservations and are not booked separately. As a reminder, please do not access the 5th floor (Town Hall area) – this area is for the exclusive use of the tenants of 4 North and 5 North.
- Confirmation – An event is not officially scheduled until Property Management has sent the confirmation email to the user. Please note that all requests must be submitted a minimum of two full business days prior to the event. All events shall be confirmed on a first come, first served basis. Any events requesting Capitol Hall usage for more than two consecutive days are subject to be declined by Management. For events with a monetary cost associated with it, Management may require a signed estimated invoice to confirm the event.
- Cancellations – Cancellations of events should be made as soon as possible. Ownership reserves the right to charge a \$250 late cancellation fee for those events cancelled within 48 hours prior to their reservation. Should Property Management incur costs for canceled events that cannot be refunded, Tenant will be billed all such costs.
- Clean Up – General janitorial services after the event are provided at no additional cost and include light cleaning and trash removal, vacuuming and restroom clean up. Events that require excessive cleaning will be billed back to the tenant.
- Catered Events – Tenant’s caterer is responsible for the removal and proper disposal of all left over food, beverages, containers, cutlery, dishes, glassware, cardboard, and set up materials in Capitol Hall, including break out rooms and catering kitchen, within one hour of the conclusion of the event. The catering kitchen must be left in a clean condition. Floors, counters, walls, and refrigerators must be left in a clean state with no debris remaining.

Any clean-up needed due to the failure of Tenant’s contractor to properly clean will be billed back to the tenant at the rate specified on Attachment A.
- Day Porter Service – Dedicated day porter or day matron services are available if requested at the prevailing contract rate for additional janitorial services through the Landlord’s janitorial contractor. Such services need to be requested at the time the event is booked. For requests for day porter service made within one business day of the event, Management will make every attempt to fulfill the request but cannot guarantee the services due to staffing availability.
- Damage – An assessment of any damage done to the Capitol Hall and associated rooms will be done after each event and will be billed back to the tenant. Damage fees may include fees for damage to walls, carpet tiles, wood, appliances, tables, bars, and equipment. The list of items included here is not exhaustive and will be assessed once the event concludes.

- Deliveries – Any deliveries associated with events must be communicated to the Property Management Office and routed through the Loading Dock and respective freight elevator. Any deliveries without prior confirmation shall have a 20-minute time limit and cannot occupy a loading dock bay without prior reservations. All vendors shall be required to check in with security at the loading dock and must show a valid government identification.
- Engineering – If there is a need for an engineer to be present before or after hours you may enter your request into the reservation form. Tenant will be billed the then current overtime Engineering rate.
- Event Setup/Breakdown – 1001 Pennsylvania Avenue staff shall be responsible for setup/breakdown in the Capitol Hall in the three configurations shown on Attachment B. Any tenant setup modifications that are requested within two hours of event commencement will be charged a fee.
- Food Preparation – No open flames are permitted in Capitol Hall. However, there is a catering pantry for use during events. Caterer use of chafing fuel, such as Sterno, is acceptable.
- Hours of Operation - Hours of Operation for the Capitol Hall are from 8:00 am – 8:00 pm, Monday through Friday (excluding any observed building holidays, federal holidays). Usage of the amenity space outside of the hours of operation is permitted but will result in after-hours related charges.
- HVAC – There is no charge for HVAC during regular hours of operation. Landlord will charge an hourly fee to provide after-hours air conditioning for Capitol Hall events. Refer to Attachment A for the current rate.
- Insurance - Please contact the Property Management Office (202) 639-7575 to obtain certificate of insurance requirements for tenants and/or vendors.
- Loading Dock – Loading dock hours are 6:00 a.m. to 7:30 p.m., Monday through Friday. If a request for loading dock access is made for a time outside of the stipulated days and times and a security officer is required, the cost shall be billable to the tenant. The cost shall be at the then prevailing contract rate for security service through the Landlord's security contractor. Should there be a reservation canceled within 12 hours of the shift the tenant will be billed an amount equal to the hourly time requested if we are unable to cancel the service.
- Music – Any and all music requests must be submitted to Property Management for approval at least one business day prior to the event. Due to the high potential for disruption to adjacent tenants, music will generally not be allowed during business hours.
- Noise – Noise that is deemed to be disruptive to the adjacent tenants and occupants is not permitted. Tenant will immediately cease activities that are deemed to be generating disruptive noise levels upon notification by Management. No loud, abusive or otherwise offensive actions will be allowed.
- Occupancy – Landlord reserves the right to limit the size and scope of any event should Landlord reasonably determine the size and scope exceeds the capacity, intent, or safety of the facilities. Furniture in the Capitol Hall is not to be moved by anyone other than the engineering or janitorial team. Reservations cannot take place with less than 15 people per event.
- Parking – The parking garage is open Monday through Friday from 6:00 a.m. to 10:00 p.m., excluding building holidays. Guest parking can be arranged with One Parking prior to the event date.
- Photo/Video Shoots – Any and all photo or video shoot requests must be submitted to Property Management approval at least 5 days prior to the shoot.



- Restrooms – Dedicated restrooms are available on the 4th floor. If a day porter or day matron is required for additional restroom refreshing during an event, the tenant will be billed at the prevailing contract rate for additional janitorial services through the Landlord’s janitorial contractor. Base building restrooms are not intended for the use of Capitol Hill attendees.
- Security – All events requiring a Security Officer must be scheduled at least 48 hours in advance. Security officers are billed hourly. The cost shall be at the then prevailing contract rate for security service through the Landlord’s security contractor.
- Smoking – 1001 Pennsylvania Avenue is a non-smoking building. Therefore, the use of candles, smoking, vaping, hookah, or any other type of smoking devices is strictly prohibited.
- Sponsor/Tenants – The Capitol Hill is to be reserved exclusively for the use of building tenants and their employees. Capitol Hill is not available for personal use such as birthday parties, private parties, or other similar type events. Landlord retains the sole right to use its reasonable judgment to determine whether an event qualifies to be held in the Capitol Hill. No loud, abusive or otherwise offensive actions will be allowed. Tenant shall promptly remove from site any employee, vendor or visitor deemed inappropriate or abusive by Landlord or Landlord’s agent.
- Outside Attendees – Event attendees that are not employees of tenants to the building will need to be entered into the building’s visitor processing software by the tenant coordinating the event. Visitors must be entered into the visitor processing software 24 hours prior to the event. Please contact the Property Management Office with any questions.
- Wi-Fi – Wi-Fi service is provided for tenant use. Wi-Fi passwords will be changed frequently. The current Wi-Fi password will be provided with your event reservation confirmation.

Attachment A

Fee Rates

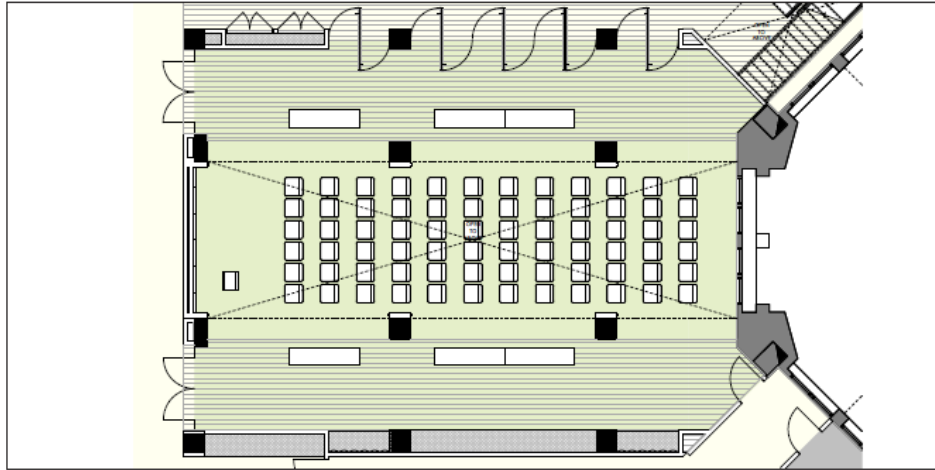
Service	Rate	Comment
After hours HVAC	\$53 per hour	
Clean up – additional	At cost plus 15% admin fee.	Clean Up charge for materials, conditions left
Damage Fees	At cost plus 15% admin fee.	
Security Officer	At cost plus 15% admin fee.	4 hour minimum
After hours engineering	Please ask for estimate	Four-hour minimum if travel is required.
Event Set up changes	\$75 plus 15% admin fee.	For setup changes requested within 2 hours of event
Dedicated Day Porter	At cost plus 15% admin fee.	Per person
IT Support	\$110 per hour plus 15% admin fee \$165 per hour plus 15% admin fee after hours	Regular hours are from 9 am to 5 pm, Monday - Friday

Fees – All fees are subject to periodic adjustments and are non-refundable.

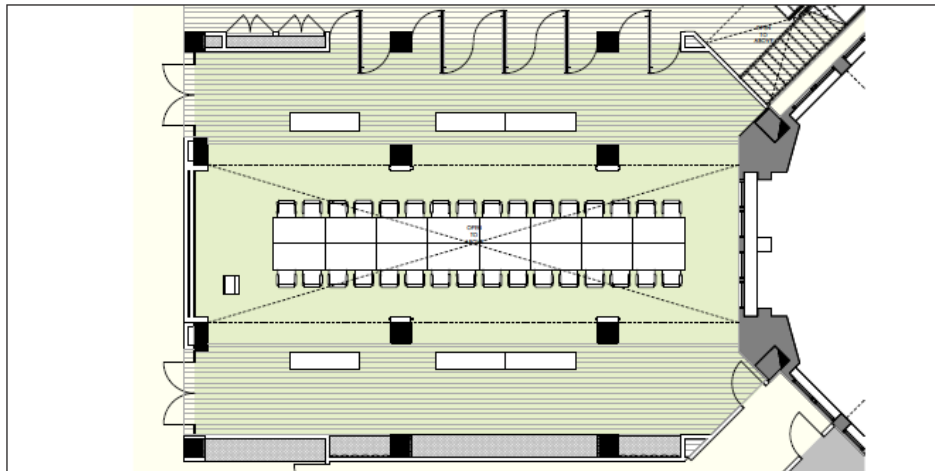


Attachment B

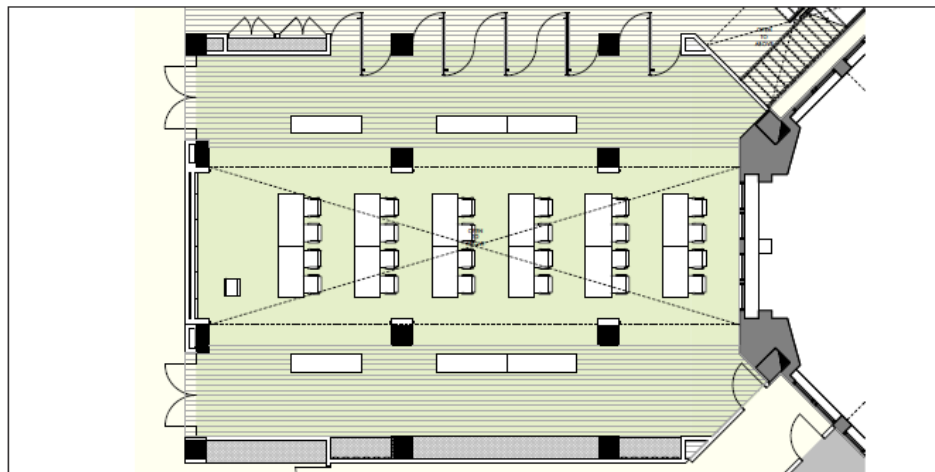
Capitol Hall Standard Room Set-up Configurations



AUDITORIUM
72 SEATS



CONFERENCE
32 SEATS



TRAINING
24 SEATS

Attachment C
Reservation Form
(Attached below)



Capitol Hall Reservation Form

Contact Information

Name Tenant
Email Phone
Event Name
Number of Attendees 15 minimum. 72 maximum (seated). 125 (standing).

Outside Attendees List

Please submit outside attendee list 2 full business days before the event so that they may be entered into Visitor Link.

Reservation Time and Dates

Capitol Hall Hours of Operation are from 8:00 am – 8:00 pm, Monday – Friday (excluding observed building holidays, federal holidays and the weekends). Usage outside of these hours is permitted but will result in after-hours related charges. Any events that are more than two consecutive days may be declined by Management.

Date 1: Time: -
Date 2: Time: -

Available Configuration Options

Setup Options

- Training (24 seats) Conference (32 seats) Auditorium (72 seats)
 Standing only (125 max) remove chairs

Additional Services (charges apply)

- Overtime HVAC Overtime Engineering Security, 4 hour minimum
 Dedicated Day Porter AV/IT Support

Event Coordination Details (check all that apply)

- Catering Alcohol will be served (Security and host liquor liability required)
 Deliveries Music (after hours only, requires separate approval)

Event Vendors

Caterer Contact
Email Phone
Time of Arrival Time off Departure

For an additional Vendor, please provide details below:

Please note that Loading Dock Parking is Not provided



Services that May Be Incurred (charges apply – refer to Capitol Hall Site Rules)

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- Event Setup/Breakdown – Any tenant setup modifications that are requested within two hours of event commencement will be charged a fee.
- Engineering, Custodial, Security, and AV/IT charges may be incurred.

Confirmation – An event is not officially scheduled until Property Management has sent a confirmation email to the user. Please note that all requests must be submitted a minimum of two full business days prior to the event. All events shall be confirmed on a first come, first served basis. For events with a monetary cost associated with it, Management may require a signed estimated invoice to confirm the event.

Please refer to the Capitol Hall Amenity Terms and Conditions.

By submitting this form, tenant agrees to all the rules of site and accepts all charges related to the event reservation.



Attachment D
A/V Information

