

JOSEPHINE BUTLER PARKS CENTER

Event Guidelines

Closing time: All events conclude by the agreed time and before midnight.

Alcohol: One-day liquor license is required by DC law. No service by or to anyone under 21 years of age.

Smoking: Prohibited anywhere inside the Center.

Off-street parking: Available only by prior reservation -- up to 50 spaces on site without valet, or 65 with.

Noise levels: Must not disrupt neighbors or other building activities, and must stay under noise maximums. Loudspeakers must be aimed away from windows and outside building walls. The D.C. noise ordinance requires that noise levels be lowered after 11 p.m.

Attachments to walls: Must not hurt walls – we only permit existing picture rail hooks, blue painter's tape, string, easels, or an approved wall-saving system such as 3M Command hooks and strips. All other tape, tacks, or nails prohibited.

Candles: Only protected hurricane, votive, or tea candles permitted outside of fireplaces.

Admission: Collecting fees at the door is not allowed. Suggested donations and pre-sold tickets are encouraged.

Catering: Food handlers must have business license and insurance, and take full responsibility for clean up. The Center is equipped with a simple serving kitchen, which is available by reservation.

Capacities: Gallery or Visitor Center: 50 Ballroom: 200 Standing reception: 300
Capacities vary according to room configuration, other Center uses, and use of outdoor spaces.

Reservations: Space is reserved with downpayment and WPP approval. Please attach copy of all event invitation/materials to Reservation Form.

Appropriate activity: Event producers take responsibility for ensuring that the Center is used in a safe, responsible, and lawful manner that respects the facility, its neighbors, and its other users. The Center reserves the right to ask anyone not meeting this standard to leave the premises.

Insurance: The Josephine Butler Parks Center must be listed as an additional insured on the event producer's general liability insurance policy for the duration of the event.

Post-Event Clean-Up Checklist:

- All spills and breakage cleaned up promptly.
- All visitors cleared of Center at end of event, including cars in parking lot.
- All candle flames extinguished.
- All food removed or stored in sealed containers in office or in refrigerator.
- All equipment and temporary furniture removed without scraping floors.
- All event items cleared from Lobby, Visitor Center, Service Center, Gallery, Foyer, Terrace, Ballroom, and Kitchen.
- All food waste removed from building without dripping, placed in outside blue dumpster, and dumpster doors closed.
- All recycling (bottles, cans, and clean paper) placed in outside brown dumpsters.
- All kitchen equipment, utensils, and surfaces thoroughly cleaned.
- All entry areas cleared of signs and swept clean of cigarette butts and other refuse.
- All floors swept and mopped as needed.
- All Center furniture and equipment moved back to original location.
- All damage or problems noted and reported to Washington Parks & People staff.
- All clean up completed by the end of the time reserved.
- All lights turned off except those outdoors.
- All windows and exit doors closed and locked securely.

We have read the event guidelines and understand that our failure to follow them may result in charges for damages.

Signature: _____

Date: _____