



**GENERAL INFORMATION FOR THE RENTAL OF THE EVENT SPACE
AT 201 F ST NE BELOW EBENEZERS COFFEEHOUSE**

- The event space is limited to the lower level of 201 F St and does not include any other areas of the building.
- Events must not cause undue wear and tear on the building, nor create intrusive noise to the neighboring community, odors, debris or any other factors detracting from the dignity of the edifice or the functioning of the performance space.
- Customers are responsible for assuring that the performance space is left in its original condition at the conclusion of the event. This includes, but is not limited to, returning all furnishings to their original positions, removing all decorations from the walls and trash from the floor, wiping up all spills, and removing all event materials from the space.
- Customers are liable for all damages incurred to the performance space.
- Strict adherence to the maximum capacity is enforced in compliance with fire regulations. Maximum capacity of the lower level is 103 persons.
- The seating area of the lower level is approximately 800 square feet.
- A NO SMOKING and NO ALCOHOL policy is in effect at all times.
- No items may be permanently fastened to doors, walls, floors, glass or any other part of the building.
- Rental requests must be submitted at least 15 business days prior to the event. Approval is subject to availability and authorization of the rental coordinator. A \$200 security deposit is due upon the request approval. This amount is deductible from the final amount due, less any damages incurred to National Community Church property during use of the facilities. If the security deposit is not received within three (3) days, the space will be released.
- Ebenezers Coffeehouse is available to cater events for those requiring lunch or regular coffeehouse fare. No food and drink items that Ebenezers serves may be brought in from an outside vendor. Food and drink items that are not offered by Ebenezers may be catered through an outside vendor. Outside vendors must be approved through the Rental Coordinator at least five (5) days prior to the event.
- The event space is available to rent during daytime hours Monday - Friday, on limited Thursday and Friday evenings, Saturday mornings and limited Sunday afternoons and evenings.
- The performance space fees are based on a minimum of four (4) hours. Hours reserved must include the event's set-up and tear-down times.
- Visitor safety and access to public areas must be maintained during set-up periods.
- Floor plans, decorations, sound, stage, lighting and other arrangements must be approved by the Rental Coordinator at least 72 business hours prior to the event. Customer furnished music or media shows such as CDs or DVDs should also be provided 72 hours prior to the event.
- All sound checks must take place during the set-up hour with the venue's technician.
- No deliveries will be accepted by Ebenezers staff for an event. Customers must bring all items with them at the time of set-up.
- The event space reserves the right to disallow access to the building to any customer or vendor who has violated these guidelines.



RESERVING THE EVENT DATE

Customers must reserve the event date by filling out a Rental Request form. Rental requests must be submitted 15 business days prior to the event. In order to secure the date, a \$200 security deposit must be received by the Rental Coordinator along with the approved Rental Request form. If the deposit is not received within three (3) days, the space will be released.

FEES

Please note the chart of fees below. The event space fee is based on a minimum of four (4) hours.

The security deposit is deductible from the final amount due, less any damages are incurred to National Community Church property during use of the facilities.

Non-profit organizations may qualify for a 20% discount on the performance space fee. The organization's non-profit certificate is required to receive the discount. Other fees are not discounted.

For an itemized invoice, please call the Rental Coordinator at 202.558.6900 ext 201.

Security Deposit	\$200
Performance Space	\$550
Additional two (2) hours	\$200
A/V Technician*	\$35/hour
Event Coordinator	\$35/hour
Rescheduling Fee***	\$50

*Required for all events requesting sound, lighting, and multimedia presentations.

***If an event is rescheduled less than 20 business days from the original start time of the event, a \$50 rescheduling fee will be applied to the invoice.

PAYMENTS

Deposit A \$200 deposit must be received along with the rental request form in order to secure the event date.

Final Payment Final payment is due prior to the event date.

Payment Form National Community Church accepts checks, Visa and MasterCard. All payments must be sent to:

National Community Church
ATTN: Heather Corsi, Rental Coordinator
205 F Street NE
Washington, DC 20002



CATERING

Ebenezers Coffeehouse is available to cater events for those requiring lunch or regular coffeehouse fare. No food and drink items that Ebenezers serves may be brought in from an outside vendor. Food and drink items that are not offered by Ebenezers may be catered through an outside vendor. Outside vendors must be approved through the Rental Coordinator at least five (5) days prior to the event. Contact the Rental Coordinator for details.

CLEAN-UP

Customers are responsible for assuring that the event space is left in its original condition at the conclusion of the event. This includes, but is not limited to, returning all furnishings to their original positions, removing all decorations from the walls and trash from the floor, cleaning all spills and removing all event materials from the space.

A cleaning service can be available upon request. Additional fees will apply. Contact the Rental Coordinator for details.

AUDIO/VISUAL AND GENERAL TECHNICAL SUPPORT STAFF

An A/V technician is required for all events requesting sound, lighting, and multimedia presentations.

OTHER STAFF REQUIREMENTS

Some events require an Event Coordinator. The Rental Coordinator will contact the customer to inform them of this requirement if applicable. A minimum of two (2) hours of service are included in the non-discounted rental fees.

CANCELLATION OR RESCHEDULING

Events must be cancelled in writing and should be submitted to the Rental Coordinator as soon as possible. Events cancelled within 20 business days prior to the event will qualify for a refund, minus a \$50 administrative fee. Events cancelled less than 20 business days from the start of the event will not be refunded.

If an event requires rescheduling, the Rental Coordinator must be notified within 20 business days from the original start time of the event. There will be no penalty if an event is rescheduled within the required time. All deposits and payments will be put towards the new event date. If an event is rescheduled less than 20 business days from the original start time of the event, a \$50 rescheduling fee will be applied to the event invoice.



EQUIPMENT OFFERED

The following equipment is available for events:

- (100) black chairs
- (1) black check-in/registration table
- (5) 6' tables
- (4) 4' tables
- (4) tall round bar tables accompanied by bar stools
- (6) square café tables
- Microphones
- (3) Music stands
- Podium
- Black tablecloths for the 6' and 4' tables

Additional furniture may be available and can be requested during a site visit. There is no fee for using approved equipment and furnishings in the event space. Any additional equipment required will need to be provided by the customer.

SITE VISITS

Site visits may be scheduled with the Rental Coordinator between the hours of 9:00 a.m. to 5:00 p.m. Monday through Friday. Event logistics may be discussed at that time.

GUEST CHECK-IN

Check-in or welcome tables must be staffed by the customer. Venue staff will not assist with guest check-in.

PARKING

There is no private event parking available on National Community Church property. Public on-street parking is available around 201 F St NE. Additional parking is available in the Union Station parking garage. Customers will be subject to the parking fees and guidelines of Union Station. Customers may make other parking or valet arrangements prior to the event.

HANDICAP ACCESSIBILITY

Access for physically challenged individuals is available through the 2ND Street entrance. In addition, there is an elevator inside the building and handicap accessible restrooms on each floor.



VENDORS

All vendors must be approved by the Rental Coordinator and a current copy of their business license and insurance certificate must be filed with the Rental Coordinator at least 5 days prior to the event.

CATERERS

- All trash must be removed from the building at the conclusion of the event. Dumpsters are located behind the building. There are three dumpsters – trash, cardboard and glass/plastic. Trash items must be placed in the appropriate dumpster.
- The caterer must coordinate the set-up and break-down with the Rental Coordinator.
- All food must be prepared off-site. Only Microwave ovens and food warmers are permitted.
- No deliveries will be accepted by Ebenezers or National Community Church for any event.
- Caterers shall be responsible for all preparation, materials brought into the building, and clean-up. Furthermore, in no case may any catering equipment, food or trash be left in the building after the conclusion of the event. Ebenezers or National Community Church will not be responsible for any lost or stolen catering equipment or other supplies.
- Caterer must supply equipment and products.

CLEAN-UP

- At the conclusion of the event, the event space must be cleaned thoroughly (including the floors). All stains should be treated and removed. All trash cans must be emptied and all trash must be removed from the building.
- At the end of the event, the catering supervisor and Event Coordinator must conduct a walk through of all areas to ensure the building is in acceptable condition.

LIABILITY INSURANCE

All caterers working in the event space at 201 F St NE must have proof of a basic business license from the District of Columbia and a current insurance certificate on file with the Rental Coordinator that lists National Community Church as an Additional Insured for use of the facilities and meets the following insurance limits:

- Commercial General Liability: \$1,000,000 per occurrence, including coverage for products liability.
- Evidence for the coverage must be received at least five (5) days prior to the event.



National Community Church

Contact Rental Coordinator Heather Corsi at 202.558.6900 ext 201 or rentals@ebenezerescoffeehouse.com with questions.

If any of the above guidelines are not followed, a \$500 fine will be applied.

For events requiring an outside caterer, please sign and return this page to the Rental Coordinator.

I have read the above guidelines pertaining to the rental of the event space and to vendors and caterers. I agree to comply with the above guidelines.

Caterer

Name: _____ Date: _____

Signature: _____

Customer

Name: _____ Date: _____

Signature: _____



RENTAL REQUEST FORM

APPLICANT

- Organization _____
- Purpose _____
- Status: Business _____ Nonprofit _____ Individual _____
- Address _____
- City _____ State _____ Zip Code _____
- Contact Person _____
- Phone _____ Fax _____ E- mail _____
- Names of Other Organizations Involved _____
- Deposit Amount \$ _____
- Method of Payment:
 - Check (payable to National Community Church) Check #: _____
 - Credit Card Number _____ Expiration Date _____
Visa _____ MasterCard _____ Credit Card CV Code _____
Amount authorized to charge \$ _____
Name as it appears on credit card _____
Billing address if different from above _____

EVENT

- Event Date _____
- Event Starting Time _____ Event Ending Time _____
- Hours Needed for Set-Up _____ Hours Needed for Break-down _____
- Total Rental Hours (including set-up, event times, and tear-down) _____
- Type of Event _____
- Estimated Attendance _____ *(note maximum capacity is 103)*



SOUND, LIGHTING, & MULTI-MEDIA PRESENTATIONS

- Check the following multi-media areas that your event requires:
 - Stage lighting
 - Background music
 - Provided by venue
 - Provided by the customer
 - Stage set-up for a band or musician (i.e. microphones, music stands, instruments, stools, etc.)
 - _____ # of microphones requested
 - _____ # of music stands requested
 - _____ # of stools requested
 - Additional items requested _____
 - _____
 - _____
 - _____
 - Stage set-up for one or more speakers (microphones, podium, and stool provided)
 - _____ # of microphones needed
 - Presentations through a CD or DVD
 - Word or PowerPoint presentations (*must be provided to Rental Coordinator 72 hours prior to event*)



CATERER AND VENDOR INFORMATION (IF APPLICABLE)

- Catering Company _____
 Contact Name _____
 Phone and E-mail _____
- Florist _____
 Contact Name _____
 Phone and E-mail _____
- Event planner _____
 Contact Name _____
 Phone and E-mail _____
- Valet Parking _____
 Contact Name _____
 Phone and E-mail _____
- Musicians _____
 Contact Name _____
 Phone and E-mail _____

To accept these guidelines, please complete and sign the following.

On behalf of the organization named below, I certify that I have read in full this application, and the organization will abide by the terms, guidelines and policies of National Community Church.

Name of Applicant (please print) _____

Signature _____

Title _____ Date _____

Please return this application with your deposit to
National Community Church
ATTN: Heather Corsi, Rental Coordinator
205 F Street NE
Washington, DC 20002
rentals@ebenezerscoffeehouse.com