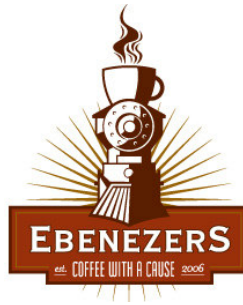


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#### **GENERAL INFORMATION FOR THE RENTAL OF THE PERFORMANCE SPACE OF EBENEZERS COFFEEHOUSE**

- The performance space is limited to the lower level of Ebenezers 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 & 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. If the security deposit is not received within three (3) days, the space will be released.
- The performance space is available to rent during daytime hours Monday - Friday, on limited Thursday and Friday evenings, Saturday mornings and Sundays all day.
- 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.
- Ebenezers Coffeehouse is available to cater events for those requiring 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.
- Floor plans, decorations, sound, stage, lighting and other arrangements must be approved by the Rental Coordinator at least 72 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 an Ebenezers 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 performance space reserves the right to disallow access to the building to any customer or vendor who has violated these guidelines.



## **RESERVING THE EVENT DATE**

Ebenezers 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. If the deposit is not received within three (3) days, the space will be released.

## **FEES**

Please note the chart of fees below. The performance space fee is based on a minimum of four (4) hours. The security deposit will be returned to the customer once the space has been reviewed by the Rental Coordinator or Event Coordinator following the event.

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.

Security Deposit	\$200
Performance Space	\$500
Additional two (2) hours	\$200
A/V Technician*	\$35/hour
Event Coordinator	\$35/hour
Preparation of Word or PowerPoint presentations**	\$25
Rescheduling Fee****	\$50

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

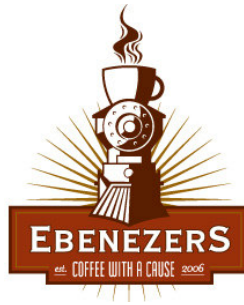
\*\*\*Word & PowerPoint presentations must be entered in to the system's hard drive prior to the event. An additional fee of \$25 will be required for this service. Presentations must be submitted to the Rental Coordinator 72 hours prior to the event.

\*\*\*\*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.

## **PAYMENT FORM**

Ebenezers accepts checks, Visa and MasterCard. All payments must be sent to:

Ebenezers Coffeehouse  
ATTN: Juliet Main, Rental Coordinator  
205 F Street NE  
Washington, DC 20002



### **CLEAN-UP**

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.

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

### **AUDIO/VISUAL AND GENERAL TECHNICAL SUPPORT**

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

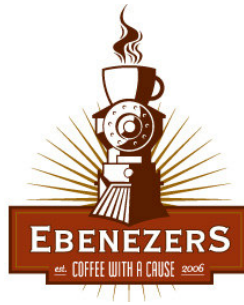
### **OTHER EBENEZERS STAFF REQUIREMENTS**

Most 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 full refund. 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.



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### **EQUIPMENT OFFERED**

Ebenezers has the following equipment available for events:

- (100) black and silver chairs
- (1) black check-in/registration table
- (2) 6' tables
- (3) 4' tables
- (3) tall round tables accompanied by bar stools
- (5) square café tables
- Microphones
- (2) Music stands
- Podium

Additional furniture may be available and can be requested during a site visit. There is no fee for using approved equipment and furnishings at Ebenezers. 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 am to 5:00 pm Monday through Friday. Event logistics may be discussed at that time.

### **GUEST CHECK-IN**

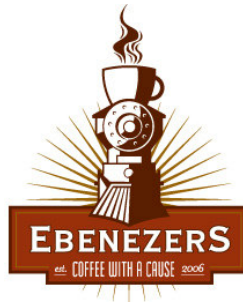
Check-in or welcome tables must be staffed by the customer. Ebenezers staff will not assist with guest check-in.

### **PARKING**

There is no parking available on Ebenezers property. On-street parking is available around the coffeehouse. 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 2<sup>ND</sup> Street entrance. In addition, there is an elevator inside the building and handicap accessible restrooms on each floor.



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## **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 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 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, Ebenezers 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 Ebenezers 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 Ebenezers 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.



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Please contact Rental Coordinator Juliet Main at 202.558.6900 or [Juliet@ebenezerscoffeehouse.com](mailto:Juliet@ebenezerscoffeehouse.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 performance space and to vendors and caterers. I agree to comply with the above guidelines.

**Caterer**

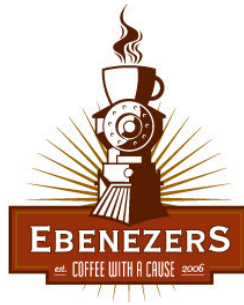
Name: \_\_\_\_\_ Date: \_\_\_\_\_

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 Ebenezers Coffeeshouse) Check #: \_\_\_\_\_
  - Credit Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_  
Visa \_\_\_\_\_ MasterCard \_\_\_\_\_  
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 \_\_\_\_\_



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**SOUND, LIGHTING, & MULTI-MEDIA PRESENTATIONS**

- Please check the following multi-media areas that you required:

Stage lighting

Background music

Provided by Ebenezers

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 \*

\*Word and PowerPoint presentations must be entered into the system's hard drive prior to the event. An additional fee of \$25 will be required for this service. Presentations must be submitted to the Rental Coordinator 72 hours prior to the event.



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**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 Ebenezers Coffeehouse.

Name of Applicant (please print) \_\_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

**Please return this application with your deposit to  
Ebenezers Coffeehouse  
ATTN: Juliet Main, Rental Coordinator  
205 F Street NE  
Washington, DC 20002  
Fax: 202.715.1870**