



THANK YOU FOR YOUR INTEREST IN RENTING THE LOWER LEVEL EVENT SPACE AT
EBENEZERS COFFEEHOUSE LOCATED AT 201 F ST, NE.
PLEASE REVIEW ALL INFORMATION BEFORE COMPLETING THE RENTAL APPLICATION.

GENERAL INFORMATION AND VENUE GUIDELINES

- 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 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.
- The rental fees are based on a minimum of four (4) hours. Hours reserved must include the event's set-up and teardown times.
- All sound checks must take place during the set-up hour with the venue's A/V technician.
- All hours in the space are hours rented, so rental times must include load-in, set-up, event program – including "doors", and load-out.
- 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.
- No deliveries will be accepted by National Community Church (NCC) or Ebenezers Coffeehouse staff for an event. Customers must bring all items with them at the time of set-up.
- Approval by National Community Church is required for each rental event request.
- National Community Church and Ebenezers Coffeehouse reserve the right to disallow access to the building to any customer or vendor who has violated these guidelines.



RESERVING THE EVENT DATE

To request a date, customers must complete a Rental Request form for review by the Rental Coordinator. Rental requests must be submitted at least 15 business days prior to the event.

In order to secure the date, a signed contract and non-refundable deposit (50% of the rental fee and estimated staffing fees) must be received by the Rental Coordinator. If the deposit is not received within three (3) days, the space will be released. Note: The contract will be sent to the renter after the Rental Request is approved and all event details determined.

FEES

The event space fee is based on a minimum of four (4) hours. The deposit is deductible from the final amount due, less any damages 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 202.544-0414 ext 101 or email rentals@ebenezerscoffeehouse.com

Performance Space	\$650
Additional two (2) hours	\$200
A/V Technician*	\$45/hour
Event Coordinator	\$45/hour
Rescheduling Fee**	\$50
Credit Card processing fee	2.75%

*Required for all events requesting sound, lighting, and multimedia presentations. The A/V technician will be required for the event's entirety.

**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 non-refundable deposit (50% of the rental fee and estimated staffing fees) must be received along with the signed contract 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. A 2.75% credit card processing fee is added to payments made using a credit card.



All payments must be sent to:

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

CATERING

Ebenezers Coffeehouse is available to cater small events for those requiring lunch or regular coffeehouse fare. No 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 catering coordinator for details: catering@ebenezerscoffeehouse.com

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 removing all event materials from the space.

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

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

If an event needs to be cancelled the initial payment (50% deposit) is not refunded.

If an event requires rescheduling, the Rental Coordinator must be notified at least 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

In addition to the current café seating, which includes stools for the bar and four 6-foot wood tables* with chairs, the following equipment is available for events:

- (100) black chairs
- (1) black check-in/registration table
- (4) 6' portable tables
- (2) 4' portable tables
- (3) Microphones
- (3) Music stands
- Podium
- Black tablecloths for the 6' and 4' tables

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.

* The 4 wood tables do not fold and must remain in the space for all events.

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 at their own expense prior to the event.

HANDICAP ACCESSIBILITY

Handicap access 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 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.



FACILITY USAGE

A person or group that does not affirm National Community Church’s statement of faith or whose activities in the event space would conflict with National Community Church’s statement of faith cannot use the event space. Use of the property for a public or private event by a person or group other than National Community Church is not generally available to the public. Approval by National Community Church is required in each instance.

Contact the Rental Coordinator at 202/544-0414 ext 101 or rentals@ebenezerscoffeehouse.com with questions.

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

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 and will engage in no activity that is inconsistent with its statement of faith.

Name of Applicant (please print) _____

Signature _____

Title _____ Date _____



FOR NCC'S USE

DATE RECEIVED: _____

APPROVED: _____

APPLICANT NOTIFIED: _____

DEPOSIT & CONTRACT RECEIVED: _____

RENTAL REQUEST FORM

APPLICANT

- Organization/Individual _____
- Purpose _____
- Status: Business _____ Nonprofit _____ Individual _____
- Address _____
- City _____ State _____ Zip Code _____
- Contact Person _____
- Phone _____ Fax _____ E- mail _____
- Names of Other Organizations Involved _____

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 100)*

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



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- 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 _____



**National
Community
Church**

Return completed Rental Request application to:

**National Community Church
ATTN: Rental Coordinator
205 F Street NE
Washington, DC 20002
rentals@ebenezerscoffeehouse.com**

Once application is sent, allow at least 72 hours for the Rental Coordinator to review.