



## Facilities Use Rules and Regulations

### General Rules for Use:

- All printed materials related to the event should reference “President Lincoln’s Cottage” or “President Lincoln’s Cottage at the Soldiers’ Home.” President Lincoln’s Cottage reserves the right to make available information/literature pertaining to the site during the event.
- PLC and the U.S. Soldiers Home (AFRH) reserves the right to guest lists and/or contact information pertaining to attending visitors.
- All events must conclude by 10:00 p.m.; all guests and vendors must clear the property by 11:00 p.m. If a client wishes an event to extend beyond 10:00 p.m. or to exceed the standard time frame, a written request must be submitted prior to contract negotiations. Events longer in duration, beginning before standard operating hours, or held later in the evening may be approved at the discretion of the Director of PLC. The terms for extended timing will be defined in the event contract and additional fees will apply.
- The Director of PLC (or her representative) must be invited to offer a brief formal greeting during any planned program.
- The client shall comply with all federal and local laws applicable to the event.
- PLC will bear no financial responsibility for any disruptions that may occur due to mechanical difficulties, museum emergencies, or unanticipated events beyond PLC’s control.
- No open flame is allowed in President Lincoln's Cottage or in the Robert H. Smith Visitor Education Center. Additionally, Smoking is prohibited in any buildings and within 30 feet of any site buildings. Vendor staff should not smoke on the grounds during set-up or break-down.
- All posted speed limits and verbal directions from PLC staff and the Security staff of the Armed Forces Retirement Home are to be followed and respected. Fire lanes should never be blocked. Driving or parking on lawns, pathways or the oval carriage drive is prohibited without written permission.
- PLC reserves the right to take photographs of the set-up prior to the start of the event for use in marketing and promotional materials.
- Audio taping, and videotaping are not permitted in the Visitor Education Center or in President Lincoln’s Cottage. Photography is allowed with specific written permission – the *Photography Release Form* must be signed by both the client and the Director of PLC prior to the Event.
- PLC reserves the right to refuse any request, including those inconsistent with the site’s mission.

## Caterers/Vendors

- The client is responsible for the conduct of its vendors, contractors, and guests, as well as all damages that occur as a result of the event. It is the responsibility of the client to inform all vendors that their services will have an impact on a National Monument. At no point may any item be leaned against or attached to the walls, furnishings, exhibits, windows, banisters, doors or porch columns of President Lincoln's Cottage or the Visitor Education Center. Only PLC staff members are authorized to move extant furnishings and objects in either building.
- Proof of a liability insurance policy for a minimum of \$1 million naming President Lincoln's Cottage (PLC) must be submitted to PLC staff prior to the event. This insurance coverage is customarily provided by the event caterer.
- With the exception of the tent provider, PLC does not require the use of particular vendors; however, a list of preferred vendors is provided on our website. With the exception of the tent provider, vendors other than those listed may be used with advance approval of the Events and Programs Coordinator. Once on site, PLC staff has complete authority over vendors' use of the facilities.
- A minimum of one week prior to any event, all vendors contracted by the host are required to do a site walk-through with PLC staff. Vendors should have a reasonable familiarity with the site and be fully aware of site regulations.
- A minimum of three days prior to the event, PLC staff must be provided with day-of contact information for event organizers, and a detailed delivery/pick-up schedule by vendors, including staffing lists. Upon request, PLC will require a list of attendees.
- A professional catering firm is required for all events in which refreshments are served. No food or beverages may be brought in or served by clients.
- No red wine, dark juices, or tobacco products are allowed in President Lincoln's Cottage or the Robert H. Smith Visitor Education Center.
- All vendors are responsible for clean-up and removal of their own trash.
- All table and chair legs must be felt/rubber tipped to prevent the scratching of floors.
- It is the caterer's responsibility to be aware of and adhere to all permit requirements for the District of Columbia.
- The use of any type of gas cooking apparatus is prohibited. Exemptions may be given for events that do not have generator power, but a written request for exemption must be submitted to PLC staff no less than 15 days prior to the event. Use of gas cook stoves must be pre-approved and kept a minimum of 20 feet from tenting. The location of gas tanks will be determined by city regulations. Industrial fire extinguishers are required.

## **Tenting**

- Unless otherwise agreed upon by PLC, the location to the North and East of the VEC is the sole tent location.
- The tent vendor must visit the site and tour the area with PLC staff at least two weeks prior to the event.
- A detailed schedule for tent erection must be provided at least one week in advance of the event to allow the Maintenance Staff to prepare for installation.
- Tent erection may take place during regular site hours; however, the tent vendor should be mindful of the site's visitors and AFRH residents and minimize disruption to both. Tent break-down must take place the day after the event unless otherwise agreed upon by PLC.
- Any damage to utility lines caused by tent construction will be the responsibility of the client.

## **Lighting**

- Lighting cannot be physically attached to President Lincoln's Cottage or any other physical or plant structure on the Grounds.
- Lighting instruments outside of the tent may not be lit until 5:00 p.m. the evening of the event unless authorized.
- All lighting outside of a tent must be turned off at the conclusion of the event.
- Battery operated votive candles may be used in both buildings.
- The use of votive candles on dinner tables under a tent is allowed under certain conditions:
  - Votive holders should be at least 4 times the height of the votive candle (i.e., a one inch candle would go in a four inch vessel). Tea candles may be used without meeting the 4:1 ratio; however, the top of the vessel must be higher than the flame.
  - All votive holders must be taped to the table.
  - All flames must be free of flower arrangements, table numbers, or any other potentially flammable obstruction.

## **General Entertainment**

- All entertainment must be respectful and tasteful to the venue in content and presentation.
- Restrictions apply on amplified music.

## **Point of Contact**

The Events Coordinator is the site's liaison for all events. All required submissions and/or inquiries should go to Events Department, where they will be forwarded for signatures/authorized as needed.  
**Phone: 202-688-3732. Email: [SMiraminy@savingplaces.org](mailto:SMiraminy@savingplaces.org) . Fax: 202-829-0437**