

PRESIDENT LINCOLN'S COTTAGE FREQUENTLY ASKED QUESTIONS

SITE RENTALS AND BOOKING

WHO CAN RENT A SPACE AT PRESIDENT LINCOLN'S COTTAGE?

Designated spaces at President Lincoln's Cottage can be rented for private and public events including, but not limited to, weddings, retreats, dinners, conferences, parties, and retirements. The Cottage does not provide space for profit-making activities, i.e. fundraisers, or any activities inappropriate to our mission. If you have questions regarding this policy, please contact our Events Manager at 202-688-3732 or by email at events@lincolncottage.org.

WHAT SPACES DO YOU HAVE AVAILABLE TO RENT?

We offer a number of historical and modern spaces for private and public events. Please see our Special Events and Wedding Brochures for available spaces, packages, prices, and photos.

IS THERE AN OPTION TO RENT THE ENTIRE SITE?

Yes!

Our Exclusive Site Rental Package totals \$15,000 and allows you and your guests exclusive use of the site for the duration of your event. This option includes the Cottage, Robert H. Smith Visitor Education Center and more! Please see our Special Events and Wedding Brochures for more detailed information.

HOW CAN I VIEW THE SITE AND SPACES PRIOR TO BOOKING?

To tour the Cottage and other available rental spaces, contact the Events Team and set up a time and day for an exclusive site tour. We conduct tours Monday - Friday, 10:00AM-6:00PM and on select weekends. These hours are subject to change throughout the year.

You are also welcome to come by for our museum's regular public tour, which departs every hour on the hour from our Visitor Education Center between 10:00AM and 3:00PM. You can buy your tickets online or at the Museum Store in our Visitor Education Center.

HOW FAR IN ADVANCE SHOULD I BOOK MY EVENT?

The early bird gets the worm! We operate on a first come first serve basis for scheduling bookings.

We recommend booking at least 6 months in advance for corporate events and 12 months in advance for weddings. This allows you access to the widest range of available dates that may otherwise become booked leading up to your desired event date.

CAN I PUT A HOLD ON A DATE?

We extend the opportunity for you to put a soft hold on a date for 2 weeks if you are not yet ready to sign a contract. While you have a soft hold, we will contact you if another prospective party becomes interested in that same date before yielding it to anyone else.

HOW DO I BOOK AN EVENT AT PRESIDENT LINCOLN'S COTTAGE?

Email us at events@lincolncottage.org or call us at 202-688-3732 for preliminary information on availability and possible event details.

Upon deciding you'd like to move forward with booking, the Events Team will work with you to negotiate contract details. Afterwards, we will send you both the finalized contract and our Facilities Rules and Regulations sheet; these are to be signed and returned with payment (check or credit card). To book your event you will need to pay a \$100-\$500 refundable security deposit along with half (50%) of the rental fee for larger events or the full (100%) rental fee for smaller events.

After this, the date is yours! Details such as timing/scheduling for the event may be amended as necessary as the booked date approaches.

WHAT IS YOUR CANCELLATION POLICY?

Notice of cancellation 90 days prior to the event incurs a fee of \$100. Notice of cancellation after 90 days prior but before 30 days prior incurs a fee of \$100 plus ½ of all rental fees owed. Cancellation within 30 days prior to the event incurs full payment of all rental fees owed.

In the event of cancellation within 30 days, fees paid may be applied to a new contract within one (1) year of the date of cancellation.



PRICING

DO YOUR PRICES CHANGE BY SEASON OR DAY OF THE WEEK?

Our pricing does not vary by day of the week, but we do offer off-peak pricing. Please contact the Events Team for more details. Prices are subject to change.

DO YOU OFFER ANY DISCOUNTS?

We offer reduced rental rates for non-profit/government entities. To learn more about these rates, please contact the Events Team.

At the moment, we do not offer military discounts for veterans or dependents.

VENDORS

DO YOU HAVE AN EXCLUSIVE TENTING PROVIDER?

Yes. Sugarplum Tent Company is our exclusive tenting provider. Please contact the Events Team for their tenting pricing and packages for our two outdoor spaces.

No other tenting company will be permitted under any circumstances.

DO YOU OFFER IN-HOUSE CATERING? OUTSIDE CATERING?

President Lincoln's Cottage does not provide in-house catering. We do have a Preferred Vendors list of 7 caterers who know and understand the unique and historical nature of our spaces. We encourage guests to stick to these preferred caterers for an effortlessly smooth event!

Caterers not on our Preferred Vendors list are permitted under two conditions:

1. Payment of an additional \$500 must be added to the rental contract
2. Caterer must attend a walkthrough of the space prior to the event

WHAT IS THE CATERING POLICY AT THE GOVERNOR'S MANSION?

Corcoran Caterers, one of our preferred vendors, is the exclusive catering company for this space. You must hold a contract with Corcoran for any catering needs within the Governor's Mansion.

No other company will be permitted under any circumstances.

CAN I BRING MY OWN ALCOHOL?

All of our preferred caterers allow for the host/organizer of an event to buy and bring their own alcohol. However, your chosen caterer must serve all alcohol present at the event.

DOES PRESIDENT LINCOLN'S COTTAGE PROVIDE MY CHAIRS, TABLES, LINENS, ETC.?

No. All necessary chairs, tables, and linens are provided by your chosen caterer. The Cottage only provides tables and chairs for events of under 120 having dinner on the Cottage's Second Floor.

SITE RULES AND REGULATIONS

WHAT IS YOUR POLICY ON RED WINE?

Red wine, other liquids with strong dyes (e.g. muddled blueberries, dark juices), tobacco products and vaping are not permitted inside the Cottage. We strive to preserve and protect the Cottage's history and we ask that you and your guests do the same.

Red wine is only permitted by tableside service during dinner if it is outside and/or tented.

DO I NEED A DANCE FLOOR IF I'M HAVING A RECEPTION/DANCING INSIDE THE COTTAGE?

We ask that guests consider the historic floors of this National Monument. In order to preserve the floors and maintain the integrity of our protective rugs, events with dancing inside the Cottage require a dance floor rental.

We also strongly discourage stiletto shoes.

WHAT IS YOUR POLICY ON OPEN FLAMES?

No open flames, candles, or other combustible materials are permitted inside the Cottage or the Visitor Education Center. Flames in containers (e.g. lanterns, votive and hurricane candle holders) are permitted if outside and/or under a tent, under certain conditions.

Sparkler exits are permitted.

Guests may not smoke on any of the Cottage's lawns or within 30 feet of any site buildings. There are designated smoking areas within walking distance of the Cottage and other rental spaces.

WHAT IS THE MAXIMUM GUEST CAPACITY?

The Cottage has a 120 guest maximum for seated dinners and indoor receptions. The Cottage is available to larger groups for ceremonies and standing cocktail hours. Our outdoor areas able to be tented have a 200 guest maximum.

For other guest capacities, please see our Wedding and Special Events Brochures.

ARE PETS ALLOWED?

Service animals are permitted, however we appreciate prior notice.

Dogs are permitted with prior approval at wedding ceremonies and photo sessions for an additional \$150 fee. Dogs permitted under these conditions must be on a leash and attended by an appointed handler at all times. Any animals other than service animals are not permitted indoors or near any food.

Contact the Events Team for information about nearby kenneling/boarding options.

HOW EARLY CAN MY EVENT START? HOW LATE CAN MY EVENT END?

While our regular business hours are 9:30 AM to 4:30 PM, our team will work with you to ensure you have the the time necessary for set up and break down.

Events exceeding the standard time frame stated in our events brochures, 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.

We have a hard stop on amplified music outdoors at 10:00 PM. Weddings or events taking place outside/under a tent must conclude by 10:00 PM; all guests and vendors must clear the property by 11:00 PM. Indoor weddings or events may extend until 11:00 PM; all guests and vendors must clear the property by 12:00 AM.

All rental schedules include set-up and clean-up times for catering and the PLC Events Team.

WEDDINGS

CAN I HAVE MY WEDDING REHEARSAL AND/OR REHEARSAL DINNER ON-SITE?

Yes and yes! You are free to schedule a time and date for your wedding rehearsal with the Events Team.

Rehearsal dinners require a separate rental of a space on-site, i.e. separate from your day-of rental. The Governor's Mansion, a popular spot for wedding rehearsals, can be added onto any rental contract for an additional \$1,500.

Guests not holding their wedding at President Lincoln's Cottage are welcome to rent our spaces for a rehearsal dinner.

IS THERE A SPACE FOR THE WEDDING PARTY TO GET READY THE DAY OF? IS THERE A STORAGE SPACE?

While most wedding parties arrive on-site with hair and/or makeup already done, we do offer spaces for general preparation depending on your chosen package.

A number of packages give access to the Cottage's Second Floor and a dedicated wedding suite (affectionately called the Mary Lincoln Suite) that serve as day-of storage and preparation spaces. The Governor's Mansion can be added on to any rental contract for day-of preparations for an additional \$1,500.

If you are planning to do a First Look, we also have additional spaces to keep couples separate until the moment of reveal.

Items such as alcohol, picture frames, centerpieces, etc., can be brought to and stored in a dedicated space in the Cottage a few days ahead of time at no extra cost.

CAN I TAKE WEDDING PHOTOS THE DAY OF?

Yes! A Photography Release Form must be signed by you and the Director of our venue prior to your wedding. We have a number of spots on the grounds of the Cottage that the Events Team can direct you to for some beautiful pictures.

Brides, grooms, and wedding parties are able to arrive on-site and begin taking pictures as soon as catering arrives for set-up, i.e. the start of the rental time, usually 2 hours before the ceremony is scheduled to begin.

CAN I SCHEDULE A PHOTO SHOOT ON-SITE IF I'M NOT GETTING MARRIED HERE?

Yes!

Photography is allowed with specific written permission from the Director of President Lincoln's Cottage. You can schedule a shoot during our regular Monday through Friday operating hours for a small fee by contacting the Events Team directly at events@lincolncottage.org.

IS THERE A RAIN PLAN FOR OUTDOOR WEDDINGS?

For weddings under 120 guests, an outdoor ceremony can be moved into the Cottage Drawing Room and an outdoor dinner can be moved to the Second Floor in the event of inclement weather.

For weddings above 120 with a tent, an outdoor ceremony can be moved under the tent in the event of inclement weather. All of our exclusive tenting provider's packages come with optional clear sidewalls that can be used to fully enclose the tent if necessary.

All couples have the option to reserve Stanley Chapel as a backup ceremony space at an additional cost. Couples renting under the Exclusive Rental Package have Stanley Chapel included as a complimentary backup space.

LOGISTICS AND COORDINATION

DO YOUR RENTAL SPACES HAVE WI-FI/OTHER AV CAPABILITIES?

Yes!

All of our spaces have Wi-Fi. Our Group Program Room has a built-in projector and board while all other spaces can be outfitted with our portable projector and screen. We also offer speakers and a microphone with stand.

WILL THERE BE ANOTHER EVENT THE SAME DAY AS MINE?

Depending on timing and spaces rented, there may be another event scheduled before or after yours, but it is unlikely that another event will be scheduled at the same time as yours.

Regardless, we guarantee that your event will in no way be disrupted or impacted by any other concurrent or bordering events.

WILL ANYONE FROM THE PRESIDENT LINCOLN'S COTTAGE STAFF BE WORKING ON-SITE THE DAY OF MY EVENT?

Yes! At least one member of our Events Team and one of our Museum Program Assistants will be on-site the day of your event to answer questions about the space, assist with any venue-related tasks, and coordinate with any vendors.

IS THERE AIR CONDITIONING IN THE COTTAGE? IS THERE HEAT?

The Cottage uses forced cool air in the warmer seasons; it is not meant to mimic modern air conditioning, but it does the job! The Cottage also sits atop the third highest point in Washington and as such receives cool breezes and lower temperatures in the summertime.

The Cottage has modern heating for the colder seasons.

DO I HAVE TO HIRE A PLANNER FOR MY EVENT?

We highly recommend hiring a planner (especially for weddings) to help handle day-of logistics so that the family member, friend, or employee you would have otherwise had fill the role can enjoy the experience without having to worry about what's going on behind-the-scenes. If you are looking for suggestions, reach out to our Events Team.

The Events Team at President Lincoln's Cottage is able to provide relevant event suggestions and help with various timing and logistics decisions, regardless of whether you have a planner or not.

CAN MY GUESTS PASS THROUGH THE FRONT GATE?

Yes! For every event, we ask you to provide a complete guest list. We give this list, along with a schedule of the event, to the security guards at the gate. This lets them know what is going on and who needs to get in.

IS THERE FREE PARKING ON-SITE?

Yes! We have our Visitor's Parking Lot as well as an overflow parking lot for guests arriving in their own vehicles.

Ubers, Lyfts, shuttles/buses, etc., can also be used by guests to arrive and are permitted to drop-off and pick-up on the property grounds.

ARE ALL YOUR SPACES HANDICAP ACCESSIBLE?

The Cottage, Visitor Education Center and Governor's Mansion are handicap accessible and ADA compliant. We offer ramps, elevators, handicap restrooms, and sufficient door width clearances.

**FOR ANY QUESTIONS NOT ADDRESSED ON THIS
LIST, PLEASE CONTACT PRESIDENT LINCOLN'S
COTTAGE AT:**

EVENTS@LINCOLNCOTTAGE.ORG

202.688.3732