



## **National Archives Building Event Vendor Guidelines**

*The National Archives requires all vendors and staffs to adhere to the Rules and Regulations Governing Buildings and Grounds issued by the Federal government as well as follow the National Archives' specific policies.*

*The National Archives policies relate to the nature and protection of the materials contained in this building. Therefore, we have strict policies in security, fire prevention and cleanliness.*

*For these reasons, we require the following:*

**All caterers must be fully licensed and have full liquor liability insurance. The proper documents must be on file in the Special Events Office and updated annually.**

**All Vendors must abide by all fire codes and regulations. The blocking of doors, fire extinguishers, fire alarms, egress routes or emergency exits is strictly prohibited. The National Archives staff has the final word on such matters.**

**The co-host organization must provide, at least two weeks in advance of the event, a list of all vendors hired to support the event i.e., caterers, florists, décor and lighting designers and liquor companies.**

**The Load In/Load out must be coordinated with the Special Events Office.**

- 1. Liability Insurance:** Any caterer working within the National Archives Building must have a current insurance certificate on file with the National Archives that names the National Archives as an additional insured for use of the facilities, and meets the following insurance limits:
  - a. Commercial General Liability - \$1,000,000 per occurrence, including coverage for products liability and contractual liability.
  - b. Liquor Liability Coverage - \$1,000,000
  - c. Automobile Liability Coverage - \$1,000,000 per accident for bodily injury and property damage
  - d. Workers Compensation – statutory limits



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### **2. Food and Beverage:**

- a. **Under no circumstance is food and beverage allowed - served or carried - in the Rotunda or any exhibit space. Drop tables must be provided and located near these areas. Two (2) at the entrance to the Rotunda, one (1) at the entrance and exit of the Public Vaults, one (1) at the entrance of the O'Brien Gallery and one (1) in front of the Magna Carta.** The National Archives will provide staff to prevent food and drink from entering these areas.
- b. Cash bars are not permitted. No liquor may be openly displayed in the public areas of National Archives Building until it closes to the public. All liquor must be removed from the building premises immediately following the event.
- c. Catering staff shall not offer or provide food or beverages to National Archives or National Archives contract staff without prior approval from the Special Events staff.
- d. The National Archives reserves the right to restrict the service of red wine and red berries in certain event spaces.
- e. Only professional bartenders provided by the caterer are permitted to serve alcohol.

### **3. Kitchen/Event Prep Area(s):**

- a. Designated kitchen/event prep areas will be determined by the Special Events staff in coordination with the Facilities Management Branch.
- b. The carpeted floors of a designated kitchen staging area must be covered with plastic to protect the floors.
- c. Vendor staff must keep any personal belongings in the designated catering prep area. The National Archives is not responsible for lost, damaged or stolen items.

### **4. Flames:**

- a. Locations for all food stations using sterno must be approved in advance. A Burn permit must be completed and submitted to the Special Events staff at least 3 business days before the event. All shaded areas must be complete before submitting to the Special Events Office.
- b. Votive candles may be used during events. Taper candles and open flames (such as a flambé and stir frying) may not be used in the National Archives Building
- c. No propane, butane or electric stoves may be used for warming or cooking food in the National Archives Building. Sterno may be used for moderate food warming. The Special Events staff has the right to review and approve the final menu.

### **5. Electrical Requirements:**

- a. All electrical needs must be coordinated with the Special Events staff prior to the event. Depending on the electrical needs, an Archives electrician may be required during the event. This requirement will be determined by the Special Events staff in coordination with the Facilities Management Branch.



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### **6. Lighting/Décor/Floral/Sound/Staging**

- a. **All floor plans, decorations, sound, stage, lighting and other arrangements must be approved in advance by the Special Events office.**
- b. **No artificial lighting is permitted in the Rotunda or exhibit spaces.** Up-lighting in the Rotunda Galleries and/or exterior Portico may be requested, in advance, to the Special Events office.
- c. Large banners or signs on the interior or exterior of the building are prohibited.
- d. Helium balloons or fountains are not permitted in the building.
- e. All equipment and decorations must be removed immediately following the event. The National Archives is not responsible for the loss or damage to any equipment left overnight in the building.
- f. Taping or tacking anything to walls in the National Archives Building is not permitted. Gaff tape ONLY may be used on marble floors
- g. If flowers or plants are provided for an event, they must be completely removed immediately after the event.
- h. Floral arrangements may not be constructed on site.
- i. Any additional staging must be approved in advance by the Special Events staff.
- j. If pipe and drape are used, their use must be approved in advance and cannot block any doorways.

### **7. Deliveries:**

- a. Load in times must be coordinated with the Special Events office at least two weeks prior to the event. All equipment, food, beverage, decorations, etc., for an event must be delivered the day of the event and removed immediately after the event. There is no storage space available for early deliveries.
- b. The catering supervisor or driver must check in/sign in at the National Archives security post prior to entering the loading dock.
- c. Within seventy-two hours prior to the event, all vendors must submit the attached Vendor Delivery/Pickup form and complete list of staff working at the event to the Special Events office.
- d. All vendor staff are required to enter the building through the Pennsylvania Avenue entrance with proper identification and sign in with the security officers. Security will call the Special Events office and a staff member will escort the vendor staff through the building to the event space(s). Under no circumstance will an employee be permitted to work in the building without identification. After signing in, event employees must wear a day pass pin while working in the space.
- e. There is no parking at the National Archives. Vendors must load-in/out equipment via the loading dock located on 7<sup>th</sup> street between Pennsylvania and Constitution Avenues.
- f. Vendors are required to use the freight elevators for transporting all food, equipment and materials



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### 8. Setup/Cleanup:

- a. **Event vendors are permitted a maximum of three (3) hours for breakdown, clean up and load out of the facility after the conclusion of the event. Vendors must have sufficient staffing for this purpose. The National Archives reserves the right to assess a fee, to the event vendor, if the load out goes beyond three (3) hours.**
- b. Vendors are responsible for the setup of all event-related equipment, unless provided by the National Archives.
- c. Tables must be carried, not rolled across the floors.
- d. Caterers must place and affix plastic to the floor space of any carpeted prep area before beginning work in that area.
- e. It is the responsibility of the event vendor and staff to break down all event equipment and remove all trash from the premises.
- f. Use of the National Archives building trash receptacles is not permitted. All trash and garbage must be taken from the premises by the vendor following the event. This includes all decorations, such as flowers.
- g. Removal of carpet stains incurred during the course of the event is the responsibility of the caterer and must be reported immediately to the Special Event staff.
- h. Brooms, dry mops, dustpans, and any other cleaning materials must be supplied by the event vendor.
- i. When setting up coat racks, floor protection must be used. Do not drop metal poles on marble floors.
- j. All tables and chairs must have felt or soft rubber tips to protect the floor. Felt tips should be placed prior to arrival at the National Archives Building.