



## **PRIVATE EVENT RENTAL RATES**

Rates are effective as of October 1, 2020 for all new special event rental contracts. Base rental fees include a total rental time of six (6) hours. Additional hourly rates are listed under each category.

*\*\* District of Columbia government agencies should contact the Event Services department at [eventrentals@dc.gov](mailto:eventrentals@dc.gov) to discuss government rates.*

### **EVENT HALL | Sunday – Saturday from 9:00 A – 11:00 P**

The Rooftop Terrace is included in the rental rate for events after 6:00 PM and otherwise outside of the Library's normal operating hours.

#### **Regular Rate**

Monday – Friday | 8:00 A - 5:00 P

- Corporations and Individuals: \$5,750
- Nonprofits, Associations, and Federal Government Agencies: \$4,500
- Each additional hour over 6 hours: \$750 - \$950

#### **Peak Rate**

Monday – Friday | 5:00 P - 11:00 P

Saturday – Sunday | 9:00 A - 11:00 P

- Corporations and Individuals: \$6,250
- Nonprofits, Associations, and Federal Government Agencies: \$5,000
- Each additional hour over 6 hours: \$800 - \$1,000

### **GREAT HALL | Friday, Saturday, Sunday from 5:30 P – 11:00 P**

This room is available to rent exclusively outside the Library's operating hours.

Friday – Sunday | 7:00 P - 11:00 P

- Corporations and Individuals: \$8,500
- Nonprofits, Associations, and Federal Government Agencies: \$6,500

### **AUDITORIUM | Sunday – Saturday from 9:00 A – 11:00 P**

This room requires additional A/V support.

Sunday – Saturday | 8:00 A - 11:00 P

- Corporations and Individuals: \$2,000
- Nonprofits, Associations, and Federal Government Agencies: \$1,400

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***Approved by the Library Board of Trustees - July 22, 2020***



**Nonprofit Discount**

Nonprofit organizations and Federal government agencies are entitled to discounted room rental fees. Documentation is required to verify status.

The Library reserves the right to adjust these rates and fees, if at the moment of signing the contract there is a foreseeable or existing circumstance due to a cause that is not the fault of DCPL (i.e., inclement weather, furlough, states of emergency and/or “acts of God”) that may impact the DCPL’s ability to host the event.

**ADDITIONAL EVENT FEES**

**Event Overtime | \$500 penalty + Hourly Rate**

Overtime penalty fee for how long the event occurs outside the contracted time frame. If the event begins before or runs over the contracted time, the client will be subject to the penalty and the per-hour rental rate for the room. Hourly rates and fees are rounded up to the hour.

**Event Cancellation**

Security Deposit non-refundable before 30 days.  
Full payment non-refundable after 30 days.

**Meeting Room (For 4-hour rental)**

\$500 (Corporate)  
\$300 (Non-Profit)  
\$150 (Alliance)

**Additional Security**

*Incurred if more than one security officer is needed for an event.*

\$60/hour per Officer  
\$75/hour per officer – Holiday Rate

**Additional Facilities/Custodial Services**

*Incurred if more than one porter is needed for an event. All additional facilities and custodial services must be approved in advance.*

\$35/hour per porter  
\$42/hour per porter (Official Holidays)

**Additional Engineering Services**

\$48/hour  
\$55/hour (Official Holidays)

**Audio/Visual Technician**

*Includes the use of basic audio/visual equipment. Additional A/V equipment and service may be requested.*

\$75/hour per technician  
\$90/hour per technician (Weekends and Holidays)

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<b>Projector Package</b> <i>Includes set-up and strike, projector, projector screens and speakers.</i>	\$800/hour
<b>Sound System</b> <i>Includes set-up and strike, speakers and two microphones.</i>	\$500/hour
<b>Damage Fees</b>	If non-routine cleaning is required or damage occurs during the event, damage and cleanup expenses will be assessed at cost and charged to the client.

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