



Personal Events

(effective June 1, 2023)

All events must be coordinated and managed by a professional event planner following the Facility Use Guidelines below. A list of recommended planners is available on request.

All rentals include:

- On-site Skyline 609 Venue Manager to assist with facility issues
- Security Guard in building lobby
- Standard cleaning before and after the event, including trash removal and bathroom refreshing
- Setting of Garage Doors to open or closed
- Access to the 10' projection screen and 80" TV set (HDMI input)
- Access to the bluetooth audio system and a handheld wired microphone
- A full suite of indoor furniture, including three seating areas, two expandable tables, stacking chairs for 24 people, and three cafe tables.
- A full suite of outdoor furniture, including three seating groups and high-top tables with chairs
- Catering staging areas
- Box-truck accessible loading dock
- Private restrooms on the floor

Personal Event Rates

All activity, including loading, deliveries, and unloading, must occur during the rental period.

- \$4,000 for up to 4 hours. (Available Mon - Thurs. only) *Recommended for a 2 hour event*
- \$5,900 for up to 6 hours. *Recommended for a 3-4 hour event*
- \$7,800 for up to 8 hours. *Recommended for a 4-5 hour event*
- Additional hours (hours 9 and 10), \$1,100 per hour
- Additional hours (hours 11+): \$600 per hour
- Reserve a Date: \$500 (optional, non-refundable).
- Security Deposit: Via credit card authorization. Final amount will be invoiced and charged against the authorization within 5 business days of the event's end.

Additional Fees

- Furniture Removal: \$750.
Charged to remove some or all of the furnishings from indoor and outdoor spaces.
- Additional Custodial Services: \$50/hour; 4 hour minimum.

Incurred if additional cleaning services are needed during or after an event. Must be booked in advance.

- **Additional Security:** \$50/hour per officer, 4 hour minimum
Events with more than 100 people in attendance, or when using the Anthology garage after 8:00pm, may require additional security during an event.
- **Event Overtime:** \$500 penalty + Hourly Rate
Overtime penalty applies if activity extends beyond the contracted rental period. If event activity begins before or runs over the rental period, the client will be subject to the penalty and the per-hour rental rate for the room. Hourly rates are rounded up to the hour.
- **Damage Fees:** \$500 penalty + cost of repair or cleanup
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.

Payment Schedule

- Reserve a Date (\$500) due when holding a date; non-refundable.
- First Payment (50% of total fees) due when contract is signed; Refundable until 60 days before Event Date.
- Final Payment (all remaining fees) due thirty days before the Event Date; non-refundable.

Facility Use Guidelines

Unless otherwise provided, the following Facility Use Guidelines are in effect:

- *One week out: Certificate of insurance, a complete event schedule including a vendor list with delivery/pick up times, and catering plan.*
- *Three days out: A guest list, alphabetized by last name, is required.*
- Full-service catering, beverage service, additional furniture, tenting, and A/V equipment are available through one of the facility's preferred vendors. Self-catering is not permitted.
- Catering may only be performed from approved locations. Hot boxes are not permitted indoors. Caterers are expected to remove all trash from the facility.
- Alcohol sales, commercial activity and vending are prohibited in the space, except by prior approval.
- On the roof, music is permissible with permit between the hours of 9 am to 10 pm, Sunday to Thursday, and 9 am to 11 pm, Friday and Saturday. Amplification is limited to two speakers facing east; subwoofers and low bass are prohibited. There are no restrictions on music played indoors with the garage doors closed.
- Enjoy the space as a smoke-free, tobacco-free, drug-free destination.
- Barbecuing, candles and open flames are prohibited.
- Signs, wall-mounted decorations, or other posted materials require prior approval.
- Confetti, glitter, rice, birdseed, and spray "silly string" are prohibited.
- Fog, mist, or bubble machines are prohibited.
- All children under the age of 18 must have adult supervision.
- No animals in the space, except working service animals.

Liability and Insurance

Client shall obtain and maintain the following insurance coverage the event at its expense general liability insurance, written on an occurrence basis, at limits of at least \$1,000,000 per occurrence and \$2,000,000 general

aggregate, for bodily injury and property damage liability. All insurance policies shall be issued by companies licensed to do business in the District of Columbia.

Indemnification

Client must indemnify and hold harmless Skyline 609, Building Creative (the booking agent), its directors, officers, agents, employees, and the Owner, its officers, agents and employees, (each, an “Indemnified Party”), from and against any and all losses, expenses, and damages relating to or as a consequence of any act of the Client, its guests, or subcontractors in connection with this agreement.

Compliance with Health Guidance regarding COVID-19

Client must accept an Assumption of Risk and Waiver of Liability Relating to Coronavirus/COVID-19. Client and its staff, vendors, guests and any and all other attendees must comply with [Mayor's Order 2022-029](#), issued February 14, 2022 by the Government of the District of Columbia regarding Phase Three of Washington, DC Reopening. This compliance may require the Client to create protocols and implement measures to reduce the spread of COVID-19 based on [Phase Three Guidance: Coronavirus 2019](#) for special events. Failure to do so may result in the cancellation of this agreement without refund.

Any questions should be directed to Anne (anne@skyline609.net) or Jon (jon@skyline609.net), or 202-854-8823.