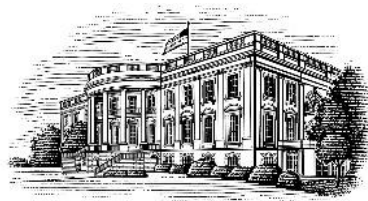


THE HISTORIC RESIDENCE HAS HOSTED ELEGANT SOIREEs FOR NEARLY 200 YEARS—EVEN DURING PROHIBITION, WHEN THE WINE CELLAR KEPT DIGNITARIES IN GOOD SPIRITS.



THE WHITE HOUSE  
HISTORICAL ASSOCIATION

EVENT RENTAL SPACES THAT PROVIDE AN UNRIVALED SETTING FOR SPECIAL EVENTS  
[WHITEHOUSEHISTORY.ORG/ DECATUR-HOUSE](http://WHITEHOUSEHISTORY.ORG/DECATUR-HOUSE)

## 2024 RENTAL RATES

### CARRIAGE HOUSE AND COURTYARD RATES

#### WEEKDAY

- **Daytime**

**Monday - Friday, up to 10-hour block:** \$500 per hour- Carriage House and Courtyard  
\$700 per hour– All spaces (Carriage House, Courtyard, & Parlors)

*Rental available 6 a.m. - 4 p.m. only and includes guided tours of the Historic House if scheduled in advance.*

*Load-out must be completed by 4 p.m. or the evening rental rate will apply. Load-in prior to 6:00 a.m. is subject to an additional fee.*

*Three (3) hour minimum required on all daytime rentals.*

- **Evening**

**\*Monday - Thursday, 5-hour block:** \$3,000 (private/corporate/non-profit)

*Rental includes guided house tours and a minimum of three (3) hours for set-up and breakdown.*

*\*Limited time offer – Cannot be combined with any other discount or offer*

**Monday - Thursday, 7-hour block:** \$5,450 (private/corporate)  
\$4,330 (non-profit)

*Rental includes guided house tours and a minimum of three (3) hours for set-up and breakdown.*

#### WEEKEND

- **Friday - Sunday, 8-hour block:** \$8,200 (private/corporate)  
\$6,000 (non-profit)

*Rental includes guided house tours and a minimum of three (3) hours for set-up and breakdown. Does not include ceremony rehearsal.*

- **Friday - Sunday, 10-hour block:** \$9,400 (private/corporate)  
\$7,000 (non-profit)

*Rental includes guided house tours and a minimum of three (3) hours for set-up and breakdown and one (1) hour for ceremony rehearsal.*

#### WEEKEND EXCLUSIVE

- **Friday - Sunday, 12-hour block:** \$12,000 (private/corporate)  
\$8,700 (non-profit)

*Includes guided house tours and a minimum of four (4) hours for set-up and breakdown. Load-out timing scheduled after 1:00am is subject to an additional fee.*

*Includes use of Carriage House, Courtyard and Upper-Level Entertaining Parlors\* and one (1) hour for ceremony rehearsal.*

*\*Maximum capacity in the Upper-Level Entertaining Parlors is 120 guests.*



As of 1/30/2024

## HISTORIC HOUSE RATES

### DAYTIME, WEEKDAY

- **Monday - Friday, up to 10-hour block:** \$500 per hour- Upper-Level or Lower-Level Parlors

*Rental available 6 a.m. - 4 p.m. only and includes guided tours of the Historic House if scheduled in advance.*

*Load-out must be completed by 4 p.m. or the evening rental rate will apply. Load-in prior to 6:00 a.m. is subject to an additional fee.*

*Three (3) hour minimum required on all daytime rentals.*

### EVENING & WEEKEND

LOWER-LEVEL ENTERTAINING PARLORS	\$600 PER HOUR
UPPER-LEVEL ENTERTAINING PARLORS	\$800 PER HOUR
UPPER AND LOWER-LEVEL ENTERTAINING PARLORS	\$900 PER HOUR

*Rental includes guided house tours and a minimum of three (3) hours for set-up and breakdown.*

*The maximum capacity for the Upper-Level Parlors is 80 seated and 120 standing.*

*The maximum capacity for the Lower-Level Parlors is 8 seated and 30 standing.*

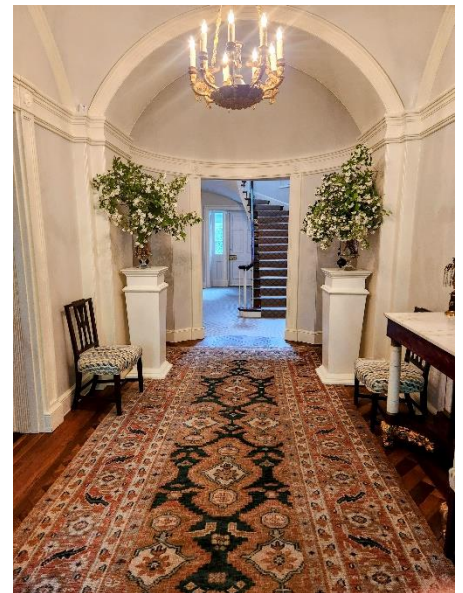
**For evening and weekend rentals, in addition to use of the Carriage House and Courtyard, Clients may rent the Historic House for an additional \$2,800.**



# RENTAL GUIDELINES

Completed in 1819, Decatur House has been used as a residence, rental property, a site of enslavement, boarding house, museum, office, and historic site. During its history as a private home, domestic staff members lived and worked in Decatur House as well as its adjacent service wing. For several decades during the nineteenth century, it was a site of enslavement and courageous demands for freedom. After slavery was abolished, free African Americans and European immigrants were hired to work and reside onsite. The White House Historical Association and the National Trust for Historic Preservation are committed to telling the full story of Decatur House as a historic site. We look forward to the opportunity to share the fascinating history and cultural legacy of this site with you and your guests.

- **AUDIO-VISUAL EQUIPMENT:** For use of the Carriage House audio visual system, please contact David Ballenger with RCI Systems at [davidb@rcisystems.com](mailto:davidb@rcisystems.com) or call 301-931-9001.
- **CANCELLATIONS:** If the Contracting Party notifies the Vice President of Special Events and Venue Logistics of an event cancellation, Decatur House will refund deposits and payments as follows:
  - 180 days prior to event: Full refund (less a \$500 processing fee)
  - 150 days, but less than 180 days, prior to event: One-half (1/2) of the rental fee deposit
  - Less than 150 days prior to event: No refund
- **ENDOWMENT FEE:** All contracting parties give a contribution that will ensure the future maintenance and upkeep of the Decatur House historic site and event spaces. Contracting Parties will give a \$100 level contribution if they are renting the space for a private or non-profit event and a \$200 contribution if they are renting the space for a corporate event.
- **EVENT TIMING:** Music and bars must end by 11:30 p.m., with all guests leaving no later than midnight. Contracted load-in and out time beginning before 6:00AM and going beyond 1:00AM will be billed at \$700/hour.
- **FINAL WALKTHROUGH:** Decatur House staff will schedule a required final walkthrough for each event during business hours, Monday through Friday.
- **FOOD/DRINK:** Only hosted bars are permitted on the premises.
- **HOLIDAY CHARGE:** Events on a holiday are charged at an increased rental rate. Please inquire about specific fees.
- **SECURITY DEPOSIT:** All contracting parties are required to pay a \$1,000 refundable security deposit. The deposit will be refunded 4- 6 weeks after the event, so long as Decatur House has incurred no damage and there are no outstanding charges.
- **DAYTIME MEETING GUIDELINES:** Included in every rental is the option to have guests enter the venue through the historic Decatur House. Decatur House staff have the authority to shift guest entry to the 1610 H Street NW entrance for some or all of the event. While Decatur House staff will endeavor to notify the contracting party of this shift in advance, Decatur House staff reserves the right to make changes as necessary before and during the event.





- **TENT VENDOR:** Sugarplum Tent Company by Curated Events is the exclusive tent provider for any event at Decatur House. Please call Sugarplum Tent Company by Curated Events at 301-620-4340 to discuss tenting packages for your special event.

- **WEDDING GUIDELINES:** The ten (10) and twelve (12) hour blocks allow for an additional one (1) hour of rehearsal time, though the hour and date is subject to availability. Date and time can be reserved six weeks prior to the event date. In most cases, the latest time slot available for a rehearsal is 3:30-4:30 p.m., Monday through Friday. Due to holiday and event scheduling earlier times may be required. Please also note that Decatur House does not allow the throwing of rice, glitter, confetti, birdseed, sparklers, flower petals or bubble blowing.



- **WEDDING PHOTOGRAPHY:** Included in every weekend rental is the opportunity to have pictures taken in the Upper-Level Entertaining Parlors within the contracted block of time. Food or beverage service is strictly prohibited in the Upper-Level Entertaining Parlors while pictures are being taken. Violations to this policy will result in a fee incurred to the contracting party.
- **CHAIR RENTAL GUIDELINES:** Decatur House chairs are \$4.00 per/chair and does not include set-up. The maximum number of chairs available is 180. Final number confirmation must be received 72 business hours prior to the event. **Decatur House chairs are to be used in the Carriage House and Historic Parlors only, chairs cannot be used in the Courtyard. Chairs can be used for meetings, panel discussions and other events not serving food and beverage.**
- **12-FOOT TABLE GUIDELINES:** Decatur House's 12-foot round table rental is \$1,000.00 and includes set-up and use of one of four in-house linen options. Advance notice of 72 business hours is required when adding to any rental. The table is available for use in the Carriage House or the Piano room of the Historic Parlors only. Table cannot be used in the Courtyard.
- **BRIDAL/GREEN ROOM GUIDELINES:** The client/vendors are permitted to occupy the Bridal/Green Room up until the marked stanchions. If the client/vendors go beyond the designated stanchions, the client forfeits their entire security deposit.



- **GUIDED TOURS:** Abbreviated tours of Decatur House, led by our event staff, are included in every rental. For events requesting a more in-depth tour and/or a WHHA Historian to give a presentation, please indicate so on the application and provide a brief description of your request. Fee applies (\$250-\$500) and is subject to availability.

# RENTAL APPLICATION

## CONTACT INFORMATION

Name of Contracting Party (Individual or Group): \_\_\_\_\_

Contract Representative: \_\_\_\_\_

Title: \_\_\_\_\_ Company: \_\_\_\_\_ Non-Profit? ☐ No ☐ Yes

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone (M): \_\_\_\_\_ (W): \_\_\_\_\_ (F): \_\_\_\_\_

E-Mail: \_\_\_\_\_ Referred By: \_\_\_\_\_

Have you hosted an event at Decatur House before? ☐ No ☐ Yes, When? \_\_\_\_\_

How did you hear about Decatur House? \_\_\_\_\_

If your address will change after your wedding/event, please provide it below:

\_\_\_\_\_

## EVENT INFORMATION

**Event Date:** \_\_\_\_\_  
Weekday | Month | Day | Year

☐ Weekday Day (6a - 4p) ☐ Weekend 8 hour (3-hour load-in/out minimum)  
☐ Weekday Evening (5 Hour) ☐ Weekend 10 hour (3-hour load-in/out minimum)  
☐ Weekday Evening (7 Hour) ☐ Weekend 12 hour (4-hour load-in/out minimum)

**Event Location:** *(Please check all that apply.) \*Dependent on space capacity guidelines*

☐ Carriage House ☐ Courtyard  
☐ Upper-Level Entertaining Parlors\* ☐ Lower-Level Entertaining Parlors\*  
☐ Will your event include guided tours of the Historic House?

**Event Type:** *(Please select all that apply.)*

☐ Seated Dinner ☐ Reception ☐ Meeting/ Lecture ☐ Wedding Ceremony and Reception  
☐ Other: \_\_\_\_\_

**Number of Attendees:** \_\_\_\_\_

**Event Hours:** Set-up Hours: \_\_\_\_\_ Event Start Time: \_\_\_\_\_

Event End Time: \_\_\_\_\_ Breakdown Hours: \_\_\_\_\_

**Event Add-Ons:** *(Please select all that apply)*

☐ **Piano** (Historic Parlors only; to be used only with authorized pianist)

*For Carriage House/Courtyard AV, please contact RCI Systems by calling 301.931-9001 or emailing [davidb@rcisystems.com](mailto:davidb@rcisystems.com)*

☐ **Chair Rental** (Available for use in the Carriage House/Historic House Only\*):

\_\_\_\_\_ Number of chairs requested (up to 180 @\$4.00 per chair)

*Please refer to the Rental Guidelines for Decatur House chair use policies.*

☐ **Historian Request** (Please check if requesting more than the tours that are included with every rental)

☐ **12-Foot Round Table Rental** (Includes one of four in-house linen options; select location below)

☐ Carriage House ☐ Historic Parlors

*Please refer to the Rental Guidelines for table use policies.*

**My signature below indicates that I have read and understood the 2024 Decatur House Rental Rates and Guidelines.**

Signed \_\_\_\_\_

Date \_\_\_\_\_

*To contract an event at Decatur House on Lafayette Square, please email the completed application to [asmirne@whha.org](mailto:asmirne@whha.org).  
For questions, please contact Arioeth Smirne, Vice President of Special Events and Venue Logistics, by phone at 202.218.4333 or by e-mail at [asmirne@whha.org](mailto:asmirne@whha.org).*

As of 1/30/2024