



Frequently Asked Questions

Corporate Events • Galas • Parties • Meetings

Culture House | 700 Delaware Ave SW, Washington, DC 20024



CULTURE HOUSE



Table of Contents



[What Is Included in a Rental](#)

[What Is NOT Included in a Rental](#)

[Quick Venue Facts](#)

[Production | Technical FAQs](#)

[Wifi](#)

[Special Decor Rules](#)

[Load In / Load Out](#)

[Catering](#)

[Parking](#)

[DDOT Permitting](#)

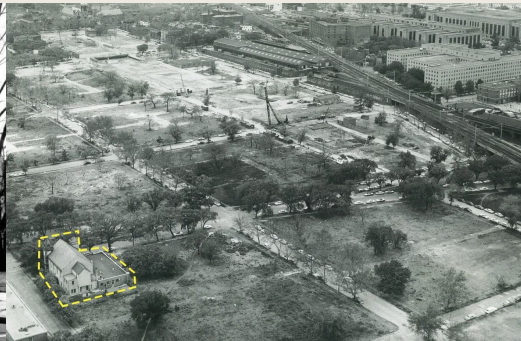
[Photos of Activations](#)

[Venue Dimensions](#)

[Examples of Floor Plans](#)

Quick Venue Facts

- Built in 1886, this historic church has been a gathering place for the community in Southwest DC for more than a century. Today, it serves as an art gallery and event venue celebrating creativity and community
- The Main Entrance is on H Street at 700 Delaware Ave SW (front facing the gravel courtyard), with a butterfly design to the right of the main doors
 - Load-in for all events enter at this door as well
- **NOTE:** Our second floor banquet space is accessible by stairs only – there is no elevator onsite
- Restrooms are located on the first floor only



Event Rentals | What Is Included

- Onsite Event Lead
- Event Staff
 - *As dictated by venue based on event needs. Some events are subject to additional personnel and cleaning costs, which will be incorporated into each contract*
- In-House A/V Equipment (please see complimentary inventory [HERE](#))
- Porter Services (i.e., restroom attendants, trash clean up, etc.)
- Post-Event Cleaning Fees
- Administrative Fees
- Catering Prep Space
- Complimentary WiFi Access

[LINK](#) to Event Pricing Sheet

[LINK](#) to drive (floorplans, photos)

Event Rentals | What Is NOT Included

- Parking
- Rentals
 - Tables, chairs, and highboys can be rented for an additional fee. Please see inventory [HERE](#)
 - Please note, the venue does not have linens, pipe & drape, nor additional decor
- Catering Services (please see list of approved caterers [HERE](#))
- Production Technicians (**NOTE:** Typical technician costs start at \$600)
- Additional A/V equipment (sound boards, additional lighting, etc. see packages [HERE](#))
- Formal Security is not included in the rental rate, and is required to be contracted directly with APS (our required security vendor) Please see their information [HERE](#) (example pricing listed below)
 - **Off Duty:** \$110/hr (4hr minimum)
 - **Armed SPO:** \$110/hr (4hr minimum)
 - **Unarmed SPO:** \$85/hr (4hr minimum)

Production | Technical FAQs

- **Will I need a generator for my event?**
 - Production Manager (Drew) will determine based on your power needs.
- **All I want to do is play music from my laptop/phone into the speakers. Can I do this?**
 - Yes - please refer to our AV packages [HERE](#) for guidance.
- **Do you have extra cables for power/audio, or do we need to bring our own?**
 - Please plan on bringing cables for any power/AV equipment that we are not supplying. We have a limited supply of extension cords and XLR cables.
- **Can we use one of your projectors from the balcony on the 2nd Floor?**
 - Our projectors are short-throw, meaning they must be within 10-15 feet of the screen. Let Production Manager know your ideal screen position, and he will help find the best place for the projector.
- **We have lots of heavy gear to bring upstairs. Is there an elevator or lift to assist load in/out?**
 - Culture House does not have ADA accessibility to the 2nd Floor space. Stairwells in the front of the building are wide enough to accommodate large gear and personnel.

WiFi

Culture House provides a load balanced multiple connection network. Access information is provided below:

Standard WiFi Login & Password:

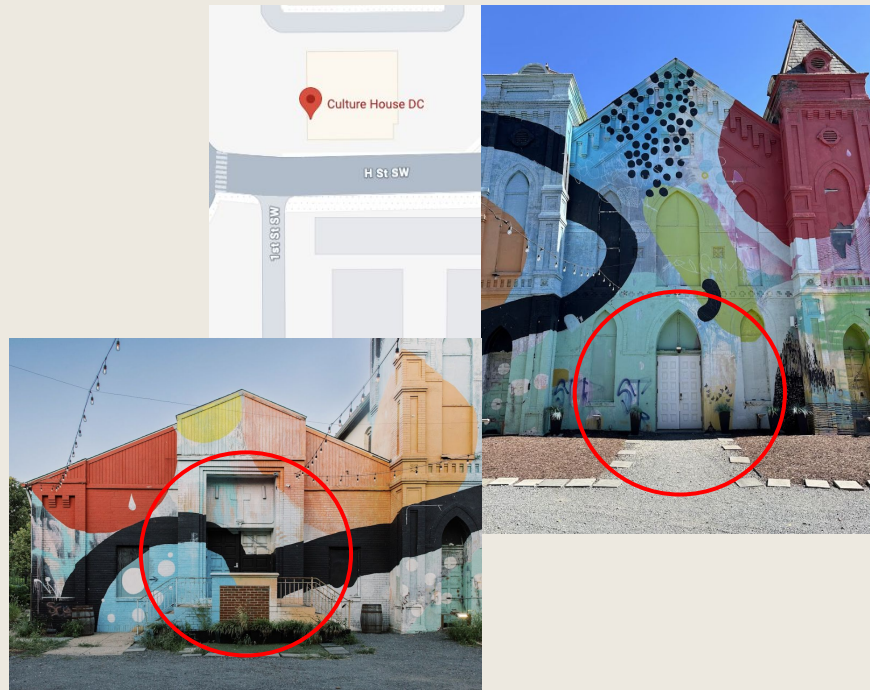
- **Login:** Culture House
- **Password:** Cr82Criticize

Special Decor Rules

All special decor - including wall hangings, large signage, ceiling decor, pyro, confetti, etc must be approved by your Event Manager at least two weeks in advance of the event.

Load In / Load Out

- There are multiple points of entry available for your load in / load out purposes – please inquire with your Event Manager for preferable options prior to your event. Please see the following marked images for entry reference.
- **VIP Speakers:** Please note, if a private entrance is needed for VIP speakers or attendees, this can be accommodated. Speak with your Event Manager for details.



Catering

If you are planning to use an outside caterer, please provide all required documentation listed below:

- **Valid DC Catering License**
- **Certificate of Insurance** (*tailored to the specifications provided by your Event Manager*)

Catering Requirements:

- Catering team to set up, break down & provide ALL mandatory equipment (*chaffers, linens, food prep materials, etc*)
- A Catering Captain must be assigned and scheduled for each event, including setup and dismantle.
- All staff must abide by venue rules and restrictions when representing the Caterer.
- Commercial General Liability insurance must be provided that adheres to the Venue's Insurance requirements.
- Additional trash cans as needed

Alcohol

If you plan to serve alcohol, client and/or caterer must provide an **ABCA License**

- **LICENSE REQUIRED - CLICK [HERE](#) TO ACQUIRE**

All bar needs to be provided by client or caterer (*no in house bar equipment available*)

House Rules

- **Alcohol:** No Alcohol is permitted beyond the Venue Courtyard; including gift bags, giveaways, etc.
- **Equipment NOT Allowed:** Fryer, cassette feu, no bottle gas, no open flame. Groups may tent the backyard to accommodate any cooking needs not allowed inside the venue.
- **Equipment Allowed:** Induction burners, votives, sterno

Parking

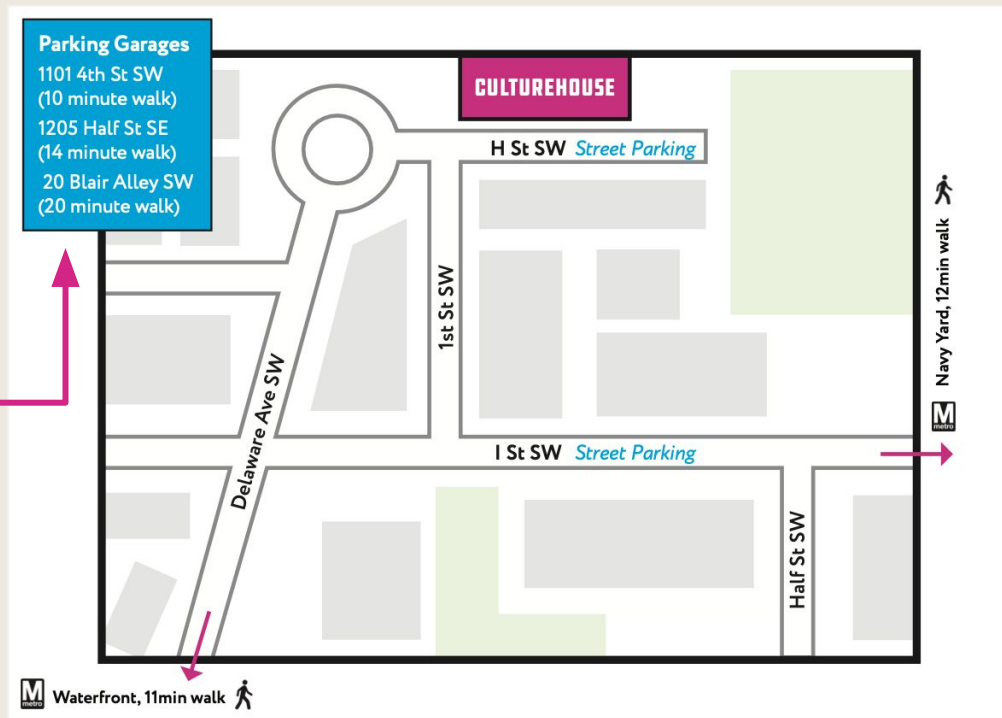
- There is NO designated parking at the venue for guests
- Metro and City Bus routes are located within walking distance to the venue
- Street parking is available along
I St SW & H St SW

– **pay-to-park required**

- See Parking Garage options on the map

- **Hotel Options Nearby:**

- AC Hotel Washington DC Capitol Hill Navy Yard **(12 minute walk)**
- Homewood Suites by Hilton Washington DC Capitol-Navy Yard **(12 minute walk)**
- Canopy by Hilton Washington DC The Wharf **(15 minute walk)**
- Hyatt House Washington DC / The Wharf **(16 minute walk)**



DDOT Permitting (Parking & Service Roads)

- Vendors and clients (not attendees) are allowed to temporarily park on the gravel lot in front of the venue off of H Street SW to load-in and load-out during events. However, long-term parking here at any time is not permitted, towing will be enforced at the sole expense of the vehicle owner.
- Clients can apply for permitting H Street SW & Delaware Ave SW for their events by permitting through DDOT. Learn more about the [Permitting Process HERE](#).
- Proof of permitting and advance notice is required if you wish to permit the driveway(s).

Photos of Activations

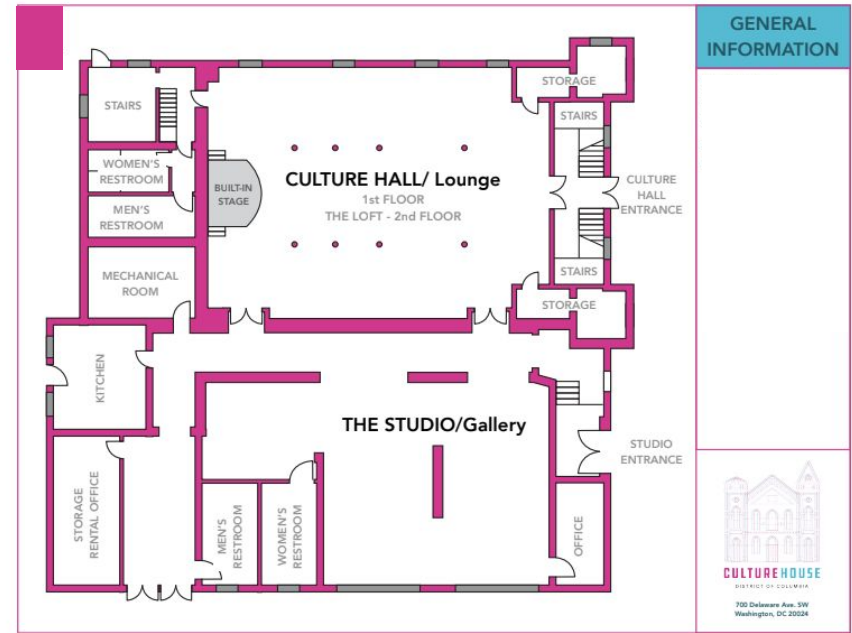
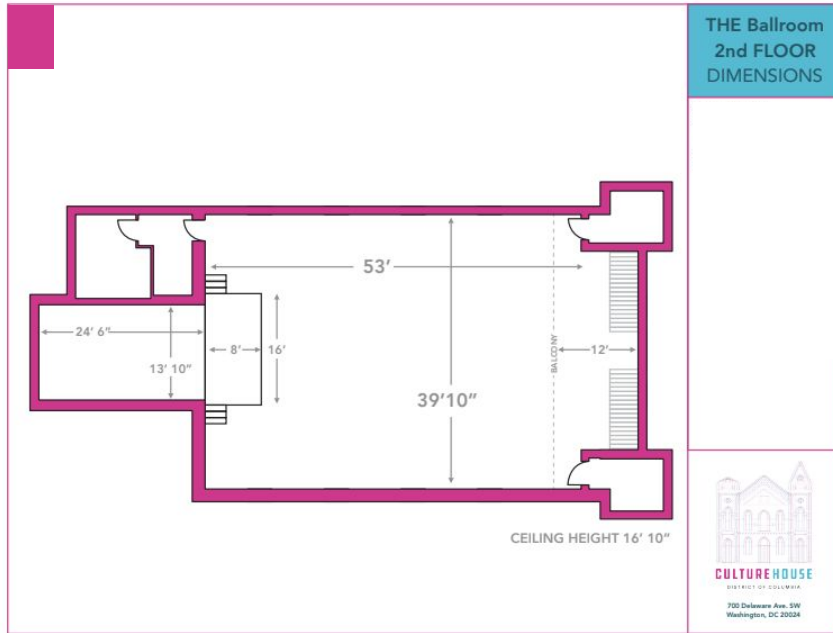


Photos of Activations



Full Venue Dimensions

To find this document and more floorplans, please see [HERE](#).



Venue Capacity

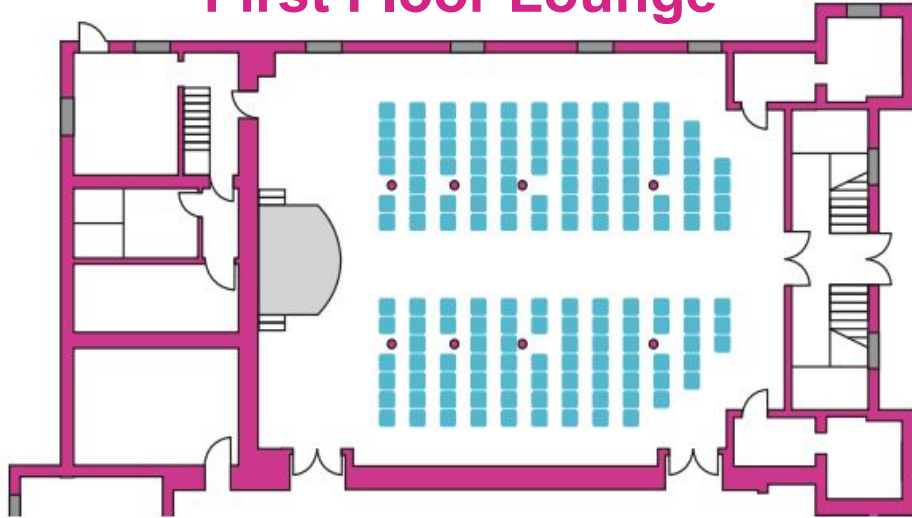
To find this document and more floorplans, please see [HERE](#).

Space	Maximum Standing	Maximum Seated
Full Building	600	
1st Floor Lounge + Gallery	345	
1st Floor Lounge Only	Approx. 115	160 rectangle tables 250 theater style 100 rounds
1st Floor Gallery Only	Approx. 150	60 rounds
2nd Floor	245	232 rectangle 240 theater style 160 rounds
Outdoor Courtyard	Approx. 150	

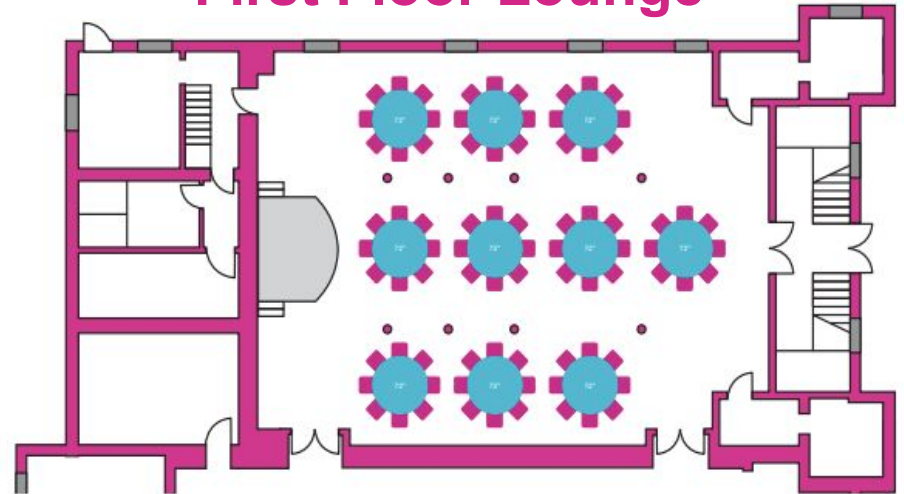
Example Floorplans

Furniture rentals may apply in order to properly execute certain floorplans. Please see inventory list [HERE](#) for rentable quantities.

First Floor Lounge



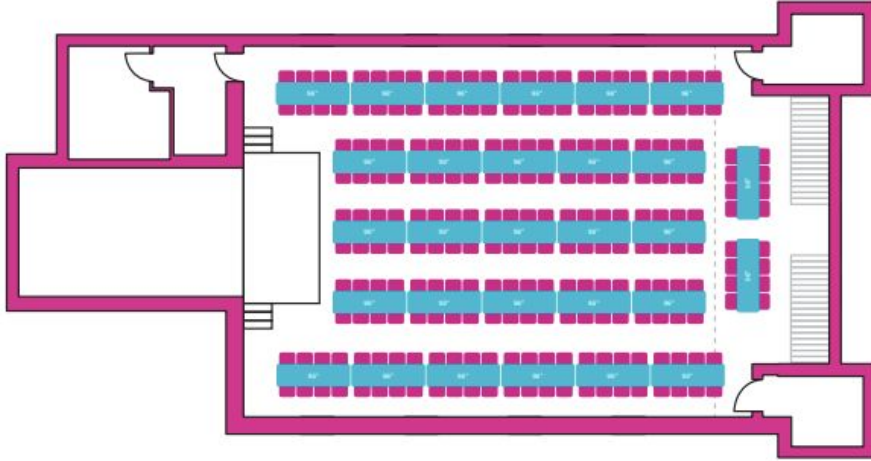
First Floor Lounge



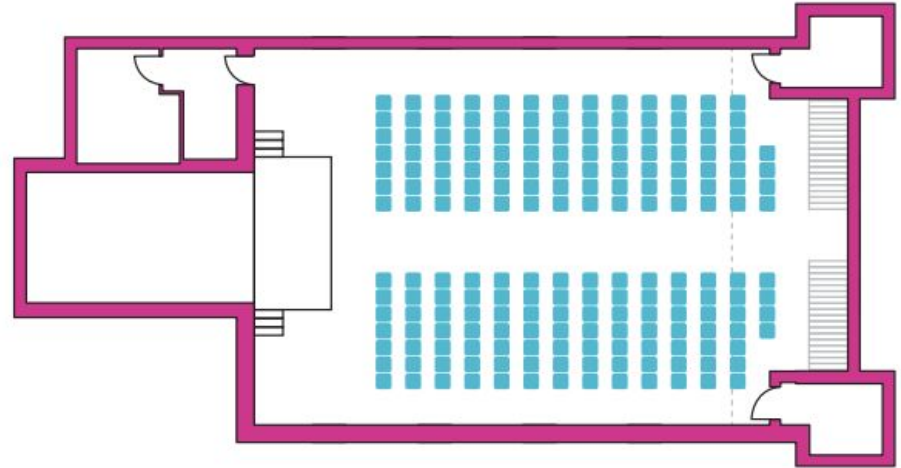
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Second Floor Banquet Space



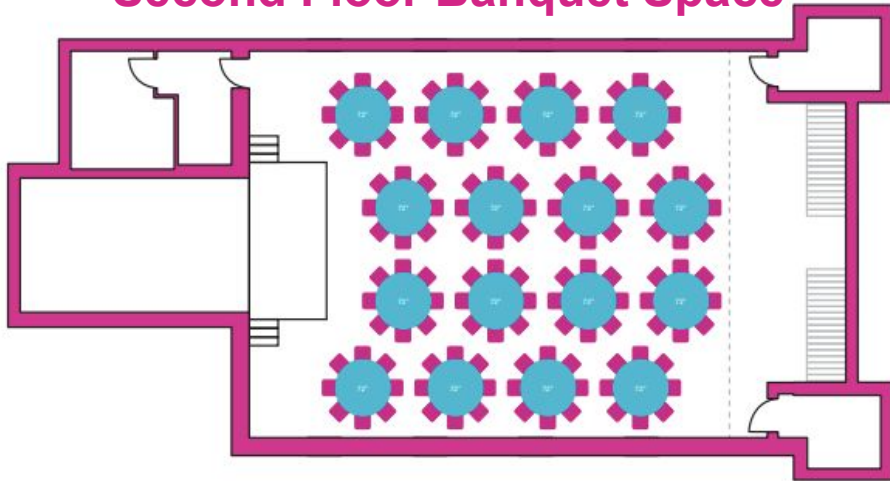
Second Floor Banquet Space



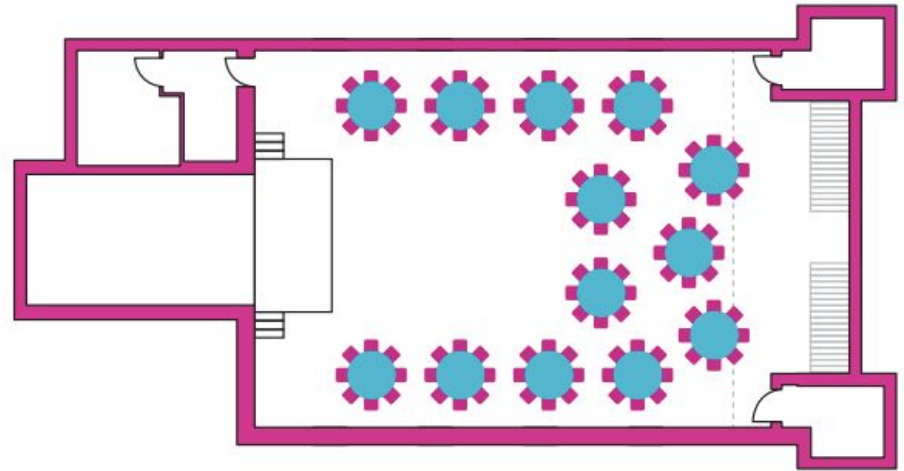
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