



**DAR**  
**Constitution Hall**  
**Booking**  
**Information**

# BOOKING POLICY

Requests for available dates, holds or to lease DAR Constitution Hall will be accepted only from a prospective Licensee. Information will be limited to open dates, leased dates, and dark days. Information will not be provided on existing holds.

Holds will be taken, subject to approval of the Managing Director, only if the event is identified. An "Acceptance of Hold" letter will be mailed, faxed or emailed after approval is given, noting that the prospective Licensee **must renew the request every month**. Otherwise, the hold will be automatically deleted. "Blind" holds will not be entered in the Hall Calendar. Multiple holds for the same date will be entered in the order they are received.

If two or more prospective Licensees are holding a date for the same event, the date will awarded to the one authorized to present the event.

If a prospective Licensee desires a date already on hold, a challenge may be issued. Two working days will be given to each prior hold to provide the opportunity to confirm or relinquish the date. If the person\company so challenged elects to confirm the date, they must **immediately** present the usual and non-refundable deposit (currently \$3,500.00 for each day of the hold) to DAR Constitution Hall and sign the Agreement for Lease. If each hold is relinquished, the challenger must **immediately** present the usual and non-refundable deposit to DAR Constitution Hall and sign the Agreement for Lease. Failure by the challenger to make the immediate deposit will result in the hold reverting to its original format.

DAR Constitution Hall does not have a policy for protection regarding booking of similar acts with a similar audience in any given time frame.

***From the DAR Constitution Hall Agreement for Lease:***

No event shall be considered binding on DAR, and the premises shall not be considered as secured on any of the days mentioned herein, and Licensee shall not commence advertising nor sale of tickets to the event, unless and until the Agreement for Lease has been signed by both the Licensee and DAR, and the deposit has been paid.

**Please contact our Event Coordinator for assistance in booking  
DAR Constitution Hall  
(202) 879-3303**

# REQUIREMENTS OF LICENSEE

## 1. INSURANCE (from Agreement for Lease, General Terms and Conditions)

3.1 Timing of Coverage. Not less than ten (10) days before the Event, Licensee shall provide NSDAR a Certificate of Insurance displaying evidence of General Liability and Workers' Compensation coverage underwritten by an insurer which (a) is acceptable to NSDAR, and (b) has a BEST rating of "A" or better. Neither the Event, nor any rehearsals or Move-In or Move-Out activities may take place until Licensee has obtained the required insurance and provided the applicable certificate(s) of insurance to NSDAR. If a rehearsal is held on a day other than the day of Event, the policy must be written to cover the day(s) of the rehearsal(s) in addition to day of Event.

3.2 Minimum Coverage. Following are the minimum permissible specifications for Licensee's insurance for an Event at DAR Constitution Hall:

A. **Commercial General Liability.** Licensee shall present NSDAR with a Comprehensive General Liability form enhanced by the Broadening Endorsement to at least include coverage for Premises/Operations, Products/Completed Operations, Contractual, Independent Contractors, Broad Form Property Damage and Personal Injury.

NSDAR requires at least the following Commercial General Liability insurance:

Bodily Injury (\$1 Million per occurrence) plus Property Damage (\$100,000.00)

-OR-

Combined Single Limit - \$2 Million.

The Commercial General Liability policy shall be in form and content satisfactory to NSDAR, and shall name as additional insureds NSDAR and its officers and employees. Licensee shall indemnify and protect NSDAR, its officers and employees from all liability, damage or expense by reason of injury or damage sustained by anyone to person or property, or loss of property sustained on the Premises in connection with Licensee's use of the Premises pursuant to this Agreement. Licensee and its insurer shall, at their own expense, defend and protect the remainder of persons insured by said policy against all other claims or demands. This indemnity shall not extend to any claim to the extent such arises out of any negligence, or willful misconduct of DAR, its agents, representatives or employees.

B. **Workers' Compensation.** Licensee shall provide Workers' Compensation insurance coverage for all of its employees and Volunteers engaged in activities at DAR Constitution Hall. NSDAR does not need to be named as co-insured under Licensee's Workers' Compensation policy, but NSDAR does require a copy of Licensee's Certificate of Insurance showing sufficient workers' compensation coverage.

NSDAR requires at least the following Workers' Compensation insurance:

Benefits and Coverage - Statutory per District of Columbia

Employers' Liability

Bodily Injury by Accident - \$100,000.00 each accident

Bodily Injury by Disease - \$500,000.00 policy limit

Bodily Injury by Disease - \$100,000.00 each employee

#### **4.0 SELF-INSURED LICENSEES**

- 4.1 Not less than ten (10) days before the Event, self-insured Licensees (e.g., Federal, State, District, City, or other government entities) shall provide NSDAR a statement on letterhead of the highest responsible office confirming that Licensee is self-insured and will indemnify, save and hold NSDAR, its officers and employees harmless from any cost, expense, liability or damage related to Licensee's use of the Premises.

## **2. STAFF**

### **B. SERVICES TO BE PROVIDED AT LICENSEE'S EXPENSE BY AN APPROVED SERVICE PROVIDER**

- B.1 List of Approved Service Providers. To help ensure the uniformly high quality of events held at DAR Constitution Hall, NSDAR works exclusively with certain designated service providers to perform various tasks in conjunction with events held on the property. NSDAR shall provide Licensee a copy of its list of approved service providers. Licensee, at its own expense, shall engage the services of the applicable service providers for its Event on the Premises.
- B.2 Security/Event Staff. Licensee shall hire a Security/Event Staff Company from among the approved service providers listed by NSDAR for the purpose of maintaining security and order during the License Period. NSDAR may, at its discretion, provide general guidelines regarding the number and deployment of event staff for the Event, and NSDAR reserves the right to require changes based on its knowledge of the Premises. However, all final determinations regarding the number and deployment of event staff shall be the sole responsibility of Licensee. Likewise, although security and event staff shall be subject to NSDAR's general supervision of the Premises, all individual decisions regarding supervision of event staff during the License Period shall be the sole responsibility of Licensee.
- B.3 Ushers. Licensee shall hire an Usher Company from among the approved service providers listed by NSDAR. NSDAR may, at its discretion, provide general guidelines regarding the number and deployment of usher staff for the Event, such as that all events require the presence of a Supervisor or House Manager, a Head Usher, Doormen/Ticket Takers, and Ushers. NSDAR reserves the right to require changes in the number and deployment of usher staff based on its knowledge of the Premises. However, all final determinations regarding the number and deployment of usher staff shall be the sole responsibility of Licensee. Likewise, although usher staff shall be subject to NSDAR's general supervision of the Premises, all individual decisions regarding supervision of usher staff during the License Period shall be the sole responsibility of Licensee.
- B.4 Stagehands. Licensee shall hire a Stagehand Crew from among the approved service providers listed by NSDAR, which shall include but not be limited to electricians, sound operator, follow spot operators, deckhands, and other stagehands who may be needed to safely and efficiently present an Event. NSDAR may, at its discretion, provide general guidelines regarding the number and deployment of stagehands for the Event, and NSDAR reserves the right to require changes based on its knowledge of the Premises. However, all final determinations regarding the number and deployment of stagehands shall be the sole responsibility of Licensee. Likewise, although stagehands shall be subject to NSDAR's

general supervision of the Premises, all individual decisions regarding supervision of stagehands during the License Period shall be the sole responsibility of Licensee.

- B.5 Rigging. If the Event requires rigging, then Licensee shall hire a Rigging Company from among the approved service providers listed by NSDAR. NSDAR may, at its discretion, provide general guidelines regarding the number and deployment of riggers for the Event, and NSDAR reserves the right to require changes based on its knowledge of the Premises. However, all final determinations regarding the number and deployment of riggers shall be the sole responsibility of Licensee. Likewise, although riggers shall be subject to NSDAR's general supervision of the Premises, all individual decisions regarding supervision of riggers during the License Period shall be the sole responsibility of Licensee.
- B.6 Tickets. If the Event will involve selling tickets for admission to the Premises, then Licensee shall contract to have all tickets issued through Ticketmaster, Incorporated.
- B.7 Concessions. NSDAR exclusively contracts with a designated Building Concessionaire for concessions at DAR Constitution Hall. Contracted services include the exclusive right to operate coat check rooms and check racks, concession stands for the sale of programs, food, beverages, clothing, souvenirs, recordings, books, pamphlets, novelties, and other items that NSDAR has approved for sale. The Building Concessionaire shall collect all applicable sales tax and forward it directly to the relevant government agency. At its discretion, Licensee may provide Event patrons novelties, souvenirs, programs and clothing, so long as Licensee provides such items without charge.
- B.8 Approval of Licensee's Service Providers. If Licensee requires services for its Event beyond the scope of the approved service providers listed above, then NSDAR reserves the right to refuse entry onto the Premises to any such additional service provider who is not approved, in advance, by NSDAR. NSDAR agrees that it shall not unreasonably withhold approval of any additional service provider that Licensee may propose.
- B.9 Liability for Service Providers. In no event shall NSDAR be liable for any service provider's failure to provide any portion of agreed-upon services, or for any acts or omissions of any persons with respect to the provision of those services which cause injury or damage to persons or property.

### **3. TICKETING**

Licensee shall contract with TICKETMASTER, INCORPORATED, for all tickets sold for events in DAR Constitution Hall, **RESERVED SEATING ONLY**, tickets not exceed seating capacity of the Premises. Licensee may use the Box Offices on Premises only on day of Event. There will be a \$2.00 per ticket Renovation Surcharge added to each ticket sold.

### **4. CONCESSIONS**

Licensee shall contract with the Building Concessionaire, for rights to, procedures for and payment for all sales on Premises other than for tickets to the Event. This shall include, but not be limited to: Books, pamphlets, records, tapes, compact discs, tee-shirts, novelties, photographs and programs. District of Columbia sales tax will be collected by the Building Concessionaire and forwarded to the District of Columbia.

## 5. ACCOMODATIONS for PATRONS with DISABILITIES

DAR Constitution Hall access for persons with mobility disabilities is through the entrance doors on D Street. The ramp on D Street may be accessed by vehicles for dropping off patrons with mobility disabilities. The D Street ramp is at the lobby level. Orchestra level seating is accessed by a slight ramp from the lobby level. Please ask the Doorman, Ticket Taker or Event Staff member at the entrance for assistance if needed. There is no parking on the D Street Drive.

There are accessible restrooms in the D Street lobby and the Ladies Room in the Lower Lounge accessed by the elevator in the 18<sup>th</sup> and D Street corner of the lobby.

Policy prohibits pets in DAR Constitution Hall. However, service animals may accompany the owner and will be permitted under the seat or at the owner's feet.

Print programs in alternate formats, such as large print or Braille, may be requested from the promoter or sponsor of an event where programs are available. The promoter or sponsor of the event can arrange for Sign Language Interpreters when contacted at least 10 days prior to the event. Please contact the DAR Constitution Hall ADA Coordinator for Promoter contact information.

Assistive listening devices are available by contacting an usher upon entering the Hall. This device can be used throughout the seating area. There is no charge for the use of an assistive listening device. A driver's license or major credit card will be required and held as a deposit.

Please see the House Manager or usher for relocation if there is difficulty with the assigned seating. For any other issues please contact our ADA Coordinator by phone at 202-879-3303 or by email at [chall@dar.org](mailto:chall@dar.org).

### **Box Office and Ticketing**

Box Office access for patrons with mobility disabilities is through the D Street entrance doors. The Box Office is only open on the day of an event, for that event, and is operated by the promoter of the event. The hours of operation will vary by promoter. DAR Constitution Hall does not sell any tickets at any time for any event. Accessible seating is sold by Ticketmaster for each ticketed event. Ticketmaster may be reached by phone at 202-397-7328 or on the web at [www.Ticketmaster.com](http://www.Ticketmaster.com).

### **Wheelchair Accessible Seating**

The following seats are wheelchair accessible:

Row J seats 1-12

Row BB seats 1-12

Row AA seats 101-126

All wheelchair accessible seating is on the orchestra level. Accessible seats will be made available at all price ranges.

### **Seating With Removable/Adapted Armrests**

Orchestra Seats      J 127, J 128, L 127, N 128, P 127, R 128, T 127, CC 128, EE 127  
GG 128, JJ 127, LL 127 (these seats are accessible by wheelchair)

Tier Seats            Sec. C, row D, seat 9; Sec. D, row E, seat 9; Sec. E, row D, seat 1; Sec. E, row F, seat 9; Sec. F, row E, seat 1; Sec. G, row D, seat 5; Sec. G, row M, seat 1; Sec. H, row L, seat 11; Sec. J, row K, seat 10; Sec. J, row M, seat 12; Sec. K, row D, seat 12; Sec. N, row B, seat 2; Sec. N, row M, seat 12; Sec. O, row, L, seat 1; Sec. P, row D, seat 5; Sec. Q, row E, seat 1; Sec. R, row D, seat 9; Sec. R, row, F, seat 1; Sec. T, row D, seat 1; Sec. U, row E, seat 1 (these seats are not accessible by wheelchair)

# CONTACTS

## **REQUIRED VENDORS:**

### **CONCESSIONS:**

Best Vending                      India Robinson              (301) 404-1793      [indiar.bestvendingdc@gmail.com](mailto:indiar.bestvendingdc@gmail.com)

### **EVENT STAFF:** (LICENCEES ARE REQUIRED TO HIRE ONE OF THE THREE APPROVED VENDORS FOR EVENT STAFF)

Falcon Event Staff              Regi Miner                      (202) 251-8080      [regiminer1@aol.com](mailto:regiminer1@aol.com)  
American Nat'l Protective Service      Lorilyn Mayo              (202) 297-3415      [lmayo.anpsllc@gmail.com](mailto:lmayo.anpsllc@gmail.com)  
CES Security, Inc.              Krissy Herbster              (443) 471-7000      [events@cessecurity.com](mailto:events@cessecurity.com)

### **USHERS AND TICKET TAKERS:**

Theater Services              Karin Long                      (301) 424-9747      [njkarin@aol.com](mailto:njkarin@aol.com)

### **TICKETING SERVICES:**

Ticketmaster                      Tracey Kelly                      (301) 955-1351      [tracey.kelly@ticketmaster.com](mailto:tracey.kelly@ticketmaster.com)

### **STAGEHANDS, RIGGERS AND SEAT REMOVAL:**

GLP, Inc.                              Robert Halem                      (301) 341-1092      [bob@glpproductions.com](mailto:bob@glpproductions.com)

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## **RECOMMENDED VENDORS:**

### **SOUND:**

Acoustic Design                      Ned Haskin                      [acousticdesign022@gmail.com](mailto:acousticdesign022@gmail.com)  
Maryland Sound                      Bob Goldstein                      (410) 448-1400      [rtg@msihc.com](mailto:rtg@msihc.com)  
MHA Audio                              Mike Scarfe                      (301) 733-9337      [mike@mhaaudio.com](mailto:mike@mhaaudio.com)  
Event EQ                                  BJ Singh                              (410) 242-5050      [bsingh@eventeq.com](mailto:bsingh@eventeq.com)

### **LIGHTING:**

GLP, Inc.                                  Robert Halem                      (301) 341-1092      [bob@glpproductions.com](mailto:bob@glpproductions.com)  
Atmosphere Lighting                      (301) 585-2100      [info@atmospherelighting.com](mailto:info@atmospherelighting.com)  
Event EQ                                  BJ Singh                              (410) 242-5050      [bsingh@eventeq.com](mailto:bsingh@eventeq.com)

### **VIDEO/PROJECTION:**

Quince Imaging                      Danni Crosby                      (703)742-7520      [DCrosby@quinceimaging.com](mailto:DCrosby@quinceimaging.com)

### **PLATFORMING:**

Jericho Stage                              Roger Vill                              (410)477-1991x201      [jerichostageinc@gmail.com](mailto:jerichostageinc@gmail.com)

### **BOX OFFICE STAFFING:**

Brave Soul Tix                              Monte Wolf                              (202) 744-8823      [bravesoultx@gmail.com](mailto:bravesoultx@gmail.com)

### **PIANO TUNING:**

Katrina Sapp\*\* *designated Piano Technician*                      (703) 347-4430      [sapptuning@gmail.com](mailto:sapptuning@gmail.com)  
Jerry Brubaker                              (301) 336-6727

### **CATERING:**

Taste Event Catering                      Brett Bond                              (443) 250-3338      [brettbond1@aol.com](mailto:brettbond1@aol.com)  
Hightopps                                  James Bell                              (443) 386-2110      [hightopps01@aol.com](mailto:hightopps01@aol.com)

### **LIMOUSINE:**

Duckett's Limousine                      Gregg Duckett                      (301) 577-7501      [duckett5719@aol.com](mailto:duckett5719@aol.com)

### **EVENT DÉCOR:**

Hargrove                                  Ron Bracco                              (301) 306-9000      [events@hargroveinc.com](mailto:events@hargroveinc.com)  
Legacy Scenic                              Chris Gagen                              (703) 961-8866      [cgagen@legacysp.com](mailto:cgagen@legacysp.com)

### **FURNITURE RENTALS:**

EventsBum                                  Pat Barnes                              (240) 988-3915      [pat@eventsbum.com](mailto:pat@eventsbum.com)

### **THEATRICAL DRAPERIES:**

Drapes and Drops                      Leonard Weiss                      (703) 823-4434      [rentaldrapes@aol.com](mailto:rentaldrapes@aol.com)

### **VALET SERVICES:**

Atlantic Services Group                      (202) 466-5050      (202) 466-7194 fax

### **STREET PARKING METERS:**

DC DOT                                      (202) 442-4670      <http://tops.ddot.dc.gov/>