

THE JOHN F. KENNEDY CENTER FOR THE PERFORMING ARTS CAMPUS RENTALS EVENT SUPPORT SERVICES RIDER

PROMOTIONAL MATERIALS – IMPORTANT, Please read!

Licensee may not advertise until a fully executed Event License Contract from the Kennedy Center has been executed and Licensee has made all required fee payments.

Renters must provide a review of copy of any materials in which the Kennedy Center's name is to appear for approval prior to distribution. This includes press releases, save-the-date cards, invitations, letters of invitation, promotional materials (printed or digital), brochures, websites, etc. An invitation style guide is available to assist in the draft of these materials. The following language must be included somewhere on any invitations and all printed or digital materials:

“This [event/program/performance] is an external rental presented in coordination with the Kennedy Center Campus Rentals Office and is not produced by the Kennedy Center.”

All publicity, promotion, and advertising materials produced by the Licensee must be submitted for approval to the Kennedy Center's Campus Rentals Office at least five (5) business days prior to printing or placement. Failure to comply with these terms may be deemed a material breach of the License Contract and the Kennedy Center may terminate the contract at its sole discretion. Please refer to the License Contract for further information.

PRODUCTION

Prices vary depending on your needs and can include lighting, background music, live performances, microphones, scenic elements and staging, projectors, screens and plasma TVs. The Kennedy Center is an IATSE union venue, where required onsite labor and internal equipment rental is estimated for audio, lighting, video and staging décor elements.

- The shortest period of time crew can be called is 4 hours
- After 5 hours of work, the crew must have a 1 hour meal break. If this cannot happen, we can arrange a 30 minute break with a provided hot meal.
- Anything theatrical or on a stage is part of the union jurisdiction. Anything being hung above patron's heads, regardless of what it is, is also the union jurisdiction due to liability.
- Overtime is incurred between 12a-8a, and after 8 hours in a day.
- The crew is non-departmental, but there will be one operator per board (i.e. 1 for sound, 1 for lighting)
- If you're bringing in your own crews, there will be a union shadow implications depending on what those external teams are doing. (i.e. camera operator = union shadow, Lighting designer does not need one, Audio tech does require one).

CATERING

The Kennedy Center maintains an exclusive food and beverage service contract with Restaurant Associates, Inc. (the Center) and Occasions Caterers (the REACH). All food and beverage needs, including backstage, must be arranged through Restaurant Associates or Occasions Caterers. Any additional requests for food and beverage must be approved by the Kennedy Center and its Catering partners.

USHERS

In order to keep your event private, the Kennedy Center will hire ushers to stand at either entrance to your event to help direct your guests. Prices are based on the needs for your event. Ushers are required and will be billed Post-Event/Performance.

INSURANCE

You may provide a certificate of insurance inclusive of the limits included in the Event License Contract and naming the Kennedy Center as additionally insured, OR purchase coverage or certificate of insurance through GatherGuard. Please see the additional information in Exhibit A in the Events Contract.

PAYMENT

Events require a 50% Initial Deposit payment of the full venue license fee, paid at time of signing the contract. Payment can be sent via ACH Transfer or check written to “The Kennedy Center”. Approximately 30 days prior to the event date, the remaining balance of the venue license fee will be due to the Kennedy Center. An amount of 5% of the total license fee will be non-refundable and retained for any reason of cancellation. All additional event costs will be presented post-event, through final settlement within 30 days of your event date.

CANCELLATION

If Licensee cancels the External Event, a portion of the License Fee may be refundable according to the following schedule: up to fifteen (15) days of the first date of the scheduled External Event, Kennedy Center will refund to Licensee any portion paid over the amount of the Initial Deposit set forth in in the contract, (up to fifty percent (50%) of the total License Fee). Between eight (8) and fourteen days (14) of the scheduled External Event, Kennedy Center shall refund to Licensee twenty-five (25%) of the total License Fee paid or due hereunder. No refunds shall be issued of any portion of the License Fee if Licensee cancels the External Event within (7) days of the Contract date and under no circumstances shall the Non-Refundable Deposit be returned to Licensee.

SPONSORSHIP, FUNDRAISING, & POLITICAL ACTION

If any portion of the External Event is promoted or otherwise presented as a fundraiser, no soliciting of sponsorship or future funding of any type or any nature, or any calls to action, including, but not limited to, any text-to-give or other passive donation mechanisms, auctions, or other similar fundraising activities may take place at the Kennedy Center. **Under no circumstances shall donated funds or goods be collected onsite.**

Because the Kennedy Center is a federal instrumentality and a 501(c)(3) non-profit, we are unable to permit rentals for partisan or political activities, including but not limited to campaign events, events that otherwise solicit or endorse candidates for office, political parties or PACs, events with an explicit call to action on matters of politics or public policy, or for fundraising of any kind without prior explicit authorization by the Kennedy Center.

Please confirm with your Campus Rentals contact, this event would not fall under any of the above and the nature of the venue you are seeking – specifically, is this intended to be a private by-invitation only style celebratory event or a public event?

PARKING

Public parking is available in the Kennedy Center garage. The charge is \$25 per vehicle; Parking may be discounted on the Kennedy Center website with advanced purchase. The Licensee may arrange for vouchers for discounted or free parking for their staff or guests. The balance will be charged to the Licensee on the settlement.

TRANSPORTATION **Free**

The Kennedy Center Shuttle is lift equipped and wheelchair accessible. It runs between the Foggy Bottom Metro station and the Kennedy Center approximately every 15 minutes. Regular hours of operation are from 9:45am to 11:30pm Monday – Thursday; 9:45am – 12:00am Friday – Saturday; 11:45am to 11:00pm Sunday; and 4:00pm to the end of the final performance in the building on Holidays. Schedule subject to change.

RECORDING/LIVESTREAM

“Recording” includes video and audio recording; there is no fee for use of photographs taken at an event. There are fees associated with capture of content other than archival and press recordings according to the limits listed in the Recording Fees Rate Sheet (provided separately.)

The Kennedy Center does not provide recordings of any kind; all users must supply engineer and equipment to record events. These fees do not include any additional union labor required and will need to be coordinated with Kennedy Center Production Department. If your event has a recording or livestream component, it is important to disclose those details as an additional agreement and fees may be required.

WI-FI & HARDLINE EQUIPMENT

Public Wi-Fi is available and included with your space rental. A dedicated Wi-Fi network is available at an additional cost. Dedicated network Speed: 1gb external connection and Wi-Fi will give you about 300mb to 1gb based on distance to access point. Your Network Name and Password are customizable based on the following parameters:

- Network Name: One word, can have a hyphen, no special characters, must be 8+ characters. (Ex. Kennedy-Center)
- Password: One word, no special characters, must be 8+ characters. Must be different from the network name.

Hardline internet, IT equipment, and any outdoor installation will incur additional rental costs if required. Please notify your Campus Rentals POC if any items are required for your event, so we can be sure to confirm via KC Production and IT IS offices for availability.

INCLEMENT WEATHER POLICY

In case of inclement weather, if the Center must cancel performances, rental events at the Kennedy Center will be canceled as well. Should this happen, your Event Manager will work closely with you to reschedule the event. If your event has an outdoor component, a decision will be made by the Kennedy Center Safety and Security team at least 24 hours in advance.

TENTING

All tented components require approval from the Kennedy Center Campus Rentals, Production, and Safety and Security Departments. There is no exclusive vendor for Tenting Structures, but the Kennedy Center has often worked with US Event Structures. They are familiar with the way our venue is managed, and can be a great resource for your tenting and structure needs. Any other tent or structure company must be approved prior to contracting and be able to connect and discuss procedures of the Kennedy Center grounds with Kennedy Center Production and Facilities Offices.

FIRE, OPEN FLAME, BALLOONS

Firepits or heat lamps must be preapproved by your Campus Rentals POC and the Office of Safety and Security. All venues are flameless and require LED candles only. Your Catering team can help confirm what items may be used. Balloons filled with Helium are not permitted, Balloons that are decorative and come preassembled are permitted but please confirm with your Campus Rentals POC as some items require Union Labor support.

MERCHANDISE SALES / CONCESSIONS

All merchandise (concession) sales must be arranged through the Retail Operations team. The Retail Operations Office must receive your completed information no later than two (2) weeks prior to your event. If your organization sells the merchandise then you receive 80% of the sales and the Kennedy Center retains 20%.

MUSICIANS

Should your event require the services of local musicians, the members of the Kennedy Center's Opera House Orchestra (KCOHO) or National Symphony Orchestra (NSO) may be available to perform. For more information, please contact your Campus Rentals Contact for more information.

REHEARSAL ROOMS

Rehearsal rooms may be available for your use on the date(s) of your event for an additional venue fee, subject to availability.

TOUR EXPERIENCES

Campus Tour Experience: Weekdays from 10:00am-4:30pm and Weekends from 10:00 am-12:30pm.

The Kennedy Center tour experience offers a wide variety of options including 75-minute tours of Kennedy Center Building, the REACH, or Campus Highlights.

Not much time on your hands? Enjoy a break in your day and consider experiencing one of our 30-minute *Campus Spotlights* tours: The REACH, the Steven Holl expansion or the Kennedy Center, the original Edward Durell Stone building.

Come discover everything that makes the Kennedy Center extraordinary beyond our performances. We look forward to welcoming you. Reserve your group of 15 or more here: [VIP Tour Reservation Campus Rentals](#). You can also visit [kennedy-center.org/visit](https://www.kennedy-center.org/visit) for information on all tour options.

ACCESSIBILITY SERVICES FOR PEOPLE WITH DISABILITIES

The Kennedy Center welcomes guests with disabilities. For more information about accessibility services at the Kennedy Center, please contact the Accessibility Office at (202) 416-8727 or access@kennedy-center.org or visit www.kennedy-center.org/accessibility.

IMPORTANT NOTICE

Due to the ongoing pandemic and in an effort to keep our guests, artists and staff safe, some services may have changed or been temporarily suspended. We are eager to ensure full and safe participation for all. For up to date information about accessibility services, please contact the Accessibility Office.

ACCESSIBLE ENTRANCES AND PATHWAYS

All special event spaces, rooms, rehearsal halls, stages, theaters, restaurants, gift shops, and amenities, including restrooms, box offices, balconies, lobbies, plazas and entrances, are physically accessible to guests who use wheelchairs and who have other mobility disabilities. For more information on accessible seating in venues, please see Accessible Seating below.

ACCESSIBLE PARKING

Designated accessible parking for vehicles bearing valid Department of Motor Vehicles (DMV) disability parking placards or license plates is available on a first-come, first-served basis. Accessible parking spaces and automatic doors are located on the west side of the motor lobbies on all three levels of the garage and at the entrances to The REACH on parking levels A and B. Van-accessible parking is available on the south end of the garage on Level C.

ACCESSIBLE RESTROOMS

All public and backstage restrooms have wheelchair-accessible stalls or are adjacent to a single user accessible stall. Wheelchair-accessible companion or family restrooms are available on each level inside the Center theaters, on the roof terrace, and as well as on each level of the REACH.

ACCESSIBLE SEATING

All theaters have designated wheelchair- and scooter-accessible locations where patrons can remain in their wheelchairs or transfer to theater seats, and locations that do not require going up or down steps. These locations will be managed according to the Kennedy Center's Policy on the Release of Wheelchair Locations and Companion Seats. In venues with flexible seating, the Renter, Accessibility Office, and Production Manager will design and install a seating layout that complies with relevant accessibility regulations and Kennedy Center policies to accommodate guests with disabilities.

COURTESY WHEELCHAIRS

Courtesy wheelchairs are available at the Information Desk in the Hall of States as well as the Welcome Pavilion Information Desk in the REACH.

CURB TO SEAT SERVICE

Kennedy Center door attendants are available outside the Hall of States or Nations starting one hour before most performances at the Center*. Door attendants assist patrons in getting from the front of the building to the theaters**. At the theater, Access Ushers** are available to assist patrons to their seats or wheelchair-accessible locations. Mobility aids that cannot be stored safely within the patron's seating area and wheelchairs for those patrons who transfer to a theater seat will be stored outside the theater as close as possible to patron's seat. At intermission, Access Ushers will make every effort to check in with patrons who may need assistance getting to restroom entrances or intermission bars. At the conclusion of the performance, Access Ushers are available to assist patrons to the elevator banks or the front of the building. Please note that Access Ushers are unable to remain with patrons at the front of the building as they are needed to assist other guests.

*Door attendants will not be available at the REACH. Patrons requiring assistance while attending events in The REACH should contact the Access Office for additional information.

**Kennedy Center staff are not able to provide personal attendant services; lift, carry or transfer patrons; or accompany patrons into the parking garage or restrooms.

ASSISTIVE LISTENING DEVICES

Assistive listening devices are available at all performances and events that are open to the public when sound systems are in use. Receivers are hearing aid-compatible and may be used with or without a personal hearing device. Assistive listening systems and receivers can also be made available for private events*.

For public events in the Center, infrared receivers are distributed on a first-come,-first-served basis from the Assistive Listening Devices counter in the Hall of States, near the Grand Foyer starting one hour before performances begin. Patrons may pick up receivers from the ushers at the Concert Hall, Family Theater, Terrace Theater, Terrace Gallery, and Theater Lab.

For public events in the REACH, radio frequency receivers are available on a first-come, first-served basis prior to entering event spaces.

Assistive Listening Devices for the Center are not compatible with the systems installed in the REACH and vice versa. For more information, please contact the Accessibility Office.

*There may be additional labor production charges at the standard applicable rates.

ALTERNATE FORMATS

Alternate formats of programs can be made available in Braille or Large Print by contacting the Accessibility Office.

AUDIO DESCRIPTION, SIGN LANGUAGE INTERPRETATION, AND CAPTIONING

Audio description, sign language interpretation, and captioning services will be provided upon request by a patron or the Renter and are subject to the availability of a qualified service provider. The Accessibility Office asks for two weeks' advance notice for all requests but will make every effort to accommodate requests regardless of when they are made. The Renter will allow the service provider(s) to preview a performance and rehearsals, and provide a copy of any script or supporting materials.

The Kennedy Center will use established placements for interpreters and/or captioning equipment and designate and ensure proper pricing of seating for patrons who require the service(s) per the Center's established policies and procedures. In the event that established placements are technically infeasible, Accessibility Office staff will coordinate with the Production Manager, Theater Manager, and Renter to designate an effective placement and setup of interpreters and/or captioning equipment.

Accessibility Office staff will hire qualified service providers, arrange their previews and rehearsals, and distribute preparatory materials. Should the Renter wish to contract for services directly, service providers must meet the established qualifications provided by and be approved by the Accessibility Office.

Interpreter, captioner, and/or describer fees will be billed to the Renter. Fees for services vary depending upon the number of service providers required, length of the event, and preparatory time. When the provision of a service requires killing and/or removing seats, the Kennedy Center will not compensate the Renter for the loss of ticket revenue for those locations.

For all sign language-interpreted, captioned, or audio-described performances or events there will be additional labor production charges at the standard applicable rates. Service provider fees will be billed to the Renter. Estimated costs will be provided by the Accessibility Office in accordance with established rates based upon the length and complexity of the event.

SENSORY-FRIENDLY PERFORMANCES

Should the Renter wish to offer a sensory-friendly performance with modifications to accommodate patrons with autism or other sensory sensitivities, adjustments and accommodations will be coordinated with the Accessibility Office and appropriate language will be included in all marketing materials.

OTHER ACCESSIBILITY REQUESTS

In the event that a patron requests an accommodation not outlined in this agreement, the Accessibility Office will coordinate the accommodation, and the Kennedy Center will notify the Renter of any applicable costs. The Renter agrees to abide by the Center's established policies, procedures, and practices to accommodate all patrons with disabilities.

BOX OFFICE INFORMATION FOR TICKETED EVENTS

If the event is a public ticketed program, all patrons must have a ticket and all tickets must be printed by the Kennedy Center Box Office. No 3rd Party tickets are allowed, as the Box Office is under Union Contract. Please fill out the Event Information Form provided by the Campus Rentals POC and return it to the Campus Rentals Office with the License Contract and deposit. The Campus Rentals Office will work with the Box Office to set up your event. Once your event is set-up, you may contact the Box Office directly if you have any questions.

BOX OFFICE ON-SALE DATE

The Box Office on-sale date is necessary before the Box Office can set up your event. The Campus Rentals Office will need the Event Information Form returned with the License Contract and deposit. On sale date will require 30 days prior to your selected date to ensure set-up and receive the required approvals.

TICKET PRICES AND DISCOUNT INFORMATION

Ticket Prices

Ticket pricing is completely up to the Licensee. **There is a 25¢ per ticket charge for each ticket printed**, which will be reflected on the Box Office statement and deducted from your ticket income. The Box Office statement will accompany the final settlement. Please indicate on the Event Information Form your ticket pricing and ticket holds.

Group Sales

The Kennedy Center Group Sales Office can accept group sales contracts for 20 or more people on behalf of your event for a commission of 10%, if you would like to offer Group Sales. You may offer a 10% - 35% discount for groups. The Group Sales Office can be reached at (202) 416-8400 or (800) 444-1324 or by fax (202) 416-8421.

Specially Priced Ticket (SPT) Program

The Kennedy Center's Specially Priced Ticket (SPT) program offers half-price tickets in person at the Box Office only. Patrons can call (202) 467-4600 to check availability.

- * Prior to the day of the event - 20 tickets are available per performance.
- * On the day of the event, any remaining unsold seats become available to eligible patrons at 12:00pm for matinee performances and at 6:00pm for evening performances.

Patron Eligibility:

- Elementary, junior, and senior high school students must appear in person but need not present identification;
- College, university, and graduate students must present a valid student ID or current registration card;
- Senior citizens (age 65 and over) must present a valid government-issued document indicating age;
- Military personnel (E1 - E4) must present their military I.D;
- Persons with fixed low incomes can present a Human Resources Card, Peace Corps ID, food stamps, or proof of a fixed income of less than \$9,800 per year.

Please note that SPTs are not offered on Saturday evening performances. If you would like to participate in the SPT Program, please indicate it on the Event Information Form.

TICKET TEXT

Ticket text consists of three lines describing your event and must include the Licensee's name as the Presenter. Only the Licensee may be listed as the Presenter. A sample ticket may say

National Symphony Orchestra (1st line)
presents Yo-Yo Ma (2nd line)

You do not need to include location, date, time, or price on these lines as this information is automatically included on each ticket. Each line may have up to 37 characters each - **characters include spaces and punctuation marks**. If your ticket text exceeds the limit per line, the Kennedy Center will abbreviate your text at its sole discretion. The print size of each line is as indicated on the enclosed Ticket Samples, or you may use all upper-case letters. Please refer to the Event Information Form for further explanation.

TICKET OUTLETS

Kennedy Center Box Office – Includes In-person, Phone, and Website Sales

The Kennedy Center Box Office will handle all public sales of your tickets, including tickets for free performances. The Box Office can act as your Will Call. You may also arrange for tables for your own Will Call through the Campus Rentals Office. Tables are dressed and come with 2 chairs for a cost of \$25 per table for up to 6 tables. Please refer to your Event Information Form for more information.

Licensee's outlet

You may choose to pull tickets from your allotment to distribute or sell through your website only. Your website must be reviewed and approved by your Campus Rentals POC and the Kennedy Center's Marketing and Ticketing Services teams. **You may not use any 3rd party outlets, like Eventbrite, to distribute your tickets. Eventbrite cannot be used for RSVP or registration tracking.**

Please note that the Kennedy Center will retain some House Seats for all events, as listed in the Event Information Form.

TICKET COMMISSIONS

The fee for printing tickets will be 25¢ per ticket. Licensee will be charged a 4% commission on all ticket sales through the Kennedy Center Box Office ordered by phone or through the website. There are no fees for in-person sales. There is a 10% commission on all Group Sales.

SALES REPORT

A sales report for your event may be obtained no more than once a day by emailing your rental manager. There may be a charge for certain reports. The report will include sales information up to the end of business the day prior. The Theater Manager may provide the same information on the day of your event.

ADVERTISING AND PUBLICITY

IMPORTANT! PLEASE READ. VIOLATIONS MAY RESULT IN CANCELLATION

Licensee may not advertise or sell tickets for this event until a fully executed License Contract from the Kennedy Center has been executed and Licensee has made all required fee payments.

Licensee can have their event listed in the Kennedy Center Magazine calendar listings for a charge of \$100-\$225 for paid events and \$25 for free events. See Event Information Form.

The Kennedy Center Logo cannot be used in any way for rental events or performances in any venue at the Kennedy Center. No corporate logos may be used on printed or digital materials for any public ticketed programs. A corporation may be listed in TEXT ONLY in the same font and type size as the rest of the printed or digital material as the host or in recognition of partnership.

Placement and development of advertising is the sole responsibility of the Licensee. Any and all publicity, promotional, advertising, and/or printed materials in any way related to the Licensed Use, including but not limited to advertising materials, invitations, programs, posters and 3-sheets must contain the Licensee's name as the Presenter. For location purposes please list "THE JOHN F. KENNEDY CENTER FOR THE PERFORMING ARTS" or "THE KENNEDY CENTER" and "EVENT LOCATION" in size, form, and placement acceptable to The Kennedy Center. All printed materials used for publicity, promotion, and advertising **MUST** contain the following language:

"Tickets are available at the Kennedy Center Box Office, by phone (202) 467-4600 and online at kennedy-center.org. For all other ticket-related customer service inquiries, call the Advance Sales Box Office at (202) 416-8540."

All publicity, promotion, and advertising materials (printed or digital) produced by the Licensee must be submitted for approval to the Kennedy Center's Campus Rentals Office at least five (5) business days prior to printing, posting, or placement. Failure to comply with these terms may be deemed a material breach of the License Contract and the Kennedy Center may terminate the contract at its sole discretion. Please refer to the License Contract for further information.

PRESS COVERAGE

Placement and development of press releases and other publicity is your responsibility as the Licensee of the event. Many local agencies in the city are available to assist you with your publicity needs. Listed below are some telephone numbers and addresses that might be helpful.

NEWSPAPERS AND MAGAZINES:

Style The Washington Post 1150 15 th Street, NW Washington, DC 20071 (202) 334-7535	Weekend The Washington Post 1150 15 th Street, NW Washington, DC 20071 (202) 334-6808 (202) 334-5000 (fax)	City Paper – City Lights 2390 Champlain Street, NW Washington, DC 20009-2620 (202) 332-2100
Calendar Washingtonian 1828 L Street, NW Suite 200 Washington, DC 20034 (202) 296-3600	Afro American Newspaper 1917 Benning Road, NE Washington, DC 20002-4723 (202) 332-0080 (877) 570-9297 (fax)	Where Magazine 1720 "Eye" Street, NW Suite 600 Washington, DC 20006 (202) 463-4550 (202) 463-4553 (fax)
Life The Washington Times 3600 New York Avenue, NE Washington, DC 20002 (202) 636-3000	The Examiner Newspaper 6408 Edsall Road Alexandria, VA 22312 (703) 560-4000 (202) 903-2000	

RADIO STATIONS:

WETA-FM Radio 2775 South Quincy Street Arlington, VA 22206 (703) 998-2600	WAMU-FM Radio American University 4000 Brandywine Street, NW Washington, DC 20016 (202) 885-1200	WBJC Radio 6776 Reisterstown Road Suite 202 Baltimore, MD 21215 (410) 580-5800
WTOP – AM Radio 3400 Idaho Avenue, NW Washington, DC 20016 (202) 895-5000		