

c. Producer may begin to bring equipment onto the Premises beginning at XXXXXXAM on XXXXXX to be placed as directed by the representative of the National Trust. All equipment must be removed and all clean up must be completed by Xxx PM: on XXXXX 202X.

d. In the event the Producer cancels the use of the Premises for any reason, including weather conditions, the date may be renegotiated by the mutual agreement of the Parties. The Producer will remain obligated for the full fee (as specified in Paragraph 4), unless written notice of cancellation is received by the representative of the National Trust at least seventy-two (72) hours in advance of the commencement of the Term. The National Trust may cancel the use of the Premises if, in the opinion of the representative of the National Trust, the use by the Producer may cause damage to the Premises or the Property. In the event Producer needs additional time to complete the Production, such time may be granted in the sole discretion of the representative of the National Trust.

4. **FEE.**

a. **Site Fee.** The "Site Fee" for the use of the Premises is AMOUNT hundred US Dollars (\$AMOUNT.00).

b. **Overtime Fee for Use of Premises.** Overtime fees for use of the Premises will be charged at the rate Six Hundred and Fifty and No/100 U.S. Dollars (\$650.00) per hour or any part that Producer exceeds the use of the Premises beyond the hours specified in Paragraph 3 and is not inclusive of staffing costs.

c. **Payment of Site Fee.** Payment of the Site Fee shall be made by the Producer in advance prior to the commencement of the Term, by certified check, ACH or wire transfer made payable to the National Trust for Historic Preservation in the United States. Any additional charges will be deducted from the Security Deposit or billed after filming is complete and be due and payable by Producer no later than thirty (30) days after receipt of the invoice from the National Trust.

d. **Staffing Fee.** Intentionally deleted.

5. **SECURITY DEPOSIT.** Intentionally deleted.

6. **ACCESS & PERSONNEL.** The National Trust agrees to allow access to the Premises by Producer and its authorized agents and employees upon such terms and conditions as are necessary to protect and secure the historically significant Property. All personnel authorized or allowed on the Premises by Producer or its agents or employees must be under the control of the representative of Producer at all times. Producer shall provide to the representative of the National Trust a list of all personnel under its supervision prior to entering the Property or commencing the Production.

7. **EQUIPMENT.** Equipment necessary to photograph, film, and record the scenes for the Production will be allowed on the Premises. However, the placement, operation, and location of any and all equipment must not damage the buildings, grounds, roads, or any other aspect of the Premises or the Property, reasonable wear and tear excepted. The representative of the National Trust shall have the authority to prohibit placement of equipment or any other activity that may cause damage to the Premises or the Property. Producer agrees to be fully responsible for any damage to the Premises and Property as a result of equipment in/on the Premises or Property.

8. **PRECAUTIONS.** Producer expressly agrees to take whatever precautions are necessary to protect the Premises and the Property from damage, including without limitation the discontinuation of filming, photographing and recording, that are recommended either beforehand or on site by the representative of the National Trust. Producer further agrees to comply with the Site Regulations, attached hereto as Exhibit C and incorporated herein by reference. Smoking and/or eating may be permitted in the designated areas, subject to the continuing approval of the representative of the National Trust. **NOTHING SHALL BE AFFIXED TO ANY BUILDING INTERIOR OR EXTERIOR SURFACE WITHOUT PRIOR WRITTEN APPROVAL FROM THE NATIONAL TRUST.** Producer acknowledges that the Property, which is a National Historic Landmark, is of outstanding historical significance.

9. **PROTECTION OF THE GROUNDS.** Producer agrees to take all actions necessary to protect the grounds of the Premises and the Property from damage. Producer agrees to pay for all National Trust staff time necessary to restore the grounds to their condition prior to the commencement of the Term.

10. **SPECIAL EFFECTS/ANIMALS.** Producer shall obtain the written permission of the Representative of the National Trust prior to using any special effects at the site. Absolutely prohibited special effects include any effects involving fire, smoke, haze, explosives, and breaking of glass or other matter. No animals will be allowed on the Premises without the prior written permission of the Representative. The granting of permission to use special effects or animals shall not relieve Producer of its obligations to protect, safeguard, and restore the Premises and/or the Property as required in this Agreement.

11. **LIGHTING.** If the use of the Premises includes interior portions of the Property, Producer acknowledges that light and heat created by its use of lighting fixtures and related equipment has the potential to harm historic features. This includes, without limitation: fabric, wallpaper, paint, wood, finishes, and collection items - including fine arts. Producer agrees to follow all requirements and instructions of the Representative of the National Trust in the positioning and placement of the lighting equipment. Producer further agrees, regardless of any approval of specific use of lighting, Producer is solely and completely responsible for any damage caused by its lighting equipment, as determined in the sole discretion of the National Trust. Flash photography may not be used inside buildings without the prior written approval of the representative of the National Trust.

12. **PROTECTION OF MUSEUM COLLECTIONS.**

a. Producer acknowledges the contents of the Premises, including without limitation furniture, decorative arts, carpets, paintings, lighting fixtures, and any other personal property of the National Trust constitutes a collection of preeminent importance in American history and culture ("Collection"). Producer agrees it will exercise all care necessary to protect and safeguard the Collection from any and all harm or damage and agrees to follow all specific directives of the Representative of the National Trust to protect the Collection. **Producer acknowledges that any movement of objects in the Collection will be done only by National Trust staff.** In addition, Producer agrees to pay any and all conservation costs incurred as a result of damage to the Collection arising from Producer's use of the Premises. Any conservators necessary for the repair of any damage will be selected and contracted by the National Trust. The determination of whether conservation of an object in the Collection is required will be made in the sole discretion of the National Trust.

b. The Collection held by the National Trust may be protected by copyright, trademark, or other proprietary rights, not controlled by the National Trust. Producer assumes all responsibility for determining copyright restrictions and for obtaining all necessary written permissions pertaining to the use of photographs,

filming or depictions of the Collection. Permission is granted by the National Trust only to the extent of the National Trust's ownership of the rights related to particular objects in the Collection.

13. **PROPERTY APPEARANCE.** The Property is a museum and the display of items in the Collection rotates. There are also exhibitions and installations by artists, on occasion, that may result in certain areas of the Premises to be significantly redecorated, renovated, or under construction as needed. These changes occur at the sole discretion of the National Trust. The Parties, therefore, understand and agree that the appearance of the Property during the Term may not appear as it did upon the signing of this Agreement. The National Trust will endeavor to notify the Producer of any significant changes to or exhibitions at the Property in advance of its use, but the Producer agrees to accept the Property in "AS IS" condition.

14. **RIGHTS TO FINAL PRODUCT.** Producer will have all rights to the Production made pursuant to this Agreement for use in connection with the audio visual project currently entitled "**INSERT NAME**" intended for initial exhibition by **INSERT AUDIENCE** ("Final Product"). All rights of every kind in such recordings in all manners, formats and media now known or hereafter devised (including without limitation all copyrights therein and all renewals, extensions and restorations of said copyrights) in the Final Product shall be solely owned throughout the universe in perpetuity by the Producer.

15. **CONDITIONS.** Producer will provide all necessary personnel, equipment and facilities for the Production, including, but not limited to, a source of auxiliary electric power, sufficient to meet the needs of any sound, light, cast, crew, and equipment, and all personal protective equipment sufficient to meet the needs of its employees, guests, contractors, vendors, and/or invitees if any health restrictions are in place while on the Property. Producer, at its own expense, will remove all refuse and litter and remove all equipment from the affected buildings and grounds of the Property immediately upon the completion of the Production. Producer shall pay for any repairs, to the satisfaction of the National Trust, for any damage to the buildings, grounds, vegetation, or any area of Property, or other damage attributable to the Producer's use of the Premises and Property. The National Trust may charge a cleaning fee, in its sole discretion if Producer's cleaning and/or repairs to the Premises and Property are not to the satisfaction of the National Trust, and the Producers agrees that such cleaning fee (if charged) will be deducted from the Security Deposit or invoiced according to this Agreement.

16. **COPY.** The Producer agrees not to portray or misrepresent the National Trust or the Property in a manner that amounts to actionable trade disparagement or defamation. The National Trust may immediately cancel this Agreement, without incurring any costs or damages (including reasonable attorney's fees) if, in the National Trust's opinion, this Paragraph is breached or likely to be breached; PROVIDED, HOWEVER, that in no event shall the National Trust seek to enjoin or otherwise delay the development, exhibition, distribution, promotion or other exploitation of the Production so long as the Production and/or Final Product does not include the Premises and/or the Property.

17. **ASSOCIATION & MISREPRESENTATION.** Producer agrees that the Production and/or Final Product will not create, imply, or make any association with the owner, the Property, or individuals or entities that have been associated with the Property whether living or dead, now or in the past. Producer shall not misrepresent or damage the reputation of the National Trust in the Production and/or Final Product.

18. **ACKNOWLEDGEMENTS.** Producer agrees that the National Trust and the Property will be acknowledged in the thank you portion of the credits for the Production and/or Final Product substantially as

follows: for the National Trust, “The National Trust for Historic Preservation in the United States,” and for the Property, “Woodrow Wilson House, a National Trust Historic Site.”

19. **NOTICE.** Notices may be served on either Party, at the respective addresses set forth below by: hand delivery or overnight mail (postage prepaid), and also with a copy by electronic mail.

National Trust:	Producer:
Elizabeth Karcher Woodrow Wilson House 2340 S Street NW Washington, DC 20008 202.792.5808 ekarcher@woodrowwilsonhouse.org	c/o

20. **LIABILITY.**

a. Producer agrees to be liable for all claims of personal injury and/or property damage arising out of or related to its use of the Premises and/or Property and hereby assumes full financial responsibility for damage to or loss of objects or property owned by or on loan to the National Trust. Producer agrees to indemnify, defend, and save harmless the National Trust, its trustees, officers, employees, and agents from and against any and all liability, loss, cost, or expense, including reasonable attorneys’ fees, arising out of or in connection with: (i) any claim, action, or proceeding resulting from any accident, illness (including without limitation exposure to or infection by COVID-19 or any other communicable diseases) or injury to any person, persons, or property in or about the Premises caused by or arising out of Producer’s use of the Premises and/or Property; and (ii) the Producer’s violation of any local, state, or federal law, rule, regulation, executive order, or ordinance relating to the Producer’s use of the Premises and/or Property.

b. The National Trust disclaims liability for loss of objects or property belonging to Producer, its subcontractors, agents, employees, assigns, or invitees and for any injury or illness (including without limitation exposure to or infection by COVID-19 or any other communicable diseases) to any person occurring during or attributable to Producer’s use of the Premises and/or Property. Producer expressly agrees to release the National Trust from any such loss and/or claims and to be solely responsible for providing security and health and safety measures for property and persons during its use of the Premises and/or Property.

21. **INSURANCE.** Producer agrees that it will maintain in effect insurance coverage with a reputable company with the minimum limits of liability and other terms and conditions as follows:

a. The Producer must provide the National Trust with certificate(s) of insurance listing the National Trust for Historic Preservation as an additional insured on the following policies prior to the execution of this Agreement:

Workers’ Compensation	Statutory Amount
Employers’ Liability	\$500,000 per accident \$500,000 policy limit \$500,000 per person
Commercial General Liability	\$1,000,000 per occurrence \$2,000,000 aggregate

	\$1,000,000 products & completed operations aggregate \$1,000,000 personal & advertising injury
Third Party Property Damage Liability	\$2,000,000 per occurrence
Motor Vehicle Liability (owned, non-owned and hired vehicles)	\$1,000,000 combined single limit (bodily injury and property damage)
Excess/Umbrella Liability	\$2,000,000 each occurrence \$2,000,000 aggregate

b. All policies must be written with insurers maintaining A.M. Best Rating of A-IX or better and admitted to do business in the District of Columbia.

c. All coverage required in this Agreement must be primary and non-contributory to any insurance maintained by the National Trust. "Primary and non-contributory" in this clause means that the Producer's policies must provide coverage before any other applicable policy of insurance, deductible or self-insured retention program maintained by the National Trust without seeking contribution from other insurance carried by the National Trust and related entities and their respective officers, trustees, directors, and employees.

d. The Producer waives all rights against the National Trust to the extent of any insurance carried or required to be carried under this Agreement. Policies of insurance must be endorsed, as needed, to provide such waivers. Such waivers will be effective as to a person or entity even though that person or entity would otherwise have a duty of indemnification, contractual or otherwise, did not pay the insurance premium directly or indirectly, and whether or not the person or entity had an insurable interest in the property damaged. Such waiver shall also apply to the extent that any deductible or self-insured retention applies to any such policy and to the extent that the insured party is underinsured.

e. The Producer's liability shall not be limited to the limits of any required insurance.

f. All subcontractors, caterers, and vendors of the Producer are required to comply with the above insurance requirements, including without limitation, the requirement to provide a certificate of insurance.

g. The Producer shall give prompt notice to the National Trust in the event of any accident or occurrence on the Premises and/or the Property related in any way to this Agreement.

22. **REPRESENTATIVES.** The representative of Producer for this Agreement is ___[Name]___, ___[Title]___. The representative of the National Trust for this Agreement is Elizabeth Karcher, Executive Director, Woodrow Wilson House. The National Trust representative or his/her designee and the Producer representative will be on site at all times during the use of the Premises.

23. **AUTHORITY.** The Parties hereto declare and warrant that they and/or their signing representatives have the full right and authority to execute this Agreement.

24. **FORCE MAJEURE.** This Agreement may be canceled anytime without penalty to the National Trust if, in the opinion of the National Trust, any portion of the Premises necessary to the intended use herein has become unsafe or unsuitable for such use. In addition, either Party may terminate this Agreement if use of the Premises is rendered illegal, impossible, or impractical by an event beyond the Party's reasonable control and without its fault or negligence, including, but not limited to: acts of God, acts of war or the public enemy, terrorism, fires, floods,

epidemics, quarantine restrictions, strikes (other than own employees), freight embargoes, unusually severe weather, laws, regulations, or orders of governmental authorities, curtailment of transportation facilities, or other emergency making it illegal, impossible, or impractical to use the Premises for the use contemplated under this Agreement. Upon such circumstances arising under this Paragraph, either Party shall promptly notify the other Party in writing, and the Parties shall meet to determine whether the Production may be rescheduled for a date mutually acceptable to the Parties. If rescheduling is not feasible, the fees paid to date will be refunded to the Producer, and the Parties shall have no further obligation or liability under this Agreement.

25. MISCELLANEOUS.

a. Compliance with Laws. The Producer shall obtain and maintain all necessary permits, licenses, or other forms of permissions necessary to use the Premises for the Production. The Producer shall not use the Premises in any manner that would violate local, state, or federal laws, rules, regulations, or ordinances.

b. Sole Agreement. This Agreement constitutes the sole agreement between the Parties, and no amendment, modification or waiver of any of the terms and conditions hereof shall be valid unless in writing and signed by the Parties.

c. Governing Law. This Agreement shall be governed by the laws of District of Columbia.

d. Assignment. This Agreement shall not be assigned without the prior written permission of the National Trust.

e. Successors & Assigns. All covenants, promises, representations and agreements contained herein will be binding upon, apply and inure to the benefit of the Producer, the National Trust and their respective successors and assigns.

[Signature Pages to Follow]

IN WITNESS WHEREOF, the Parties have executed this Agreement with the signatures of their duly authorized representatives, effective as of the date first written above.

NATIONAL TRUST FOR HISTORIC PRESERVATION IN THE UNITED STATES

By: _____ Date: _____

Elizabeth Karcher
Executive Director, Woodrow Wilson House

PRODUCER

[INSERT PRODUCER NAME]

By: _____ Date: _____

Name: _____

Title: _____

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EXHIBIT A

“Description of the Premises”

The President Woodrow Wilson House is the house where President Wilson spent his retirement and is now a museum with period features and personal effects. All public rooms including the Drawing Room, Dining Room, Library, Solarium, Kitchen, Gallery, Dug Out and outdoor spaces including the Terrace, Upper and Lower Gardens are available for events.

DIRECTIONS

From Metro: - Take the Red Line to Dupont Circle Station - Use Q Street (North) exit escalator - Turn left at the top of the escalators and follow Q Street to Massachusetts Ave. - Bear right on Mass. Ave. and continue about 4 blocks to the stop light at Mass. & 24th. - Turn right on 24th Street - Immediately right again onto S Street. Wilson House is the third house on the right side.

From Massachusetts Ave: - left on S Street (just after California Street) - Wilson House is on the right side of the street.

From Connecticut Ave: - Cross Taft Bridge and veer right toward the circle in front of the Chinese Embassy - Turn right on Kalorama Road - Turn Left on 23rd Street - Turn right on S Street - Wilson House is on the left.

WOODROW WILSON HOUSE Accessibility*

Parking: There is no visitor parking provided by the Wilson House. The streets immediately around the House are restricted to either diplomatic tags or 2-hour parking until 8:30pm (or 6:30pm in some areas). There are no public garages nearby. The front drive is reserved for passenger drop-off.

Wheelchair Access: For those unable to use stairs, a ramp to the side entrance is accessible via the side driveway. The side entrance leads directly to the historic elevator. For those able to use the stairs: the front entrance has three steps, the foyer is up two steps to the landing of the main staircase – filming events are up one flight of stairs to the reception rooms or beyond to terrace and gardens.

Elevator: The historic 1921 Otis elevator is operational. It will accommodate a narrow adult wheelchair with an overall depth of 31 inches and width of 24¼ . The House can provide a transfer chair for any visitor whose chair is too large and who is able to switch. A staff member or trained volunteer will always operate the controls of the elevator. The elevator is reached directly from the ramp at the side of the House. Along this route is also found the accessible rest room.

Garden: The terrace and the top steps of the solarium landing are accessible from the House – the garden itself is not.

Restroom Facilities: Both restrooms are located on the ground floor of the House. A Restroom

equipped to be accessible is located at the side entrance, by the elevator.

*Due to the historic nature of the Woodrow Wilson House, accessibility is somewhat limited. The House holds a Waiver of Accessibility

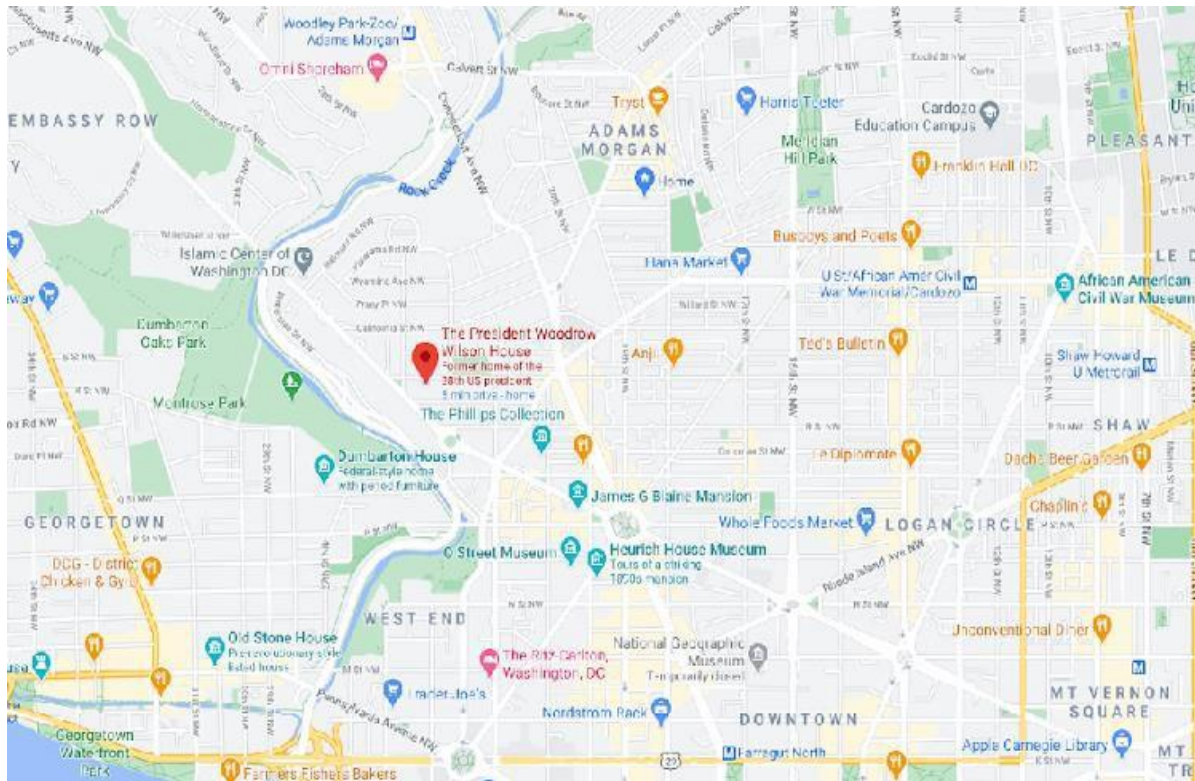


EXHIBIT B

“Production Schedule”

Producer agrees and understands that they will provide a final and complete production schedule no later than **XXXday, XXX, 202X** and will become part of this Agreement.

EXHIBIT C

“Site Regulations”

Special Use of Historic Property

Woodrow Wilson House

To facilitate public participation in historic preservation and to advance the interests of the National Trust through increased public support, it is the policy of the National Trust to permit use of Trust historic properties by other individuals and organizations for functions and meetings. These will take into account Trust tax status, tax status of the property, quality and type of event, physical impact on property, and wishes of the grantor of the property and applicable local laws and the logistical limitations of the property.

I. USE APPLICATIONS

- a. Application for use of the Woodrow Wilson House must be made in writing and directed to the attention of the Manager of Special Events, Woodrow Wilson House, 2340 S Street N.W., Washington, DC 20008, (202)792-5805.
- b. At the time of application, each organization or individual must provide full information concerning the type and purpose of the event being planned, including the name of the individual to serve as liaison with the property reception supervisor, both prior to and during the event.

II. LOCATION, MAXIMUM CAPACITIES AND SPECIAL FEES

- a. Capacity: Under no circumstances shall the number of guests exceed the maximum capacity of the property set by the fire code of the District of Columbia. The National Trust reserves the right to further limit capacity of individual rooms for the safety of the guests or the Wilson House Collection.
- b. Overtime Fees: If the event extends past the allotted hours as stated in the Letter of Agreement, the Contracting Party will be charged an overtime fee, as stated in the Letter of Agreement, per additional half-hour or any part thereof.
- c. Staffing: Wilson House staff shall be present to supervise the house during the function, to answer questions of an historic nature about the property, and to close the house after the function. It should be clearly understood that the duties of the museum staff properly concern ONLY the SECURITY and INTERPRETATION of the MUSEUM and ITS COLLECTION and to MOVE COLLECTION PIECES, IF NECESSARY.

III. USE REGULATIONS.

a. Organizations or individuals authorized to use the Woodrow Wilson House must reserve those facilities as specified in a contractual Letter of Agreement.

b. Rental rates, stated in the Letter of Agreement, are based on the size, duration and complexity of the event. Time will be charged from the time the function begins as stated in the contractual Letter of Agreement or when the guests begin to arrive, whichever comes first. Events permit use of the House and Garden after regular museum hours only unless otherwise stated in the Letter of Agreement.

c. Cancellation: The full amount of all Fees collected (less a processing fee) shall be returned to the Contracting Party according to the schedule laid out in the Letter of Agreement.

d. In requesting the use of the Woodrow Wilson House, you agree to assume full financial liability and responsibility for any damage to or loss of objects or property belonging to the National Trust for Historic Preservation and to hold harmless, indemnify and defend the National Trust from and against any claims of personal injury or property damage arising from such use.

e. All final and logistical arrangements must fall within the terms of the Letter of Agreement and be approved by the property representative no less than two weeks prior to the date of the function. Any changes in the plans must be approved by the Director or her designated representatives.

f. The Director must be advised in advance of any extraordinary security measures deemed necessary. Should security measures be deemed necessary, the cost of such measures will be invoiced to the contracting Party.

IV. PERMITTED USES

a. Permitted uses include still photography, commercial and television productions, and making motion pictures, videotapes and sound recordings. All uses shall be individually evaluated by the Director and approved or disapproved based on such criteria as scheduling pressures or conflicts, staffing requirements, staffing limitations, potential damage to the property and such other considerations as may be deemed valid, including those listed in the National Trust's policy statement above.

b. Commercial and publicity photography, film and television may be permitted when compatible with the character of the property and National Trust programs. Specific approval is required in each instance.

V. RESTRICTIONS

- a. Food and drink are permitted only on the second floor of the museum and in the historic kitchen and gallery on the first floor (depending on the terms of current exhibition loan agreements).
- b. Red wine and other red liquids are prohibited inside the house. Permission may be granted for use at table in the dining room.
- c. Cigarettes, cigars and pipes are not permitted in the museum.
- d. Lit tapered candles are not permitted in the museum. A limited use of votive candles may be approved for use in the dining room only. Smoke machines are prohibited.
- e. No cooking facilities are available in the house. Sterno is permitted inside the museum on a limited basis; wicked Sterno is preferred.
- f. Dancing, amplified music and DJ's are prohibited in the museum, but are welcome in the garden. Dancing is not allowed on the terrace. Music sound levels must be considerate of the close nature of our neighbors and will be monitored by museum staff. Audio Visual equipment is allowed inside the museum with approval by the curator.
- g. The throwing of rice, confetti, or litter of any sort is prohibited within the museum as well as the garden, terrace and front drive.
- h. Respect for museum objects, property and grounds is to be maintained and will be enforced by museum staff.
- i. The main floors are air-conditioned with window-style units. The rest of the Wilson House is not air-conditioned.
- j. Woodrow Wilson House cannot guarantee the visibility of areas not specifically contracted for by the individual/corporation.
- k. Live flower arrangements are permitted in the dining room, solarium, 1st floor hallway and gallery only.
- l. Established time limits for all functions must be strictly adhered to and will not be extended.
- m. All entertainment and activities must be approved by the museum director; some activities are inappropriate for the Wilson House. All activities must conform to local and federal laws, and have the appropriate licensing and permits required.

VI. OBTAINING THE SERVICES OF CATERERS AND TENT

Wilson House rental fees do not include catering, equipment or tents. Individuals using the property must engage a caterer from the House "Approved Caterer List." Other caterers may be approved for corporate clients who have an established relationship with companies not on this list. The individual/organization shall instruct the caterer to provide all personnel, food, linen, coat racks, tableware and extra furniture as needed.

VII. CATERERS APPROVED FOR USE AT THE WOODROW WILSON HOUSE

Check the website for the most up-to-date list. A vendor not on the preferred list may sometimes be permitted with the advance consent of the museum, a certificate of insurance, business license, list of references and a safety deposit of \$1000.

VIII. APPROVED TENT COMPANY

Sugarplum Tents 301-620-4340. www.sugarplumtents.com

The use of a tent in the garden is required for events larger than 60 guests. Tent crews will have access only during normal business hours (9-5, Monday – Friday, and 10am – 4pm Saturday - Sunday).

IX.. OTHER VENDORS

Other vendors such as florists, music and valet companies do not need to be a pre-approved vendor. However, we are happy to refer you to vendors that have worked successfully at Wilson House in the past.

X. OPERATING PROCEDURES FOR CATERING FIRMS AND OTHER SERVICES

- a. ALL VENDORS are requested to exercise caution when bringing supplies or materials into the museum. Specifically: no tables, boxes, or other objects are to be placed against the walls or other painted areas. ALL DELIVERIES MUST BE THROUGH SIDE DOOR OR GARAGE.
- b. Furnishings or objects belonging to the Wilson House Museum must only be moved by Wilson House staff.
- c. Contracting Party are to remove everything they bring into the house or onto the grounds, including trash, debris, empty bottles and unused bags of ice cubes immediately following the event. Unless prior permission is granted, equipment must be removed by noon of the day following the event.
- d. At the conclusion of the event the rooms and museum grounds are to be left in the same condition as found.

- e. A supervisor from the Contracting Party must remain throughout the event and the cleanup as well.
- f. Vendors and their equipment must not impede access to the handicapped ramp.

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