

Addendum A
Woodrow Wilson House Policies and
Procedures

The Contracting Party must select a vendor from the approved vendor list or request an alternative vendor in writing in advance to the Woodrow Wilson House Event Coordinator.

Contracting Party must ensure that all vendors adhere to the setup and breakdown hours listed in the contract. Any early deliveries or set up must be approved in advance.

All deliveries must go through the side door or garage of the Woodrow Wilson House.

Smoking is not permitted on National Trust property. This applies to not only the Contracting Party and guests, but also all vendors.

Using sparklers or fireworks of any kind is NOT permitted on the site.

Burning candles in containers is permitted in the garden.

Burning votive candles in the dining area only is permitted.

Any evidence of the use of illegal substances associated with the event is grounds for immediate termination without reimbursement of site fees.

Woodrow Wilson House is not liable for any errors, acts, or omissions on the part of *any* outside vendors.

Woodrow Wilson House is an active museum and conducts daily tours. Storage of any kind is NOT available prior to or after any event. The National Trust is not responsible for any items left unattended and/or left behind.

All décor items and trash must be removed from the Woodrow Wilson House premises by the Contracting Party and/or its vendors at the end of the Event. At the conclusion of the Event, the premises shall be left in the same condition as found. Any cleanup of items left behind by the Contracting Party, guests and/or vendors is subject to a \$500 cleaning fee. The fee will be deducted from the Contracting Party's security deposit or billed after the Event.

A supervisor from the catering company must remain with waiters and their staff throughout the function and during cleanup.

Red wine or other red liquids are not permitted inside the Woodrow Wilson House.

Food and drink are permitted only on the 2nd floor of the museum. Food and drink may be permitted in the historic kitchen and gallery on the 1st Floor, depending on the exhibitions on site.

No cooking facilities are available in the house. Sterno is permitted in the museum on a limited basis; wicked Sterno is preferred. Contracting Party shall give notice of use of Sterno in advance of the Event.

At no time may Contracting Party, guests or vendors impede access to the handicapped ramp.

All Events with over 40 guests must have a security detail to secure the safety of the guests and the site. The site will arrange for the security detail.

All Events with over 60 guests **must arrange for a tent in the Garden through the approved tent company.** [Sugarplum](#) 301-620-4340. The tent company is permitted access only during normal business hours, 9 AM to 5 PM, Monday through Friday, and 10 AM to 4 PM Saturday to Sunday.

All Events with over 60 guests must arrange for valet parking with a pre-approved vendor.

Contracting Party shall notify the Site Manager immediately of any incidents during the Event.

Contracting Party, its guests and vendors shall comply with all laws of the District of Columbia at all times.

Décor/Entertainment

The Woodrow Wilson House reserves the right to approve or disapprove any décor or entertainment offered at the special event to ensure that it harmonizes with the character and mission of the site. Events may not create any hazard or impose undue hardship, including to the collections, exhibits, landscape, grounds, facilities, staff or visitors. Contracting party must provide minimum notice of 90 days advance notice of décor plans to ensure written approval in advance.

Woodrow Wilson House does not provide staff to move tables, chairs, props, musical instruments, staging, or to otherwise facilitate the Contracting Party's event. Woodrow Wilson House is solely the venue for the Event.

Artificial material such as: confetti, glitter, cloth flower petals, sparklers, or plastic bubble containers may NOT be used or thrown anywhere on the property. Candy may not be used as decoration unless it is wrapped.

All lighting and decorations must comply with the District of Columbia Fire Code regulations. All displays, props, favors or other items from the Event utilized by and belonging to the Contracting Party must be removed immediately following the Event.

Adjustments to the planters or horticulture can only be made by Woodrow Wilson House staff. Woodrow Wilson House reserves the right to charge the client for any damages incurred to any plantings or planters by the Contracting Party and/or their vendors. Florals or decorations may not be attached to the or any structure or trees at Woodrow Wilson House. Floral vendors must plan for stands or provide their own structure to affix items to.

Live flower arrangements are permitted in the dining room, solarium, 1st floor hallway and gallery only.

Photography is permitted in the house and in the garden.

All amplified music outside must end by 10 PM.

All guests must be off the property by 11 PM. The Contracting Party and all vendors must be off site by 11:59 PM.

Directions:

From Metro: Take the Red Line to Dupont Circle Station. Use Q Street (North) exit escalator. Turn left at the top of the escalator 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 at the Woodrow Wilson House. The streets immediately around the House are restricted to either diplomatic tags or 2-hour parking until 8:30 PM (or 6:30 PM in some areas). There are no public garages nearby. The front drive is reserved for passenger drop-off only.

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 – evening events are up one flight of stairs to the reception rooms.

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. When planning events at the Wilson House, we suggest that any food, bar or other service or program be made available to the terrace level either by wait service or duplicate service stations.

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.