



RENTAL OF THE NATIONAL AIR AND SPACE MUSEUM

NASM Policy

1. PURPOSE

This document establishes rental and federal use policies applicable to the use of the National Air and Space Museum. This policy supplements SD 401.

2. TYPES OF RENTAL EVENTS

The following types of rental events are authorized at the NASM:

- Private corporate receptions;
- Fundraising galas for organizations with 501(c)(3) tax-exempt status (including religious organizations);
- Personal social events for adults such as wedding receptions, memorials, anniversary celebrations and birthday parties.
- Personal youth events, such as proms, dances, bar/bat mitzvahs, debuts, cotillions, quinceañeras, or birthday parties.

3. RULES

The following policies have been instituted to preserve and protect the spaces and collections. The Smithsonian special events coordinator assigned to an event is responsible for ensuring these rules are followed.

Prohibited Activities

The following activities are prohibited at all rentals at the Smithsonian:

Attachment A

- a. Political activities, including solicitations for candidates; campaign kick offs, or other activities directed toward the success or failure of a partisan candidate, political party, or partisan political group;
- b. Violations of any federal or local law regarding the sale of alcoholic beverages or other restricted substances;
- c. Sales of non-Smithsonian products or services;
- d. Gambling;
- e. Religious or civil ceremonies (other than those incidental to a wedding Rental); and
- f. Solicitations by for-profit entities (for example, ticketed events advertised to the general public).

Use of the Smithsonian Name

The use of the Smithsonian name and the NASM name is prohibited, except to indicate the address of the rental event. Lessees are prohibited from using the Smithsonian or NASM logo.

Reservations

A non-refundable deposit of \$5,000 and signed written agreement must be received to confirm the date on the Museum's calendar. If a confirmed event date must be changed, the Museum will endeavor to reschedule for a mutually convenient date, if space is available. The balance of the fee to the NASM must be received in full at least six weeks prior to the event date requested. If the event is canceled by Licensee, unless rescheduled, any and all deposits and payments are non-refundable once received by the Smithsonian.

Hours of Events

The NASM is open to the public from 10:00 a.m. - 5:30 p.m. Therefore, most private events begin at 7:00 pm. Receptions and dinners are designed for a three to four hour time period. For events approved for a four-hour timeframe, all guests must depart the Museum by the end of the fourth hour.

If additional time is requested for an event (more than four hours), or if the complexity of the set-up and breakdown for an event requires additional Museum support, an estimate of additional charges will be provided before the event. These charges will be invoiced after the event.

Set-up and Breakdown

Full event set up begins at the Museum's closing hour, but galleries will close early for a caterer's kitchen and some event space will be roped off at a mutually determined time.

Break-down should be completed within two hours after the conclusion of the event. If a vendor needs additional time, this should be arranged with the Special Event Coordinator prior to the event.

Site Visits and Walk-throughs

Please call 202.633.2340 to schedule an appointment with one of our special events coordinators. Site visit appointments can be scheduled and accommodated Monday-Friday, 9:00 a.m.-5:00 p.m.

Once an event is confirmed, a walk-through with the NASM special events coordinator, all vendors, event planners, and the client must be scheduled [at least two weeks] prior to the event. Clients must submit a list of vendors and a floor plan for approval prior to the final walk-through.

Vendors

The NASM maintains a list of approved vendors who have successfully operated in our spaces and are knowledgeable about our requirements. A copy of the approved vendors is attached. These vendors have repeatedly demonstrated their ability to successfully follow our policies and procedures and produce excellent events for different sized groups. The Caterers and Event Services Vendors listed have current required insurance certificates and Vendor Rule agreements on file. The Smithsonian has no contractual agreement with any of these vendors to place them on our pre-approved list.

Operational Rules for Entire Facility

Museum Space Usage

- All of the Museum's exhibits will be reserved for the enjoyment of your guests excluding galleries and other spaces under renovation or used for your event's catering kitchens. While such circumstances are rare, advance notice is not guaranteed.
- For events approved for a four hour timeframe, all guests must depart the Museum by the end of the fourth hour.

Video/Recording

- During the event, Licensee may photograph and record within the interior of the Museum at locations specified by Museum, so long as (1) the images and recordings will be used only for personal, non-commercial, or internal corporate use, and (2) any appearance of Smithsonian names, logos, staff, collections, iconic Smithsonian locations, or other identifiable Smithsonian content in the images or recordings are background and incidental. In no case shall the images or recordings be used in a way that it suggests that the Museum or the Smithsonian endorses Licensee or its activity.
- Selfie sticks are not allowed in any Smithsonian museum.
- Please note that some public spaces at the Udvar-Hazy Center are visible via a 24 hour per day web cam. You may view the images at: <http://airandspace.si.edu/explore-and-learn/webcams>

Catering Firms/Vendors

- The selected catering firm/vendor and any sub-contractors are responsible for operating under the NASM Vendor Rules and must provide a current certificate of insurance and signed rules agreement for NASM files.

Attachment A

Entertainment

- Please note that entertainment such as stilt walkers, jugglers and pyrotechnics that might jeopardize the safety of artifacts or individuals are prohibited.

Parking

- Complimentary parking may be available for use on a case-by-case request at the Udvar-Hazy Center only. Parking capacity is approximately 2000 spaces for the Udvar-Hazy Center. Security precautions are required, i.e. parking lists.

Attractions (IMAX® Theater/Planetarium/Simulators)

- The following can be made available for an additional fee:
 - the screening of one or more large-format films
 - flight simulators for your evening event
 - one or more shows in the Einstein Planetarium (the National Mall location only).

Docents

- NASM docents/guides may be available to maximize the educational value of the evening. As a courtesy, the NASM requires that these volunteers be afforded the opportunity to partake of the food and beverages of the evening.

Contracting

This attachment may be provided to inform prospective licensees of NASM's rules and requirements. This attachment will be incorporated into an Event Agreement that includes additional legal requirements. The event is not guaranteed until all parties sign an event contract, and payment has been received.